



# The Cottesloe School

## Information on GCSE Examination Procedures Summer 2017

*Inspiring*  
**ACHIEVEMENT**

HIGH ACHIEVEMENT FOR ALL IS OUR SHARED RESPONSIBILITY

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**Important JCQ Exam Notices are in the Exams section of the school website - please read them!**

## GCSE Examination Information for students

All students sit their exams (both internal and external) in the Main Hall, Gym or designated classrooms. Whatever the venue, public exam rules apply to everybody in the room. These rules are set by the Joint Council for Qualification (JCQ) who administer external examinations and are displayed on the outside of the exam venues throughout the whole of the external exam sessions.

The JCQ Information for Candidates poster and a copy of the JCQ rules are also published on the The Cottesloe School website together with a copy of this booklet. Please read them all.

GCE and GCSE exam modules are held in May/June each year.

Y11 mock GCSE exams take place in March each year.

***All students must wear full school uniform to all their exams, including school shoes. Students will not be allowed into the exam hall wearing non uniform clothing and will be asked to remove or change the non uniform items(s) including shoes. School regulations concerning jewellery and make up also apply to students taking examinations.***

### Study Leave and Revision Arrangements for Public Exams

Public exams take place in May/June and sometimes at other times of year.

They are now taken by a much wider range of ages than used to be the case, so we need to clarify arrangements, particularly when students are not on study leave. There may need to be some variations, particularly when we have large numbers taking a paper, but the table below shows the way it works for most exams.

Study leave (revision at home and only come into school for exams) in May/June is for Y11, 12 and 13 only

For morning exams, everyone needs to be present at 8.45 am promptly outside the exam room. For afternoon exams, they need to assemble by 12.30 pm.

Years 10 (May/June)	Morning exams: go directly to the exam hall then straight back to normal lessons afterwards Afternoon exams: the morning will be spent in normal lessons; students may have an early lunch break (at midday) before their afternoon exam begins
Year 11 (May/June)	Exam leave starts mid-May; only come in for the exams

## Exam Timetables

**GCE and GCSE candidates** will receive a personal itemised timetable with your name, date of birth and exam candidate number on it from your form tutor. All exams for which you have been entered will be listed on your copy of the timetable.

Please check this list very carefully and if there is an error - an exam you are expecting to take is not shown on your timetable or you have been entered for an exam you were not expecting to take, please see your subject teacher **immediately**.

If you have an exam clash (two subjects scheduled at the same time on the same day) then your timetable will show you how the exam clash is being managed.

Your timetable will also tell you what date your exam is and whether it is in the morning or afternoon - I suggest you highlight your exams in two different colours, one colour for the morning exams and one for the afternoon exams so you can see at a glance when you should be in school.

Some exam information can also be found in the Examinations section of The Cottesloe School website but you should always use your timetable as the first point of reference as some website information may not be up to date

**Please do not lose your timetable. The Exams Office can reprint it for you if you do lose it but there will be a charge of £2 (which will be donated to one of our charitable funds) for each reprinted timetable.**

## Punctuality

**Morning exams** - Candidates must be outside the correct venue by **8.45 am** and waiting in silence. All morning exams **start at 09:00 am**.

*You may have a second morning exam that **starts at approximately 11.00**. Please make sure that you are at your correct venue and ready to start the exam on time even though you may only have a few minutes between finishing one exam and starting another.*

**Afternoon exams** - Candidates must be outside the correct venue by **12.30 pm** and waiting in silence. All afternoon exams **start at 12.45** (unless you have been told otherwise).

When staff arrive to call candidates into the exam room everybody must be silent. Ignoring this instruction can cause delays and mistakes. Candidates are reminded that disobeying the instructions of invigilators can result in sanctions being applied.

## Lateness for Exams

Arriving late for an exam is discourteous to the exam invigilators and causes problems at the start of the exam which is disruptive to the other candidates taking the exam. Sometimes late arrival may be caused by unforeseen circumstances such as the school

bus running late and if this should happen you should telephone the school immediately on 01296 688264 and leave your name and a message that you may be late for your exam.

**All exam boards do not permit candidates who arrive later than 9.30 am or 2.00 pm to sit their examinations.**

### Seating Arrangements

Candidates for external exams are usually seated in alphabetical order.

Y11 mock exams are seated in either form or alphabetical order. Larger mock exams are divided by X and Y sides of the school with X usually in the Main Hall and Y in the Gym.

### Illness

Anybody who is too ill to attend an exam (both internal and external) must telephone the school as early as possible in the morning.

**It is not possible to reschedule GCSE or GCE exams** during the exam series, so unless you are extremely ill you should try and come into school for your exams. This school does not recommend retaking GCSE exams in Y12 as students are usually heavily involved in sitting their AS modules and having to revise and work towards a GCSE at the same time may be detrimental to their GCE work.

### **Exam Equipment and prohibited items**

Candidates may only take necessary equipment into the exam room – remember to use a transparent pencil case/plastic bag. You must not use correction pens, correction fluid, gel pens or highlighter pens on your answer sheets.

Bags should also be safely stored away at the front of the examination room. Mobile phones will be collected by the invigilators prior to the beginning of the exam.

**Anybody taking a mobile phone, ipod, iwatch or any potential technological/web enabled source of information into an exam room is likely to be disqualified – candidates can be disqualified from future exams if the exam boards think the offence is serious enough.**

Candidates are responsible for bringing all the equipment they need to each exam. The school cannot lend calculators or other equipment to candidates.

Please check the batteries in your calculator and replace them if necessary.

Candidates cannot share equipment during an exam. Items such as keys, glasses cases, calculator cases, purses etc must be placed on the floor under your desk for the duration of the exam.

**You may only write in black ink on your exam papers.**

You may bring a drink – STILL WATER ONLY – into the examination halls but it should be in a clear plastic bottle **with the label removed** and have a sports top. No food substances/sweets/chewing gum are permitted in the exam halls (Students who have a medical need i.e. diabetes should talk to the Special Educational Needs team before the exams series begins).

Please do not doodle on the exam paper/answer booklet. Examiners can and do disallow defaced papers.

So - to summarise the above 'do not' points:

- **don't** be late
- **don't** bring your mobile phone, ipod, mp3 player etc into the exam hall
- **don't** use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet (if you have to answer questions in spaces on the question paper, do not use highlighter pens on the answer part of the paper)
- **don't** ask to borrow equipment from the school or other candidates
- **don't** bring food/sweets/chewing gum into the exam hall (unless by prior arrangement with the Special Educational Needs team)
- **don't** bring coke, orange squash etc into the exam hall, you may only bring **still water** in a sports top bottle with no label .
- **don't** doodle on your exam paper.

### **During the exam**

You must enter the exam hall in silence and remain that way until you are released at the end of the exam. At the beginning of Y11 mock exams and all external GCSE and GCE exams the invigilator will read out the starting announcement listing exam rules and regulations. Please listen to them. You will then be asked to check you have the correct paper and if you have any other questions or queries – if you need to ask a question, no matter how trivial you may think it is, put up your hand and an invigilator will come and answer it for you. You will be told of any specific instructions for your exam paper and then the exam session will be started. The exact starting and finishing time of your exam will be written on the board at the front of the exam venue.

You will know if you are entitled to special arrangements in exams as this will have been discussed with the Exams Officer and the Special Educational Needs team well in advance of your exams. The candidates with extra time will have their finishing times displayed on the board as well.

***NB: There are some GCSE exam subjects where extra time is not considered appropriate; these are all D&T subjects, Art, Art Textiles and Music.***

If you need another piece of paper, drop your pencil case or have a query please put up your hand and an invigilator will come to you. Invigilators cannot help with the content of the question paper and are not allowed to explain any part of the paper to you but can assist in other matters.

If, exceptionally, you need to use the toilet or feel unwell, raise your hand and you will be escorted to the toilet. GCE and GCSE candidates are only allowed to use the toilet one at a time and have to be escorted to and from it by an invigilator.

Remember that afternoon exams usually last between 1 hour 30mins and 2 hours. If you drink lots of liquid at lunchtime some of you will be unable to go through exams of this length without needing a toilet break. If you have to go to the toilet in the middle of an exam, not only will this disrupt your thinking and other candidates, it will give you less time for your exam.

Please remember this and drink in moderation at lunchtime.

## **Exam Clashes**

When you have two or more exams that are timetabled at the same time on the same date; this is called an 'exam clash'.

GCE/GCSE candidates may need to have a supervised break or supervised lunch when they have two or more exams timetabled at the same time on the same date. They need to be kept isolated from other students taking these exams so the security of the exams is maintained and information cannot be passed between students on the content of the exam papers. There will be a designated room for every supervised break or lunch, an invigilator will collect you from your exam venue and take you to a room where you can:

- Read
- Revise
- Talk to other students in the designated room (quietly)
- Eat or drink
- Move around the supervised area
- Visit the toilet (supervised)

During a supervised break or lunch, students may not:

- Leave the designated room or area (except to visit the toilet under supervision)
- Use or have in their possession a mobile phone
- Go to the school canteen (you must bring a packed lunch and drink with you)
- Talk to anybody outside the designated supervision area
- Talk to any other students, apart from those sharing the supervised break or lunch, on the way to or before they enter their next exam venue.

All students are considered to be under examination conditions while they take their supervised break or lunch.

At the end of the supervised break/lunch you will be taken to your next exam venue and you will have to wait inside the hall with the invigilators.

**You will not line up with the other candidates outside the hall as you must not speak with any students before you take your exam.**

## **GCE and GCSE Exam timing**

At this school we start exams at 9.00 am in the morning and 12.45 pm in the afternoon.

Candidates are not permitted to leave the exam hall until 10.00 am for morning exams and 2.30 pm for afternoon exams, except for medical emergencies.

It is not possible to start the exams before 12.45 pm in the afternoon and, as exams do vary in length, you may not be able to return home on the school bus because your exam has not ended until after 3.00 pm. This is particularly relevant to students who have extra time in exams; so, if you have a late running exam, please ensure that you have made arrangements to get home safely.

### **Leaving the Exam Hall**

At the end of the exam, once all the papers have been collected the candidates will be dismissed in silence one row at a time – candidates must not talk until they are away from the exam room especially if others are still sitting exams. Candidates are also reminded that ordinary lessons will still be taking place in the rest of the school and they should only use designated revision rooms.

### **GCE/GCSE Exam entries for subjects not studied in school**

Each year requests are received from students who wish to take a GCE or early GCSE exam in a subject that is not studied at school (e.g. Italian, Chinese etc).

We are happy to discuss these requests but students who wish to take any foreign language exam must first discuss this with Mr Bandy or Mrs McMinn, who will make the candidate aware of all the implications regarding the exam (e.g. exam boards, subject specification, orals etc) and they will then discuss the matter with the Exams Officer.

Requests for entry to foreign language exams will not be processed without Mr Bandy's or Mrs McMinn's authorisation.

Entries for subjects other than languages must first be discussed with the subject Head of Department (your Form Tutor can tell you who they are) and they will discuss your request with the Exams Officer. Requests for exam entry will not be processed without authorisation from the subject Head of Department.



## **Problems/Queries**

If you have problems or queries relating to exams please see your subject teacher **as soon as possible** – do not leave it until the morning of the exam or the beginning of next term.

### **Special Consideration for External Examinations**

Every year we receive a number of requests for Special Consideration from parents of students taking public exams and it might be helpful to clarify the school's position on these requests.

In the case of illness, the school will support requests for sudden and serious conditions that apply **on the day of the examination only**. The exam boards do not consider illnesses affecting revision time prior to examinations to be an appropriate reason for special consideration.

If a candidate suffers from ongoing conditions e.g. **hay fever, glandular fever, depression etc**, please let us know, in writing, how they have been affected mentioning the symptoms and effects of any medication on the date of the actual exam. e.g. *'On Thursday 14 June Joe was badly affected by symptoms of his hay fever causing puffy and sore eyes, difficulty in breathing and lack of concentration'*.

This can then be sent electronically to the exam board requesting Special Consideration for Joe's exam on Thursday 14 June.

If a candidate is affected for more than one day e.g. for exams on Monday 11, Thursday 14 and Friday 15 June in one week, the note, **which should be brought to the Exams Office early in the following week**, should still relate the symptoms and effects of any medication to the date of the exams. e.g. *'Joe has suffered from severe hay fever symptoms during this week (week commencing Monday 11 June) which has caused him to have puffy and running eyes, difficulty in breathing and sleeping at night which will have affected him in his exams'*.

Exam boards will not accept 'blanket' notes for the whole of the exam series. These are notes that do not specify dates and just have comments such as *'Joe suffers from hay fever/glandular fever/anorexia which is affecting his exams'*

Any medical condition that might flare up can only be considered with a letter or equivalent relating to the specific date(s). ***This letter must be received by the school within 5 days of the exam so it can be submitted to the exam board within their deadline of 7 days from the date of the exam.*** It is strongly recommended that medical advice regarding the control of symptoms for such illnesses as hay fever, glandular fever etc is sought well in advance of the examination session.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

In all cases, the Examinations Officer must be informed on the day or days of the paper affected; late notification cannot be supported.

*Please note that Special Consideration exam mark adjustments are only relatively minor, so that they do not compromise the integrity of the standard. The usual adjustment made for candidates who are unwell on the day of the exam is between 1-2% of the mark achieved, (e.g. if a candidate scores, say 90/120, her adjustment will only be 0.9 - 1.8 of a mark). It is important to note that Special Consideration is not intended to compensate for all difficulties and some candidates may be simply too ill or distressed to cope with exams.*



## Examination Boards

These are the exam boards that we use for each subject. Their website is also shown. Provisional dates for dates for external GCE and GCSE exams can be found on [www.ahsonline.com](http://www.ahsonline.com) and on these websites together with subject information.

### GCE exam boards

#### EDEXCEL

([www.edexcel.org.uk](http://www.edexcel.org.uk))

Core Mathematics  
Further Pure Mathematics  
Design & Technology  
Statistics  
Decision Mathematics

#### OCR ([www.ocr.org.uk](http://www.ocr.org.uk))

Geology  
Law  
Health & Social Care  
Religious Studies  
Physics  
Chemistry  
History

#### AQA ([www.aqa.org.uk](http://www.aqa.org.uk))

Drama & Theatre Studies  
Psychology  
Geography  
French  
German  
English Language  
English Literature  
Physical Education  
Sociology  
Biology  
Creative Writing

#### WJEC ([www.wjec.co.uk](http://www.wjec.co.uk))

Travel & Tourism

## GCSE Exam Boards

		<b>GCSE exam codes</b>
<b>OCR</b>		
	Religious Studies	J621
	Law	J485
	Computing	J275
	Science, B, C, P	J261
	Biology	J263
	Chemistry	J264
	Physics	J265
<b>EDEXCEL</b>		
	Music	2MU01
	PE	2PE01
	Mathematics	1MA0
	History	2HA01
<b>AQA</b>		
	Drama	4242
	D&T: Resistant Materials	4562
	Further Mathematics	8360
	Art & Design	4201
	Dance	4232
	English Language	4707
	Geography	9032
	German	4668
	Additional Science	4409
	Science	4406
<b>WJEC</b>		
	Hospitality & Catering	47320001

## **FREQUENTLY ASKED QUESTIONS**

### **Q. Why do I need to check the details on my Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator **immediately**.

### **Q. What if I forget my Candidate Number?**

Candidate numbers are printed on your timetable and on your name card on the desk in the exam room. You will have the same candidate number for all your exams at The Cottlesloe School, from Y10 right up to Y13, so it will help if you can memorise it. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

The Centre Number is 52141. It is clearly displayed in the examination venues.

### **Q. What do I do if the fire alarm goes?**

The examination invigilators will tell you what to do. If you have to evacuate the examination venue leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

### **Q. Can I go to the toilet during the exam?**

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

### **Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the exam.

### **Q. What is an Application for Special Consideration?**

In the case of illness, the school will support requests for sudden and serious conditions that apply on the day of the examination only. In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.