



**Yr 10 & 11**  
**EXAMS**  
Information Booklet  
**2018**

**Ysgol Uwchradd Prestatyn High School**

This handbook will list all the arrangements and regulations you will need to follow during your GCSE examinations. It will also try to answer most of the usual questions and confusions that candidates confront during what can be a rather stressful time.

The handbook will help to make your external examinations run as smoothly as possible and enable you to perform to the very best of your ability in what is probably the most important event of your life so far. Obviously not everyone can get straight A\*s in all of their GCSE's, but everyone can give of their best and reading this handbook carefully could be the start of that process.



# YOUR RESPONSIBILITIES

## **(i) Revision**

Do not leave your revision to the last minute.

Plan a detailed revision timetable and keep to it.

Divide your evenings, weekends and holidays into a series of 30/40 minute revision sessions.

Gradually increase the amount of time you spend on revision as the exams approach, and use wisely any free sessions during the exam period.

Use the techniques and aids that you have covered/will soon cover in assemblies to find the most effective revision methods for you.

Consult your exam timetable to ensure that you revise all of your subjects and not just those you enjoy.

With each subject build up your efforts as the exam date approaches so you are ready for anything the examiner can throw at you.

## **(ii) Know all the arrangements and regulations**

It is your responsibility to know all the school exam arrangements and Awarding Body regulations. These are listed and explained in detail in the handbook. If things go wrong it will be no use whatsoever saying "I didn't know about it!".

If there are things you are not sure about even after reading the Handbook then it is up to you to ask for help and sort it out.

## **(iii) Timetable and punctuality**

GCSE written examinations begin on Tuesday 8th May and continue until Friday 22nd June.

There is no Study leave.

You will be given a copy of the master GCSE Timetable for the school and you should mark clearly when your exams are taking place. You will receive a final timetable nearer the time that tells you the day, time, room and seat of each exam — this is specific to you and you alone, some candidates may have the same examination at a different time, if they have clashes with other subjects. Make sure you are certain of which exams you need to attend. If in doubt check with your teachers or the Exams Office staff. It is not good enough to ring a friend the night before an exam!

It is your responsibility to get to school on time on exam days. The school does NOT offer an alarm call service or a taxi service. If you miss an exam, you will not receive any marks and you will be charged the entry costs for the missed paper.

## **(iv) Exam materials**

You must be fully equipped with all the materials necessary for your examination. BLACK pen, pencil, rubber, ruler, maths equipment, calculator, clear pencil case etc. must all be provided by you. The school is **NOT** obliged to supply equipment

## **(v) Exam Technique**

Learn your work thoroughly in advance of the exam date so that you can spend the last evening going back over the topics one more time and get an early night so that you are relaxed and calm the morning of the exam. Don't skip breakfast or lunch. If you don't put fuel in your car, it won't perform - your body is just the same.

In all your examinations you **MUST**:

Read the examination instructions carefully.

Note the length of the exam and how many questions you have to answer.

Allocate sufficient time to answer each question on the paper.

Make sure you understand clearly what the question is asking you. Far too many marks are thrown away by candidates who know the answers but do not put them down because they have misread the question.

Try to leave enough time to read through your answers, fill in gaps and correct silly mistakes.

Check your answers carefully. One extra mark that you might get by reviewing your paper at the end of the exam may make the difference between any grade boundary, A/A\*, D/C or U/G.

## **2. SCHOOL EXAMINATION ARRANGEMENTS**

Times of examinations

Morning examinations will **BEGIN at 9.00am promptly.**

- You should be in school by 8.40am, you do not need to go to registration. Exam staff will mark you in. You **MUST** be seated in your exam room by 8.50.
- During your exams your lunch will be between 12:20 – 1:00pm
- Afternoon examinations will **BEGIN at 1.00pm promptly.** You **MUST** be lining up by 12.40pm and **MUST** be seated in your exam room by 12.50pm.
- Candidates are expected to line up outside their examination venue; for those in the Hall & Gym, this means outside the building. In the event of inclement weather, you will be notified of alternative arrangements

### **Exceptions:**

If you have a clash - two or more exams scheduled for the same time:

When you get your Final Timetable, you must go to the Exams Office as soon as possible in order to find out when and where your exams will take place and establish the arrangements for dealing with clashes.

In order to ensure the integrity of the exams the clash candidates will be kept isolated from the other candidates all day. We must be able to show that these candidates have had no contact with their class mates who sat their exams at different times.

**If you realise that you are going to be late for an examination you should ring the school immediately.**

**01745 852312**

**The school telephone number is shown above**

- The length of examinations varies. Once your examination time is completed you will be expected to sit in silence. You will be instructed to go back to lesson if your exam is in the morning. You **MUST** follow all instructions given by exams staff.
- If you have to organise your transport home you should take particular care to know how long your exam will last. Some exams will not finish until after normal school home time.
- You **MUST** remain in the exam room until the end of the Examination.
- You are responsible for arranging your own transport.

### **Examination Rooms**

- Most examinations will take place in the Hall and Gym but it may be necessary to use other venues on occasions. Your final timetable will tell you which room you are required to attend. It may not be the same room as everyone else in your class or subject.
- Some candidates requiring 'Access Arrangements' may be allocated to another room. Details will be shown on your final, personal examinations timetable.
- Remember to check the notice boards in the **Hall Foyer** for details of exam schedules, rooms and other seating arrangements.
- Details of any changes in the arrangements will be displayed in the **Hall Foyer**. You should check the board in the **Hall Foyer** before every examination.

### **Examination Rooms**

- It is the responsibility of the candidate to be present on the correct day, at the correct time, in the correct place.

- Some afternoon exams will not finish until after the school buses have left. In this case it is your responsibility to be aware of these occasions and to arrange transport home. The school cannot taxi students home.

**e) Special circumstances**

- You should make every effort to attend every exam even if you are not feeling 100% fit. If you are unwell but still sit your exam you should let the school know on the day and see your doctor as soon as possible, preferably on the day of the exam, and get a note to verify that you have been unwell. This note should be handed in to the Exams Office as soon as possible and will be used as evidence of 'Special Consideration' to the Awarding Body if required.
- If you have suffered a long term illness or a recent upset, e.g. a bereavement, you could also be eligible for 'Special Consideration' so let the Exams Office staff know.

**If you are genuinely too ill to sit an exam you should :-**

- **Ring the school as early as possible to inform us that you will not be attending. The school telephone number is 01745 852312**
- **See your doctor to request a doctor's note which can be submitted as evidence of your situation.**
- **Failure to sit an exam is a serious matter. If you cannot produce a doctor's or hospital note to verify any illness you might not be awarded a qualification for that subject.**

**If you fail to attend an examination that you have been entered for without an adequate reason then you will be charged the Exam Entry fee shown on your Statement of Entry.**

**During the examination**

**It is your responsibility to know two numbers :-**

- **The centre number 68148**
- **Your candidate number \_ \_ \_ \_**
- **You MUST wear full school uniform.**
- **If you do not obey this rule you may not be allowed into the examination.**
- **Seating in the exam rooms will be in exam number order.**
- **Your exam number will be on the desk at which you must sit.**
- **Find your number and sit at the desk. Leave the paper slip on the desk.**
- **Do NOT change your seat for any reason without consulting the invigilator in charge.**
- **Do NOT talk or communicate to any other candidate in any way in the examination room.**

**This constitutes Malpractice. Any candidate suspected of malpractice – copying, communicating, cheating, disturbing other candidates - will be reported to the Awarding Body and may be disqualified from the examination in that subject and all other examination subjects.**

**Every exam room will have warning notices about malpractice displayed on the wall.**

**READ THEM!**

If you have any problems during the exam you must raise your hand to draw the attention of the invigilator.

**You will only be allowed to leave an exam room once the exam has started in the event of an emergency.**

**You will **NOT** be allowed to leave an exam until all of the allotted time has passed.**

**You will **NOT** be allowed to have a mobile phone, smart watch or any other electronic device that can receive data, on or off, in the exam room.**

- Wrist watches must be removed and put on the desk.
- You must **NOT** bring any unauthorised materials or equipment into the exam room. See '**WARNING TO CANDIDATES**' and the other official notices later in the handbook.
- You must bring all the necessary materials for the exam with you. You will **NOT** be allowed to borrow anything from another candidate during the examination.
- All your answers must be written in black ink. No correction fluid is allowed.

**At the end of the exam:-**

- **The papers will be collected in numerical order.**
- **Candidates must remain silent whilst the papers are collected.**
- **You will not be allowed to leave the exam room before the end of the exam.**
- **After leaving the exam room you should move well away as other candidates may still be completing a different exam.**
- **Check the date, time and venue of your next exam.**

**Return of text books:-**

- **You must return any book belonging to the school on the day of the last exam in that subject. If text books are not returned then parents will be contacted and bills sent.**

**Sixth Form**

If you are considering returning to the 6th Form you should attend the 6th Form Induction session.

# RESULTS

GCSE results will be issued on Thursday August 23rd 2018

The results are sent directly to the school and you will be individually issued with a provisional result slip detailing the result for each exam you sat. Most of the exams are set by WJEC but there are a few exceptions. All results will be shown on one consolidated slip.

## On Results Day

Come to the school personally to collect your results slips but not before:-

- 09.00am - Year 11
- 10.30am - Year 10

## Results will not be issued over the telephone.

*If you cannot be present on the day of the results the school will not give out your results to anyone else unless you have previously:*

- a) Left a stamped addressed envelope with the Exams Office staff so the results slip can be sent to you.
- b) Arranged before hand with the Exams Office staff in writing to authorise a relative/ friend to pick up your results slip.

As well as collecting your results, you may receive a letter from the Headteacher which will either confirm 6th form entry has been achieved or invite pupils into school to discuss their future options.

You will obviously consider your options very carefully in the light of your GCSE results. If you are considering returning to the 6th form then you should read the 6th form brochure carefully and attend the '6th form Enrolment' session.

## Certificates

GCSE certificates will be issued by Awarding Bodies in November 2018 and can be collected from the Exams Office. It is the responsibility of each candidate to collect Exam Certificates.





## Post Results Services

Each Awarding Body publishes procedures for appeals against its decisions, (Enquiries About Results) and the Examinations Manager will be able to advise pupils and parents of these procedures.

If you have any questions about the grade you have received, you should refer to your subject teacher in the first instance. They will be able to give you further information about your performance in each paper and coursework element.

The Awarding Bodies follow procedures laid out in the Joint Council for Qualifications (JCQ) Post Results Services Booklet, a copy of which can be obtained from [www.jcq.org.uk](http://www.jcq.org.uk) They offer four Enquiries About Results services:

1. Clerical Check
2. Review of Original Marking
3. Review of Original Moderation
4. Access to Scripts

**All requests for post results services must originate from the Examinations Office. The Awarding Bodies will not enter into correspondence with individuals or groups of pupils.**

# Appeals Against Internal Assessments In External Qualifications

Prestatyn High School is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this will be done fairly, consistently and in accordance with the specifications for the qualification concerned. Assessments will be carried out by staff who have the appropriate knowledge, understanding and skills. When the assessment of a piece of work is divided among several members of staff, consistency will be maintained by internal moderation and standardisation. Pupils work must be authenticated according to the requirements of the Awarding Body.

If a candidate feels that these procedures have not been carried out in relation to his or her work they should first discuss the matter with the appropriate Head of Faculty/Department. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure as described below.

**Written appeals may be made to the school regarding the procedure used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.**

A written appeal must come from the parent/guardian of the candidate, not the candidate alone and must be received by the Examinations Officer as soon as the circumstances become known and before the start of the main written GCSEs. A member of the Senior Leadership Team, Examinations Officer and another experienced member of the teaching staff, not directly involved in the assessment concerned, will conduct the appeal and will decide whether the procedures used for the internal assessment conformed to the requirements of the Awarding Body.

The outcome of the appeal will be reported in writing to the parents or guardian of the candidate before the end of the summer

term. Any changes made to the assessment of the work, any changes made to improve the school's application of the procedures, and any correspondence with the Awarding Body will also be reported.

The candidate, supported by a parent or guardian has the right to a personal hearing if they are not happy with the written response received. A candidate will be given notice of the date and access to all relevant documents in advance of the hearing, which will be conducted by a member of the Senior Leadership Team and a second independent person such as a governor. The hearing should take place before the end of June, if there are any difficulties meeting this deadline the school will inform the Awarding Body concerned.

Written records of any appeal will be maintained at the school and will be available to the Awarding Body upon request. A copy will be sent to the candidate/parent/guardian within 2 weeks of the hearing. The school will also inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the awarding bodies. Each Awarding Body publishes procedures for appeals against its decisions, (Enquiries About Results) and the Examinations Officer will be able to advise pupils and parents of these procedures.



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

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.**

# Notes





# Ysgol Uwchradd Prestatyn High School