



WEST HILL SCHOOL

Year 11

Essential Student Guide to Surviving Exams

Exams Information

Contents

Introduction

Power Yourself to Perform

Exam Preparation

On the Day of an Exam

Exam Check List

Fire Alarm

Absence from Examinations

Policy and Procedure

Results and Certificates

Appendix 1 - JCQ No Mobile Phones or Electronic Devices

Appendix 2 - JCQ Warning to candidates

Appendix 3 - JCQ Information for candidates – written exams 2018-2019

Appendix 4 - JCQ Information for candidates – privacy notice

Appendix 5 - JCQ Information for candidates – social media

Appendix 6 - JCQ Information for Candidates – non- examination assessments

Introduction

This booklet has been designed to help you during the Summer GCSE examinations.

People referred to in this booklet:

The Exams Officer Mrs Hemmings

The Attendance Officer Mr Wick

Please double check that all the details on the Candidate Timetable (issued with this booklet) are correct.

- Names are spelled correctly
- Date of birth is correct
- Correct exams are entered
- Correct tier of entry is entered

After the exams have finished and certificates have been sent to schools, Exams Boards charge £47.00 to have new/replacement certificates printed. Please let the Exams Officer know as soon as possible if there is an error with any of the details listed on your timetable.

On your GCSE exams timetable, some of you will notice that there may be exam clashes. If this is the case you will be contacted by the Exams Officer to explain the arrangements. Please do not hesitate to contact the Exams Officer if you are unsure about what will happen or if you are concerned a clash may have been missed.

Please make sure you keep checking your timetable regularly and that you do not mistake a morning exam for an afternoon one, or the other way round. It is strongly recommended you put your exam dates and times in your planner.

The mock exams have slightly different arrangements to your GCSE exams, eg. time, so please check the timings of your exams on your Candidate Timetable. The final GCSE examinations will take place during May and June. These will start at the following times unless there are any exam clashes (details will be issued separately if this occurs):

Morning examinations 9.30 am Afternoon examinations 1.30 pm

Power Yourself to Perform

- P – Preparation. Start the day with a nutritious breakfast. Your brain needs the energy from food to work efficiently.
- E – Energy Levels. Eat at regular times throughout the day and avoid high sugary foods such as pastries, sweets, caffeine and fizzy drinks. These will give you energy highs and crashes.
- R – Re-hydrate. Drink a glass of water ideally with lemon at the start of the day. Carry a bottle of water around with you and take it into the exam.
- F – Focus Fuels. Snack on brain boosting foods throughout the day such as fresh & dried fruit, nuts & seeds.
- O – Omega 3's. Omega 3 has been shown to help brain function and increases concentration. It also helps to improve your immune system when your body and mind are stressed. The best source of Omega 3 is oily fish such as mackerel, sardines, salmon & trout.
- R – Re-think brain blockers. On exam day, stay away from foods made of white flour, such as cookies, cereal bars, pastries, cakes and muffins, which require added time and energy to digest.
- M – Macro-nutrients. Have a combination of protein, fats, and carbs at every meal on exam day.

Exam Preparation

- Do all the things you've been advised to.
- Make a revision plan and stick to it.
- Make use of all the resources you've been provided with as well as those that you can get for yourself from the Internet.
- Balance the time for subjects you enjoy with those you find harder so that you can Aim High in everything.

On the Day of an Exam

Please be on the school site at least 30 minutes before the exam is scheduled to start and be at the exam venue 15 minutes before the exam is scheduled to start. If you are late, please report to the Exams Officer or Attendance Officer as soon as you arrive.

You must know where you are to sit in an exam venue. Seating plans will be displayed in the:

- Dining room window
- Exam venue

The Examination Boards set down strict rules and regulations which schools must follow. Any bad behaviour, talking or copying may result in all your examination papers being cancelled. Schools must report any such behaviour to the Examination Boards.

All personal electronic devices must be switched off and removed from your person and placed in your bag:

- Phones
- Watches
- Fitbits
- iPods/MP3 players

As soon as you enter the exam venue, exam conditions apply. **You must not talk.** The invigilator will instruct you where to leave any bags and coats and then find your seat. Please make sure that you sit in the correct seat, as you may be given the wrong examination paper if you do not do so.

Remember you must not talk, turn around or disturb another student. If you have a problem please put your hand up and an invigilator will help you.

In all examinations you will be asked for your name, candidate number and centre number. Your candidate number is a 4 digit exam number and is on your Candidate Timetable; it will also be with your name on the seating plan displayed on the Dining Room window and outside the exam venue.

Centre number is 33555.

Centre name is West Hill Stalybridge

The centre number and name will be displayed at the front of the exam venue with the starting and finishing times of the exam.

Listen very carefully to instructions and notices that are read out – there may be changes to the exam paper which you need to know about.

Please check that you are given the correct question paper, with the correct subject and if relevant, the correct tier on it (i.e. Foundation/Higher).

Exam Check List



Unless instructed differently, for morning GCSE examinations you should arrive:

- at school no later than 9:00am
- at the exam venue no later than 9:15am

For afternoon GCSE examinations you should arrive:

- at school no later than 1:00 pm
- at the exam venue no later than 1:15pm

It is much better to plan to arrive early in case of problems with the journey.



When taking exams you will be instructed by the invigilator where to put your bags and coats.



Phones/watches/iPods/FitBits/Programmable calculators, etc.

Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping at the start of the exam or preferably switched off and left in your bag. **This is very important – if a phone is found on you, there is a good chance that your whole exam will be cancelled.**



You should not have books/notes, etc. in your pockets.



You should bring a black pen, pencil, rubber and any other writing equipment needed to your exams. Only **clear pencil cases** are allowed on your desk, any others should be left in your bag.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your **answers**.

If you make a mistake in the exam please draw a neat line through it. Any diagrams or pictures should be drawn in pencil. Please draw a neat line through any rough notes also.

We recommend that you invest in a good quality pen with a rounded barrel.



In an exam where you have the use of a calculator, you should keep the calculator lid, box or instructions with your bag and coat and not in your pocket.



Please come to school dressed in your correct full school uniform, footwear and appropriate hairstyle. Failing to attend in full school uniform may disadvantage you.



No food is allowed in the exam room. You can bring a 500ml bottle of water in a clear bottle, no sugary drinks are allowed. If your bottle has a label, you must remove it before bringing it in to the exam venue.



Visit the toilet before any exam. You are not allowed a toilet visit for an hour after the exam has started and you should avoid leaving the exam venue for any toilet breaks.

Fire Alarm

If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic!

If the exam venue needs to be evacuated you will be asked to leave quietly **and** in the order you were sitting. You will be taken to the evacuation point. Please leave **EVERYTHING** on your desk. **DO NOT** speak to anyone else and when you return **DO NOT START WRITING** until you have been told to do so. You will still get the full working time and a report will be sent to the Awarding Body telling them of the interruption.

Absence from Examinations

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message for the Exams Officer with the Reception Office. You will need to contact your Doctor on the day of any absence and get a sick note from them to provide to school.

If you miss part of your examination the board can only award if you complete 25% of the whole qualification.

If you do not have a good reason for missing an exam your parents/carers will be charged for that exam.

Policy and Procedure

Please note that the Exams and Internal Appeals Policy are available on request from the Exams Officer.

Results and Certificates

GCSE results are due on Thursday 22nd August 2019 after 9.30 am. Results slips are to be made available to candidates on that day.

If you cannot come to collect your results in person and you wish someone else to pick them up on your behalf, please send a signed note authorising them to be collected. If you do not send a signed note then we will not be able to release your results.

Certificates will be presented on Year 11 Presentation Evening on Thursday 21st November 2019 at Dukinfield Town Hall.

For those boys that do not attend Presentation Evening, certificates will be available from Reception in the two weeks following that event. After this time all certificates will be posted home. Please ensure that school has your correct postal address.

Make sure that you have a revision plan and that you stick to it.

Work hard in class and at home and your efforts will be rewarded!

The staff and governors of West Hill School wish you well in your exams.

AIM HIGH



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

©2017 – Effective from 1 September 2017



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 2014

©2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

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.

A	Regulations – Make sure you understand the rules
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: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: 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.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
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.
E	Advice and assistance
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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. 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.



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

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

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) or 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, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments 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 examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

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. Examination results will be retained for a minimum of forty years.

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, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will 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 secure and accurate, including any third parties to whom it may be passed to.



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wright

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCCQ rules:

<http://www.jccq.org.uk/exams-office/information-for-candidates-documents>





This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

When you submit your work for marking, the awarding body will normally require you 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.

In some subjects you will have 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. You must take care how you use this material though - 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.

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written 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 do not 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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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. Do not 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 do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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.**

Do not think you will not 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 or seen 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 component 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.

The 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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