



# The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

## Exam Information 2011/2012

### YEAR 11

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## **Exam Information 2011/2012**

### **Introduction**

Examination times are very important times in your life. The examinations that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible.

There are a number of rules and regulations for examinations that you must be aware of, most of these rules are set by the examination boards and are designed to ensure fairness.

This guide has been designed to inform you of the examination procedures and to support you and those at home, through the examination process. If there is anything you do not understand, please ask one of your teachers or see Miss Lambourne, Examinations Manager. You may also call the school on 01296 428551 and ask to speak to Miss Lambourne.

### **Regulations**

As an examination centre we must follow very strict rules and regulations, as detailed by the Joint Council for Qualifications (JCQ). Each examination room is set out in accordance with the JCQ regulations, and the rules are displayed both inside and outside each examination room. These rules can also be found, for your viewing, on the Academy's website.

### **Examination Noticeboards**

There is an examinations noticeboard located in the dining hall containing important information with regards to examination timetables, revision techniques, past questions for revision practice, procedure for retakes, important deadlines and day-to-day information including examination venues and seat numbers. You should check these noticeboards regularly to keep up to date with the current changes.

### **Study Leave Arrangements**

Arrangements for periods of study leave will be agreed and distributed to students/parents ahead of each examination session, where applicable.

### **Examination Timetables**

Examination timetables will be distributed to students via communication folders/assemblies ahead of each individual exam session.

Once received, students/parents should check the following:

- Are there any examinations on the list you were not expecting to take or any missing? Including any retakes that you may have paid for.
- Is your name and date of birth correct? This information is as it will be printed on your certificate so it is essential that any mistakes are amended.

It is VERY important that each examination timetable you receive is read and checked thoroughly and any mistakes reported. If you are in doubt about any entry tiers then please speak to your subject teacher.

A copy of the provisional Year 11 Examination Timetable can be found on pages 6 & 7 .

### **Punctuality**

Unless otherwise stated on your timetable, all examinations at The Aylesbury Vale Academy start at 8:45 for morning papers and 1:20 for afternoon papers. You should always aim to be at your allocated examination room at least 15 minutes prior to the examination start time.

We will not wait for you if you are late, however we may be able to admit you depending on the circumstances. If for any reason you are going to be late and will miss the start of the examination, you **MUST** telephone the Academy. Additional time will not be permitted if you have simply misread your timetable.

Be aware that some examinations in the same session can have different finishing times and you may need to leave the examination room silently whilst others finish.

**All examination boards do not permit candidates who arrive later than 9:30am or 2:00pm to sit their examinations.**

### **Getting seated in the Examination Room**

You are not allowed to take any bags, coats, books, notes, mobile phones or any other unauthorised materials in the examination room. Outside the examination room you will be told where to put your possessions. Any unauthorised materials must be left outside the hall. Plastic wallets will be available if students wish their valuables to be kept under secure conditions. If you choose to leave your valuables in your bag/coat outside the examination room and not hand them in these will be left at your own risk.

You will be allocated a seat number for each examination you sit, this will be posted in the dining hall area before the examination. Make sure you know your seat number before the examination.

Before entering the examination room all students will line up in their three different colleges. Remember, once you enter the examination room you **MUST** remain silent.

### **Timetable Clashes**

If you have an examination clash you will be notified of the arrangements made. In most cases, you will take all papers, one after the other on the same day.

If you are affected by a timetable clash, you may be given a short break between examinations. Where this is the case you will be permitted to bring a snack to have between examinations. It is your responsibility to provide this.

Any break given to students between examination papers will be under strict supervision. Students will not be able to communicate with anyone outside of the examination room.

### **Absence from an Examination**

You must attend all examinations that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence.

If you are absent for any examination that the school has paid for, for unsatisfactory reasons, you will be charged and an invoice will be sent home. If you miss an examination due to severe illness, you **MUST** telephone the school on 01296 745703 on the morning of the examination and medical evidence must be given to the Examinations Manager within two days of the examination.

### **Course Information**

For the majority of courses that are offered at KS4, students will be studying an accredited syllabus through an Awarding Body (also referred to as an Examination Board) and will receive an official certificate at the end of the course.

To help with the purchase of revision guides, resources and/or extra tuition please see below for a list of identified Year 11 courses, awarding body, scheme code and QAN (Qualification Accreditation Number).

| <b>Scheme Code</b> | <b>Scheme Title</b>  | <b>QAN</b> |
|--------------------|--|------------|
| 4463               | AQA GCSE Additional Science  | 10055526   |
| 4411               | AQA GCSE Biology   | 10055563   |
| 4421               | AQA GCSE Chemistry   | 10055575   |
| 4547               | AQA GCSE Food Technology   | 50044850   |
| 4552               | AQA GCSE Graphic Products  | 50044965   |
| 4451               | AQA GCSE Physics   | 10055551   |
| 4562               | AQA GCSE Resistant Materials   | 50046093   |
| 4461               | AQA GCSE Science A   | 1005554X   |
| 4192               | AQA GCSE Sociology   | 50044369   |
| 4698               | AQA GCSE Spanish   | 50044801   |
| 4572               | AQA GCSE Textiles Technology   | 5004588X   |
| SV557              | EDEXCEL BTEC Level 1 Certificate in Creative and Media Production      | 50084239   |
| DW654              | EDEXCEL BTEC Level 2 Extended Certificate in Art and Design            | 50071051   |
| EH384              | EDEXCEL BTEC Level 2 Extended Certificate in Creative Media Production | 5007880X   |
| FE318              | EDEXCEL BTEC Level 2 Extended Certificate in Performing Arts (Acting)  | 50071415   |
| FE317              | EDEXCEL BTEC Level 2 Extended Certificate in Performing Arts (Dance)   | 50071415   |
| FP441              | EDEXCEL BTEC Level 2 Extended Certificate in Sport                     | 50076589   |
| FV378              | EDEXCEL BTEC Level 2 Extended Certificate in Travel and Tourism        | 50080167   |
| DIPLOMA            | EDEXCEL Higher Diploma IT  | 5002811X   |
| 2HA01              | EDEXCEL GCSE History A   | 50044308   |
| 1380               | EDEXCEL GCSE Mathematics (Legacy Specification) (Early Entries)        | 10064333   |
| 1MA0               | EDEXCEL GCSE Mathematics A   | 50079165   |
| 2RS01              | EDEXCEL GCSE Religious Studies   | 50044886   |
| J350               | OCR GCSE English   | 50079128   |
| J355               | OCR GCSE English Language  | 50079335   |
| J360               | OCR GCSE English Literature  | 50079220   |
| J385               | OCR GCSE Geography   | 50045386   |
| J535               | OCR GCSE Music   | 50045544   |
| 06325              | OCR Level 2 National Award in ICT                                      | 10062099   |
| 06276              | OCR Level 2 National Certificate in ICT                                | 10062105   |
| 4459               | WJEC GCSE Religious Studies (Short Course)                             | 50045866   |

## Provisional Examination Timetable 2011/2012

Below is a list of provisional dates for examinations in Year 11. Please note that this is not an individuals timetable, and that Curriculum Leaders will decide which session it is most appropriate for students to take particular modules.

| Date             | Start Time   | Duration | Awarding Body | Qualification | Title   | Exam Code | Year                                  |
|------------------|--------------|----------|---------------|---------------|---|-----------|---------------------------------------|
| 9 November 2011  | Wednesday pm | 1h 30m   | Edexcel       | GCSE          | Maths FOUNDATION PAPER 1F   | 1380 1F   | Year 11 early entry / Post-16 retakes |
| 9 November 2011  | Wednesday pm | 1h 45m   | Edexcel       | GCSE          | Maths HIGHER PAPER 3H   | 1380 3H   | Year 11 early entry / Post-16 retakes |
| 14 November 2011 | Monday am    | 1h 30m   | Edexcel       | GCSE          | Maths FOUNDATION PAPER 2F   | 1380 2F   | Year 11 early entry / Post-16 retakes |
| 14 November 2011 | Monday am    | 1h 45m   | Edexcel       | GCSE          | Maths HIGHER PAPER 4H   | 1380 4H   | Year 11 early entry / Post-16 retakes |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Biology 1A Objective Test - paper based   | BLY1AP    | Year 11                               |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Biology 1B Objective Test - paper based   | BLY1BP    | Year 11                               |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Chemistry 1A Objective Test - paper based   | CHY1AP    | Year 11                               |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Chemistry 1B Objective Test - paper based   | CHY1BP    | Year 11                               |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Physics 1A Objective Test - paper based   | PHY1AP    | Year 11                               |
| 15 November 2011 | Tuesday am   | 30m      | AQA           | GCSE          | Physics 1B Objective Test - paper based   | PHY1BP    | Year 11                               |
| 10 January 2012  | Tuesday am   | 2h 00m   | OCR           | GCSE          | English:Information and Ideas:Written Paper (Foundation)                                      | A680/01   | Year 11 retakes                       |
| 10 January 2012  | Tuesday am   | 2h 00m   | OCR           | GCSE          | English:Information and Ideas:Written Paper (Higher)  | A680/02   | Year 11 retakes                       |
| 13 January 2012  | Friday am    | 35m      | AQA           | GCSE          | Spanish: Listening (Foundation)   | 46951F    | Year 11                               |
| 13 January 2012  | Friday am    | 30m      | AQA           | GCSE          | Spanish: Reading (Foundation)   | 46952F    | Year 11                               |
| 13 January 2012  | Friday am    | 45m      | AQA           | GCSE          | Spanish: Listening (Higher)   | 46951H    | Year 11                               |
| 13 January 2012  | Friday am    | 50m      | AQA           | GCSE          | Spanish: Reading (Higher)   | 46952H    | Year 11                               |
| 13 January 2012  | Friday pm    | 0h 45m   | OCR           | GCSE          | English Literature:Prose from Different Cultures:Written Paper (Foundation)                   | A663/01   | Year 11                               |
| 13 January 2012  | Friday pm    | 0h 45m   | OCR           | GCSE          | English Literature:Prose from Different Cultures:Written Paper (Higher)                       | A663/02   | Year 11                               |
| 17 January 2012  | Tuesday am   | 1h 30m   | OCR           | GCSE          | English Literature:Literary Heritage Prose and Contemporary Poetry:Written Paper (Foundation) | A664/01   | Year 11                               |
| 17 January 2012  | Tuesday am   | 1h 30m   | OCR           | GCSE          | English Literature:Literary Heritage Prose and Contemporary Poetry:Written Paper (Higher)     | A664/02   | Year 11                               |
| 17 January 2012  | Tuesday pm   | 1h 15m   | Edexcel       | GCSE          | PEOPLE AND WAR: INTERNATIONAL RELATIONS 1900 - 1991   | 5HA01/01  | Year 11 retakes                       |
| 23 January 2012  | Monday am    | 1h 15m   | Edexcel       | GCSE          | GERMANY 1918 - 1939   | 5HA02/2A  | Year 10 / Year 11 retakes             |
| 24 January 2012  | Tuesday am   | 45m      | AQA           | GCSE          | Biology 2 Written (Foundation)  | BLY2F     | Year 11                               |
| 24 January 2012  | Tuesday am   | 45m      | AQA           | GCSE          | Biology 2 Written (Higher)  | BLY2H     | Year 11                               |
| 24 January 2012  | Tuesday pm   | 1h 00m   | OCR           | GCSE          | Geography:Sustainable Decision Making:Written Paper (Foundation)                              | B561/01   | Year 11 retakes                       |
| 24 January 2012  | Tuesday pm   | 1h 00m   | OCR           | GCSE          | Geography:Sustainable Decision Making:Written Paper (Higher)                                  | B561/02   | Year 11 retakes                       |
| 26 January 2012  | Thursday am  | 45m      | AQA           | GCSE          | Chemistry 2 Written (Foundation)  | CHY2F     | Year 11                               |
| 26 January 2012  | Thursday am  | 45m      | AQA           | GCSE          | Chemistry 2 Written (Higher)  | CHY2H     | Year 11                               |
| 27 January 2012  | Friday pm    | 1h 30m   | AQA           | GCSE          | Sociology; Studying Society; Education; Families  | 41901     | Year 11                               |
| 30 January 2012  | Monday pm    | 45m      | AQA           | GCSE          | Physics 2 Written (Foundation)  | PHY2F     | Year 11                               |
| 30 January 2012  | Monday pm    | 45m      | AQA           | GCSE          | Physics 2 Written (Higher)  | PHY2H     | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Biology 1A Objective Test - paper based   | BLY1AP    | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Biology 1B Objective Test - paper based   | BLY1BP    | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Chemistry 1A Objective Test - paper based   | CHY1AP    | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Chemistry 1B Objective Test - paper based   | CHY1BP    | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Physics 1A Objective Test - paper based   | PHY1AP    | Year 11                               |
| 1 March 2012     | Thursday am  | 30m      | AQA           | GCSE          | Physics 1B Objective Test - paper based   | PHY1BP    | Year 11                               |
| 2 March 2012     | Friday pm    | 1h 30m   | Edexcel       | GCSE          | MATHEMATICS UNIT TEST(LINEAR) 1F  | 1380 1F   | Year 11 early entry / Post-16 retakes |
| 2 March 2012     | Friday pm    | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS UNIT TEST(LINEAR) 3H  | 1380 3H   | Year 11 early entry / Post-16 retakes |
| 5 March 2012     | Monday pm    | 1h 30m   | Edexcel       | GCSE          | MATHEMATICS UNIT TEST(LINEAR) 2F  | 1380 2F   | Year 11 early entry / Post-16 retakes |
| 5 March 2012     | Monday pm    | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS UNIT TEST(LINEAR) 4H  | 1380 4H   | Year 11 early entry / Post-16 retakes |

| Date         | Start Time   | Duration | Awarding Body | Qualification | Title   | Exam Code | Year                              |
|--------------|--------------|----------|---------------|---------------|---|-----------|-----------------------------------|
| 14 May 2012  | Monday am    | 1h 30m   | OCR           | GCSE          | Music:Listening Test  | B354/01   | Year 11                           |
| 15 May 2012  | Tuesday pm   | 1h 45m   | WJEC          | GCSE          | Religious Studies Spec B: Religion and Life Issues  | 445101    | Year 11                           |
| 15 May 2012  | Tuesday pm   | 1h 30m   | Edexcel       | GCSE          | RELIGIOUS STUDIES UNIT 1: REL. AND LIFE BASED ON A STUDY OF CHRIST. AND AT LEAST ONE OTHER REL. | 5RS01     | Year 10 / Year 11 retakes         |
| 16 May 2012  | Wednesday pm | 2h       | AQA           | GCSE          | Design and Technology : Food Technology Unit 1  | 45451     | Year 11                           |
| 21 May 2012  | Monday am    | 45m      | AQA           | GCSE          | Biology 2 Written (Foundation)  | BLY2F     | Year 11                           |
| 21 May 2012  | Monday am    | 45m      | AQA           | GCSE          | Biology 2 Written (Higher)  | BLY2H     | Year 11                           |
| 21 May 2012  | Monday pm    | 35m      | AQA           | GCSE          | Spanish Unit 1 Listening (Foundation)   | 46951F    | Year 11                           |
| 21 May 2012  | Monday pm    | 45m      | AQA           | GCSE          | Spanish Unit 1 Listening (Higher)   | 46951H    | Year 11                           |
| 22 May 2012  | Tuesday am   | 0h 45m   | OCR           | GCSE          | English Literature:Modern Drama:Written Paper (Foundation)                                      | A662/01   | Year 11                           |
| 22 May 2012  | Tuesday am   | 0h 45m   | OCR           | GCSE          | English Literature:Modern Drama:Written Paper (Higher)  | A662/02   | Year 11                           |
| 22 May 2012  | Tuesday am   | 0h 45m   | OCR           | GCSE          | English Literature:Prose from Different Cultures:Written Paper (Foundation)                     | A663/01   | Year 11                           |
| 22 May 2012  | Tuesday am   | 0h 45m   | OCR           | GCSE          | English Literature:Prose from Different Cultures:Written Paper (Higher)                         | A663/02   | Year 11                           |
| 24 May 2012  | Thursday am  | 45m      | AQA           | GCSE          | Chemistry 2 Written (Foundation)  | CHY2F     | Year 11                           |
| 24 May 2012  | Thursday am  | 45m      | AQA           | GCSE          | Chemistry 2 Written (Higher)  | CHY2H     | Year 11                           |
| 24 May 2012  | Thursday pm  | 1h 30m   | OCR           | GCSE          | English Literature:Literary Heritage Prose and Contemporary Poetry:Written Paper (Foundation)   | A664/01   | Year 11                           |
| 24 May 2012  | Thursday pm  | 1h 30m   | OCR           | GCSE          | English Literature:Literary Heritage Prose and Contemporary Poetry:Written Paper (Higher)       | A664/02   | Year 11                           |
| 25 May 2012  | Friday pm    | 30m      | AQA           | GCSE          | Spanish Unit 2 Reading (Foundation)   | 46952F    | Year 11                           |
| 25 May 2012  | Friday pm    | 50m      | AQA           | GCSE          | Spanish Unit 2 Reading (Higher)   | 46952H    | Year 11                           |
| 29 May 2012  | Tuesday am   | 2h 00m   | OCR           | GCSE          | English:Information and Ideas:Written Paper (Foundation)  | A680/01   | Year 10 / Year 11 retakes         |
| 29 May 2012  | Tuesday am   | 2h 00m   | OCR           | GCSE          | English:Information and Ideas:Written Paper (Higher)  | A680/02   | Year 10 / Year 11 retakes         |
| 29 May 2012  | Tuesday pm   | 2h       | AQA           | GCSE          | Design and Technology : Graphic Products Unit1  | 45501     | Year 11                           |
| 30 May 2012  | Wednesday pm | 45m      | AQA           | GCSE          | Physics 2 Written (Foundation)  | PHY2F     | Year 11                           |
| 30 May 2012  | Wednesday pm | 45m      | AQA           | GCSE          | Physics 2 Written (Higher)  | PHY2H     | Year 11                           |
| 31 May 2012  | Thursday pm  | 1h 30m   | Edexcel       | GCSE          | RELIGIOUS STUDIES UNIT 11: ISLAM  | 5RS11     | Year 11                           |
| 11 June 2012 | Monday pm    | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS 1 : HIGHER PAPER  | 1MA0/1H   | Year 11                           |
| 11 June 2012 | Monday pm    | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS 1 : FOUNDATION PAPER  | 1MA0/1F   | Year 11                           |
| 12 June 2012 | Tuesday pm   | 1h 15m   | Edexcel       | GCSE          | HISTORY A UNIT 3A: WAR AND TRANSFORMATION OF BRITISH SOCIETY 1903 - 1928                        | 5HA03     | Year 11                           |
| 13 June 2012 | Wednesday am | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS 2 : FOUNDATION PAPER  | 1MA0/2F   | Year 11                           |
| 13 June 2012 | Wednesday am | 1h 45m   | Edexcel       | GCSE          | MATHEMATICS 2 : HIGHER PAPER  | 1MA0/2H   | Year 11                           |
| 14 June 2012 | Thursday am  | 1h 00m   | OCR           | GCSE          | Geography:Sustainable Decision Making:Written Paper (Foundation)                                | B561/01   | Year 10 / Year 11 retakes         |
| 14 June 2012 | Thursday am  | 1h 00m   | OCR           | GCSE          | Geography:Sustainable Decision Making:Written Paper (Higher)                                    | B561/02   | Year 10 / Year 11 retakes         |
| 15 June 2012 | Friday am    | 1h 15m   | Edexcel       | GCSE          | HISTORY A UNIT 1: PEACE AND WAR 1900 - 1991   | 5HA01     | Year 10 / Year 11 retakes         |
| 18 June 2012 | Monday am    | 1h 30m   | OCR           | GCSE          | Geography:Key Geographical Themes:Written Paper (Foundation)                                    | B563/01   | Year 11                           |
| 18 June 2012 | Monday am    | 1h 30m   | OCR           | GCSE          | Geography:Key Geographical Themes:Written Paper (Higher)  | B563/02   | Year 11                           |
| 19 June 2012 | Tuesday am   | 1h 30m   | AQA           | GCSE          | Sociology; Studying Society; Education; Families  | 41901     | Year 11 retakes                   |
| 20 June 2012 | Wednesday pm | 1h 15m   | Edexcel       | GCSE          | HISTORY A UNIT 2A: GERMANY 1918 - 1939  | 5HA02     | Year 10 retakes / Year 11 retakes |
| 21 June 2012 | Thursday pm  | 2h       | AQA           | GCSE          | Design and Technology : Textiles Technology Unit 1  | 45701     | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Biology 1A Objective Test - paper based   | BLY1AP    | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Biology 1B Objective Test - paper based   | BLY1BP    | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Chemistry 1A Objective Test - paper based   | CHY1AP    | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Chemistry 1B Objective Test - paper based   | CHY1BP    | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Physics 1A Objective Test - paper based   | PHY1AP    | Year 11                           |
| 22 June 2012 | Friday pm    | 30m      | AQA           | GCSE          | Physics 1B Objective Test - paper based   | PHY1BP    | Year 11                           |
| 27 June 2012 | Wednesday am | 1h 30m   | AQA           | GCSE          | Sociology Unit 2  | 41902     | Year 11                           |
| 27 June 2012 | Wednesday am | 2h       | AQA           | GCSE          | Design and Technology : Resistant Materials Technology  | 45601     | Year 11                           |

## **Conduct in the Examination Room**

From the time you enter the examination room until the time you leave, you are under examination conditions. You must be silent at all times and not communicate or attempt to communicate with any other candidate.

Once you have entered the examination room you need to be supervised at all times until the examination has finished, this includes any authorised rest breaks or visits to the toilet.

Before you start each examination an invigilator will read to you the starting announcement and will ask you to check that you have the correct question paper in front of you, this is particularly important for tiered examinations. If you notice a problem or have any questions you will need to raise your hand to attract the invigilators attention. Please be aware that an invigilator cannot help or assist you on any section of the examination.

Once the examination has started the exact start and finish times will be displayed on a whiteboard in the examination room. There will be adequate clocks on display for you to be able to see and use to manage your time effectively.

If, during any examination you find yourself running out of space raise your hand and an invigilator will bring you some spare paper. All work including any rough work will be submitted to the examiner so be mindful what you are writing on any spare papers issued.

You will not be able to leave the examination room early even if you have finished as this would disturb other candidates. Why not use this time for checking your answers?

Due to the recent scanning of examination papers to examiners all students must write only in **BLACK INK**.

## **Special Arrangements**

If you are a student who requires special arrangements you would have been notified of the arrangements made by the IAEN department.

If, for any reason, you find that you are not receiving the support you were expecting please contact the Examinations Manager or an Invigilator immediately.

## **Exam Equipment and Prohibited Items**

Students may only take the necessary equipment into the examination room as permitted by the JCQ guidelines. A list of permitted and prohibited items are as listed below:

### **Items allowed in the Examination Room**

The following items may be brought with you into any examination room:

- ⊙ Pens (black ink only), pencils, pencil sharpener, ruler, eraser.
- ⊙ Transparent pencil case.
- ⊙ Clear bottle of water, with a sports top, label removed.
- ⊙ Tissues (providing they are removed from their packaging and placed on the desk).

For certain examinations you may also need the following:

- ⊙ Coloured pencils, scientific calculator, set square, protractor and compass (where required and when examination boards permit).
- ⊙ Set texts.

### **Items NOT allowed in the Examination Room**

- ⊙ Bags, books, notes and valuables.
- ⊙ Mobile phones, iPODs, MP3 players, organisers or any type of electronic or radio communication.
- ⊙ Correcting pens, fluid or tape, highlighters or pale coloured gel pens.
- ⊙ Non-transparent pencil cases.
- ⊙ Calculator cases or instruction leaflets.
- ⊙ Sweetened/fizzy drinks or food.

*If you bring into an examination a calculator and/or geometry set or equivalent please ensure that you leave the cases and instruction leaflets in your bags, outside of the examination room.*

## **Malpractice**

If you are caught cheating in anyway during an examination this WILL be reported to the examination board. This can result in you being disqualified from that unit/module or from the entire subject.

Malpractice means doing anything that is against the rules stated on the 'Information for Candidates' document and can include:

- ⊗ The presence and/or use of unauthorised material.
- ⊗ Disruptive behaviour (including the use of offensive language).
- ⊗ Allowing work to be copied or attempting to copy other candidates work.

If you are suspected to have committed malpractice you will be asked to stay behind after the examination and your parent/carer will be notified. If, as a result of malpractice the awarding body decides to disqualify you from the examination an invoice will also be sent home to compensate for any entry fees incurred.

## **End of the Examination**

Once the examination has finished the invigilators will collect your examination paper, answer booklet and any additional paper you may have used.

ALL papers will need to be collected before you may leave the examination room. Silence MUST be maintained during this time. You will be dismissed from the examination row by row. You must remain silent until you are well outside the examination room particularly if others are still trying to work.

## **Special Consideration**

Special consideration can only be applied for if something has seriously affected your performance on the day of the examination. Examples of special consideration are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would USUALLY need to provide medical evidence).

If, after the examination, you think you have a good reason for applying for special consideration you must see the Examinations Manager immediately.

## **Results**

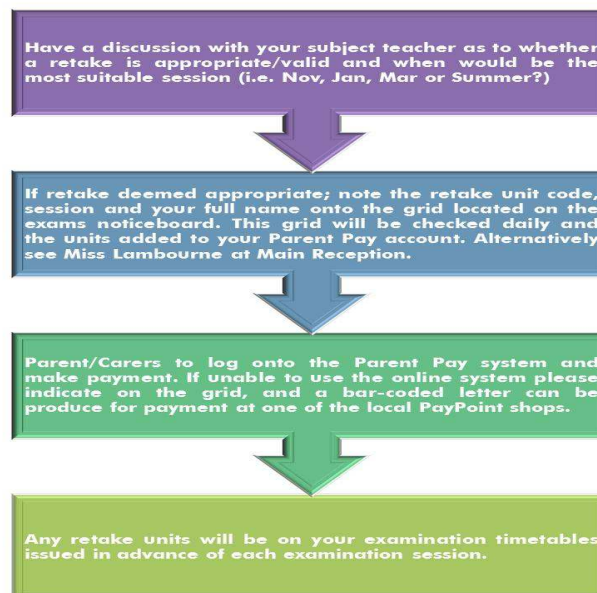
You will be notified of result dates as and when you receive your individual examination timetables.

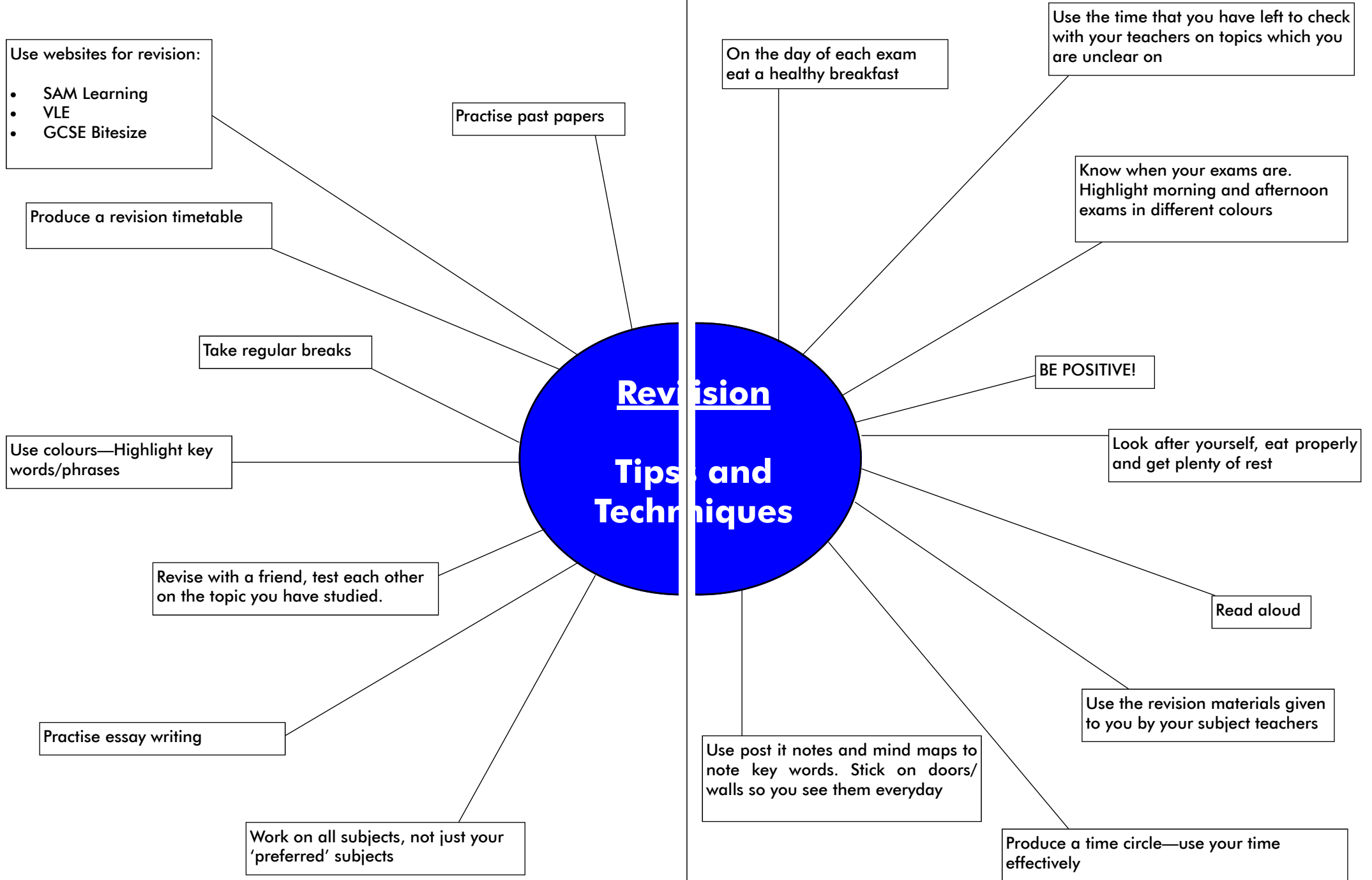
On results day if you are unable to collect your results in person, you may, in advance request that someone else collect your results for you. If this is the case you will need to notify the Examinations Manager in writing that you are unable to collect your results and give the name of person who will be collecting the results on your behalf. Results will not be given over the

## **Retakes**

If after receiving your results, you decide you would like to improve your grades for a particular subject, there will be an opportunity to retake a unit/subject (in most cases). For the majority of cases the student will be responsible for paying and submitting their retake. This is now done via Parent Pay and the following procedure should be followed:

### **Procedure for Exam Retakes**







**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.**

### **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

|     |               |      |         |     |      |
|-----|---------------|------|---------|-----|------|
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**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 must not 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).<br/>It may be provided electronically to candidates or in hard copy paper format.</b></p> |  |

AQA      City & Guilds      CCEA      Edexcel      OCR      SQA      WJEC

**Produced on behalf of: AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

**Notice to Candidates – Fair Processing**

**General and Vocational Qualifications**

The JCO awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the examinations regulators of England, Wales and Northern Ireland. Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information will also be collected to support requests for access arrangements and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may, in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WAG, DENI, Ofqual, HESA, UCAS, Local Authorities, YPLA and Learning Record Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by awarding bodies for statistical and policy development purposes.
6. Awarding bodies are obliged to disclose the information that they hold about data subjects, such as the candidates, to them within 40 days of receiving a formal request for disclosure. Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.
7. If you have not reached the age of 16, you may first wish to discuss this Fair Processing Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Assembly Government (WAG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998 in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom it may be passed on. This is referred to as a 'fair processing notice'.