



**Centre Name: St Christopher's School**

**EXAMINATIONS 2011-2012**

**GUIDANCE FOR  
STUDENTS & PARENTS**

**Centre Numbers:  
AQA 74604  
Edexcel 90316  
CIE BH010  
IB 003654  
All other boards 74604**

**Examinations Office Telephone No: 17788107  
exams.school@st-chris.net**

## CONTENTS

|  | <b>Page</b> |
|--|-------------|
| <b>Introduction</b>  | 3           |
| <b>JCQ Information for Candidates</b>                                      | 4           |
| <b>Before the Examinations:</b>  |             |
| Statements of Entry  | 5           |
| Examination Entry Fees & Invoices  | 5           |
| Examination Boards   | 5           |
| Candidate Name   | 5           |
| Candidate Number   | 5           |
| Unique Candidate Identifier  | 6           |
| Timetables   | 6           |
| Contact Numbers  | 6           |
| Equipment  | 6           |
| <b>During the Examinations:</b>  |             |
| The following two posters will be displayed in and outside the exams room: |             |
| <b>JCQ Warning to Candidates</b>   | 7           |
| <b>JCQ Mobile Phones</b>   | 8           |
| Examination Regulations  | 9           |
| Attendance at Examinations   | 9 - 10      |
| Invigilators   | 10 -11      |
| Absence from Examinations  | 11          |
| <b>After the Examinations:</b>   |             |
| Book Return  | 12          |
| Notification of Results  | 12          |
| Post Results   | 12-14       |
| Certificate Collection   | 15          |
| <b>Coursework and Controlled Assessments</b>                               |             |
| <b>JCQ Information for Candidates - Controlled Assessments</b>             | 16          |
| <b>JCQ Information for Candidates – Coursework</b>                         | 17          |
| <b>Frequently Asked Questions</b>  | 18 - 20     |

## **INTRODUCTION**

It is the aim of St. Christopher's School to make the examination experience as stress-free and successful as possible for you.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St. Christopher's School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following page.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Mrs Wendy Dewar** (in the Examinations Office, Senior School)

The Examinations Office telephone number is: **17788107**

The Examinations Office email address: **exams.school@st-chris.net**

Remember – we are here to help.

**GOOD LUCK!**

|     |               |      |         |     |      |
|-----|---------------|------|---------|-----|------|
| AQA | City & Guilds | CCEA | Edexcel | OCR | WJEC |
|-----|---------------|------|---------|-----|------|

**Information for candidates**  
**For written examinations – effective from 1 September 2011**

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

|   |   |
|---|---|
| <b>A</b>  | <b>Regulations – Make sure you understand the rules</b>   |
| 1   | Be on time for all your exams. If you are late, your work might not be accepted.  |
| 2   | Do not become involved in any unfair or dishonest practice during the exam.   |
| 3   | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.   |
| 4   | You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• calculator cases/instruction leaflets;</li> <li>• reading pens;</li> <li>• mobile phones, iPods, MP3/4 players or any other products with text/digital facilities.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p> |
| 5   | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.   |
| 6   | Do not talk to or try to communicate with or disturb other candidates once the exam has started.  |
| 7   | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.   |
| 8   | Do not borrow anything from another candidate during the exam.  |
| <b>B</b>  | <b>Information – Make sure you attend your exams and bring what you need</b>  |
| 1   | Know the dates and times of all your exams.   |
| 2   | Arrive at least ten minutes before the start of each exam.  |
| 3   | If you arrive late for an exam, report to the invigilator running the exam.   |
| 4   | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.   |
| 5   | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.  |
| 6   | You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.   |
| <b>C</b>  | <b>Calculators, Dictionaries and Computer Spell-checkers</b>  |
| 1   | You may use a calculator unless you are told otherwise.   |
| 2   | If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>  |
| 3   | Do not use a dictionary or computer spell checker unless you are told otherwise.  |
| <b>D</b>  | <b>Instructions during the exam</b>   |
| 1   | Listen to the invigilator and follow their instructions at all times.   |
| 2   | Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>  |
| 3   | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.  |
| 4   | Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.  |
| 5   | Remember to write your answers within the designated sections of the answer booklet.  |
| 6   | Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.   |
| <b>E</b>  | <b>Advice and assistance</b>  |
| 1   | If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.  |
| 2   | Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>   |
| 3   | You must not ask for, and will not be given, any explanation of the questions.  |
| <b>F</b>  | <b>At the end of the exam</b>   |
| 1   | If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.  |
| 2   | Do not leave the exam room until told to do so by the invigilator.  |
| 3   | Do not take from the exam room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.   |
| <p align="center"><b>This information must be made available to all candidates in advance of their examination(s).</b><br/><b>It may be provided electronically to candidates or in hard copy paper format.</b></p> |   |

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Candidates will also receive statements of entry from the Exam Boards. You must check **everything** on your statements of entry very carefully. Particularly check that all **personal details** (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult and costly to change them once certificates are awarded. Further, you may run into difficulties when applying to universities if your candidate name does not match the name as it appears on official documentation such as your birth certificate/passport.

### **EXAMINATION ENTRY FEES 2012:**

- Linear Examinations
  - GCSE – BD40 per subject
  - GCSE – BD14 per 4 unit subject
  - GCSE – BD21 per 2 unit subject
  - Advanced Extension Award – BD44 per subject
- Modular Examinations
  - GCE – BD22 per unit for six or four unit models;
  - GCE – BD44 per unit for two unit model
- **NB: Invoices**  
Invoices, listing all examinations entered for the candidate, are issued to parents/guardians once statements of entry have been issued and corrections have been made. Invoices must be paid to the **Accounts Office in Saar** by **invoice due date**. *Failure to pay will result in exam entries not being submitted to the relevant board by the deadline date. This will result in Examination Boards applying penalty fees once entries are submitted.*

### **EXAMINATION BOARDS:**

- The School uses the following Examination Boards: AQA, Edexcel and CIE. Advanced Extension Awards are also offered through Edexcel.

### **CANDIDATE NAME:**

- Candidates are entered under the name format of First Name + Additional Names and Last Name, e.g., Michael Andrew Smith. They are depicted as follows on most examination documentation  
SMITH: Michael Andrew

### **CANDIDATE NUMBER:**

- Each candidate is allocated a four-digit candidate number by the school. **Please learn it** as you will need it throughout each examination season; it is the number you will enter on your examination papers.
- Candidate number cards are placed on each desk in the examination room. Candidates will be seated in candidate number order. These cards will also have the Candidate Name and photo and will serve as identification.

### **UCI (Unique Candidate Identifier):**

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (74604) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **TIMETABLES**

- Once your examination entries are confirmed, you will receive an individual timetable showing your own specific examinations with details of date, time, duration of exam and venue. Check it carefully. If you think something is wrong see Mrs Dewar in the Examinations Office immediately.
- Some candidates may have a clash where two or more subjects are timetabled on the same day at the *same time*. The school will make special timetable arrangements for these candidates only, and their individual timetable will show the NEW start time of the “clash” exams. You must check your individual timetable and if you think there is a clash on your timetable that has not been resolved or you are not sure what to do, please see Mrs Dewar immediately.

### **CONTACT NUMBERS**

- Please check that the school has at least one up-to-date contact number for you.

### **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates on page 4.

|     |               |      |         |     |      |
|-----|---------------|------|---------|-----|------|
| AQA | City & Guilds | CCEA | Edexcel | OCR | WJEC |
|-----|---------------|------|---------|-----|------|

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

**Effective from 1 September 2011**

|     |               |      |         |     |      |
|-----|---------------|------|---------|-----|------|
| AQA | City & Guilds | CCEA | Edexcel | OCR | WJEC |
|-----|---------------|------|---------|-----|------|



**NO MOBILE PHONES, IPODS,  
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN  
ELECTRONIC  
COMMUNICATION/STORAGE  
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

**DISQUALIFICATION**

from the current examination and the overall qualification.  
Candidates are advised that mobile phones in particular **must not**  
be in their possession whether switched on or not.

**This poster must be displayed in a prominent place both inside and outside each examination room.**

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “I Candidates”, which is issued jointly by all the Examining Boards, is printed on page 4 of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait **quietly** outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination *may* still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or ballpoint. Use of correction pens, highlighters or pale-coloured gel pens is not permitted in the answer booklet. If the question and answer sheet are one document **do not** use highlighters in your **questions** unless it is stated that you may.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. Please make sure Mr Bonar has signed the back of your calculator if it is a programmable one. All calculator covers and instructions must be left outside or on the cell phone table and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **Mobile telephones MUST BE SWITCHED OFF (NOT PUT ON SILENT) AND TURNED IN TO AN INVIGILATOR UPON ENTRANCE TO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food or drink is allowed in the examination rooms apart from water in a clear bottle. Please ensure that all labels are removed before entering the examination room.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper.**

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least **one hour after the published start time of the exam** (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination room early.
- All examination timings are based on UK published start times (i.e., 9:00 am. for morning exams; 1:30pm for afternoon exams). Remember, in summer, we are two hours ahead of UK time and, in winter, three hours ahead. See table below for timings. This means candidates cannot be released from any morning examination until 12 pm. during summer exams (1 pm during winter exams) and 4:30 pm for afternoon exams (5:30pm during winter exams). Hence, a 2-hour morning exam in summer would start at 10 a.m. and finish at 12 pm.; a 1-hour morning exam would start at 11 am and end at 12 pm, etc.

#### SUMMER

|   |   |
|---|---|
| <u>MORNING EXAMS</u><br>Earliest possible <b>End time</b> | <u>AFTERNOON EXAMS</u><br>Earliest possible <b>End time</b> |
| <b>12 p.m.</b>  | <b>4:30 p.m.</b>  |

#### WINTER

|   |   |
|---|---|
| <u>MORNING EXAMS</u><br>Earliest possible <b>End time</b> | <u>AFTERNOON EXAMS</u><br>Earliest possible <b>End time</b> |
| <b>1 p.m.</b>   | <b>5:30 p.m.</b>  |

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. Close your examination paper and leave everything on your desk with the exception of your identification card which you must take with you. You will be asked to evacuate the room **in silence** and in the order in which you are seated, and escorted to the designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

#### INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators.

### **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform Mrs Dewar at the earliest possible point so she can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Mrs Dewar without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% (GCSE) and 50% (GCE) of the examination (including coursework) must be completed.
- Parents and candidates are reminded that no refund will be issued should a candidate fail to attend an examination.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Please note only the **FINAL** timetable is deemed to be accurate, do not use **DRAFT** timetables to diarise exam times and dates as these may be subject to change.

## AFTER THE EXAMINATIONS

### BOOK RETURN

- All text books must be returned to the school following the final examinations. Candidates can return all text books on their final exam date or after each subject exam. Text book collection boxes will be available outside of each exam room during the examination season.

### NOTIFICATION OF RESULTS

- Results will be available for collection on:

#### Results Dates for 2011/2012

| Session  | Date       |
|--|------------|
| November 2011 - GCSE - AQA & Edexcel                       | 12/01/2012 |
| November 2011 - GCE - CIE                                  | 23/01/2012 |
|  |            |
| January 2012 - GCE   | 08/03/2012 |
| January 2012 - GCSE  | 08/03/2012 |
|  |            |
| March 2012 - GCSE  | 19/04/2012 |
|  |            |
| Summer 2012 - IB Students (available online)               | 06/07/2012 |
| Summer 2012 - CIE Geography & Add Maths (available online) | 12/08/2012 |
| Summer 2012 - GCE  | 16/08/2012 |
| Summer 2012 - GCSE   | 23/08/2012 |

- Results can be collected as follows:
  - in person from 11:00 a.m. to 1:00 p.m.
  - by phone from 12:00 p.m. to 3:00 p.m. (candidate number must be provided)
  - by fax or email after 4 p.m. – by completing the "Results and Certification Instructions Form" and handing this into Mrs Dewar in the Examinations Office.

### POST RESULTS

- Senior Staff will be in school on Results Day to advise on all issues relating to results.
- Enquiries About Results (EAR): Clerical Check and Review of Marking Services are available up to approximately 4 weeks following the issue of results. Please pay attention to posted deadlines as there are no exceptions.

If you wish to re-sit an exam, a Re-Sit Form must be signed by your parent or guardian and submitted to the Head of Department for the subject. Re-sits will take place the next time that examination is offered (i.e., January or Summer for GCE exams and November, January and Summer for the majority of GCSE exams).

# January 2012 Examinations

## Key Dates

### Results & Post Results Services

| GCE & GCSE Examinations   | For entry and certification in January 2012 | Costs for each Unit 2012  |
|---|---|---|
| Final date for entries  | 19 October 2011                             | BD 21.000 6 unit GCE<br>BD 21.000 4 unit GCE<br>BD 42.00 2 Unit |
| Date of first examination on common timetable   | 09 January 2012                             | n/a   |
| Date of final examination on common timetable   | 02 February 2012                            | n/a   |
| <b>Publication of Results</b>   | 8 March 2012                                | n/a   |
| Final date to apply for <b>late cash-in</b> per subject award<br>Final date to apply for <b>late cash-in</b> per subject award - Edexcel<br>AQA | 17 April 2012                               | BD 10.000<br>BD 35.000  |
| Final date to apply for priority <b>photocopies of examination scripts</b>  | 16 March 2012                               | BD 15.000   |
| Final date to apply for a <b>Remark GCE</b>   | 17 April 2012                               | BD 35.000   |
| Final date to apply for a <b>Remark GCSE</b>  | 17 April 2012                               | BD 25.000   |
| Final date to apply for return of <b>original</b> examination scripts   | 26 April 2012                               | BD 15.000   |
| Issue of certificates   | by 1 June 2012                              | n/a   |

**Payments must be made to exam officers at time of request.**

# June 2012 Examinations

## Key Dates

### Results & Post Results Services

| GCE examinations   | For entry and certification in JUNE 2012 | Costs for each Unit 2012  |
|--|--|---|
| Final date for entries   | 14 March 2012                            | BD 22.000 6 unit GCE<br>BD 22.000 4 unit GCE<br>BD 44.00 2 Unit |
| Date of first examination on common timetable                                  | 14 May 2012                              | n/a   |
| Date of final examination on common timetable                                  | 26 June 2012                             | n/a   |
| <b>Publication of Results</b>  | 16 August 2012                           | n/a   |
| Final date to apply for <b>late cash-in</b> per subject award - Edexcel<br>AQA | 19 September 2012                        | BD 10.000<br>BD 35.000  |
| Final date to apply for <b>photocopies of examination scripts</b>              | 24 August 2012                           | BD 15.000   |
| Final date for <b>Priority Remark</b>  | 24 August 2012                           | BD 40.000   |
| Final date to apply for a <b>Remark</b>  | 17 September 2012                        | BD 35.000   |
| Final date to apply for return of <b>original</b> examination scripts          | 1 October 2012                           | BD 15.000   |
| Issue of certificates  | by 1 November 2012                       | n/a   |

| GCSE examinations  | For entry and certification in JUNE 2012 | Costs for each Unit 2012                     |
|--|--|--|
| Final date for entries   | 15 February 2012                         | BD40.000 1 unit GCSE<br>BD14.000 3+Unit GCSE |
| <b>Publication of Results</b>  | 23 August 2012                           | n/a  |
| Final date to apply for a <b>Remark</b>  | 17 September 2012                        | BD 25.000                                    |
| Final date to apply for return of original <b>examination scripts</b>          | 1 October 2012                           | BD 15.000                                    |
| Final date to apply for <b>late cash-in</b> per subject award - Edexcel<br>AQA | 17 September 2012                        | BD 10.000<br>BD 35.000                       |
| Issue of certificates  | by 1 November 2012                       | n/a  |

**Payments must be made to exam officers at time of request.**

C:\Documents and Settings\Mrs Dewar\Desktop\June 2012 Post Results Services Key Dates and Costs.doc

## CERTIFICATE COLLECTION

- Certificates are available for collection in early November. Should you be unable to collect your certificate in person you must complete a Results and Certificate Instructions Form indicating how you wish to receive your certificates (e.g., courier, registered mail, etc.). The form must be submitted to Mrs Dewar by 30 June.
- St. Christopher's School is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely filed away.

**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

**Information for candidates**

**GCSE, Functional Skills and Principal Learning, Controlled Assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you must ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**"the work which you submit for assessment must be your own",**

**"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

**Information for candidates**

**GCE, ELC and Project Qualifications, Coursework Assessments**

This leaflet tells you about some things that you must, and must not do when you are completing coursework.

Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**"the work which you submit for assessment must be your own",**

**"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

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

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

- Candidate Numbers are printed on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Examinations Office before going into the exam room.

### **Q. What do I do if I have an accident or fall ill before the exam?**

- Inform Mrs Dewar at the earliest possible point so we can help or advise you. In the case of an accident which prevents you from writing it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

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

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **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 an exam and you feel this may have affected your performance.

### **Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You must contact Mrs Dewar as soon as possible if you know you will be late for an exam. You should get to the school as quickly as possible and report to Mrs Dewar who will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
- You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- Candidates are encouraged to assemble an Exam Pack prior to the start of the examination period. This Exam Pack should be a clear pencil case or clear plastic bag (e.g., ZipLoc bag) which will contain everything you will need for all of your exams. Suggested contents of the Exam Pack are as follows:
  - two black ink pens
  - two 2B pencils
  - eraser
  - pencil sharpener
  - approved calculator
  - 30 cm ruler (marked with cm and mm)
  - compass
  - protractor
  - highlighters – do NOT use these on your answers nor on questions where the answer & question paper are combined.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room apart from water in a clear bottle.
- Mobile telephones and other electronic communication devices must be switched off and turned in upon entry into the exam room.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The maximum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on an overhead projector or board at the front of the exam room. Five minutes remaining will be called, and there will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

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

- The examination invigilators will tell you what to do. When you evacuate the room leave everything on your desk, with the exception of your identification card, 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. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the Tuck Shop in the usual way or bring a packed lunch. Candidates with clashes in their timetables, and who need to be supervised over the lunch break, will not be permitted to go to the Tuck Shop. Those candidates are encouraged to bring a packed lunch.

**Q. Why do I need to check the details on the 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 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. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by posted dates and you must complete a candidate consent form and return it with payment to cover the cost.