

The background features a large, faint white lion rampant on the right side and a bell on the left side, both set against a light grey background with wavy white lines at the bottom.

Yr 10
EXAMS
Information Booklet
2019

Ysgol Uwchradd Prestatyn High School

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Introduction

It is the aim of Prestatyn High School to make the examination experience as stress-free and successful as possible for all candidates.

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

The Awarding Bodies (or Examination Boards) set down strict criteria which **must** be followed for the conduct of examinations and Prestatyn High School is required to follow them precisely. Therefore, you should pay particular attention to the **INFORMATION for CANDIDATES** that is printed on the following pages.

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

Mrs Carol Fielden on 01745 852312.

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: <ul style="list-style-type: none"> 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. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.



**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.



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

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.**

Before the Examinations

Provisional Timetable

- All candidates receive a Provisional Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and others may have Foundation, Intermediate or Higher tier. You must check everything on your provisional timetable very carefully. Particularly check that all personal details (date of birth, spelling of names etc.) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
- **Only legal names will be used to make entries and will be shown on certificates.**

Examination Boards

- The school uses the following Examination Boards:
 - **WJEC**
 - **AQA**
 - **OCR**
 - **Edexcel BTEC Courses**

Candidate Name

- Candidates are entered under the Legal name format of First Name + Surname, e.g. Joseph Bloggs

Candidate Number

- Each candidate has a four digit candidate number. This number is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. **Your candidate number is on the front of this booklet. PLEASE LEARN IT.**

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier. This consists of 12 numbers and 1 letter, which is shown on the top of timetables (and on the front of this booklet). This number will usually begin with the Centre Number (68148) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables

- This shows your own specific examinations with details of date, time and duration of the exam, venue and **seat number**. Check it carefully. If you think something is wrong see Mrs Fielden in the Examinations Office immediately.
- If candidates have a clash, where two subjects are timetabled at the same time, the school will make special arrangements for these candidates only. You must check your individual timetable where altered times will appear and see Mrs Fielden if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Fielden immediately.

Contact Numbers

- Please ensure that the school has at least two up-to-date contact numbers for you.

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the **INFORMATION FOR CANDIDATES** and the information on the following pages. Calculators should have no outer cases/ lids or covers attached. These should be removed.

During the Examinations

Examination Regulations

- A copy of the **INFORMATION FOR CANDIDATES**, which is issued jointly by all examining boards, is printed at the front of this booklet (page 3). All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **MUST** report any breach of regulations to the Awarding Body.

Attendance at Examinations

- **Candidates are responsible for checking their own timetable** and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the Examination Invigilators.
- Candidates who arrive late for an examination within a specified time may still be admitted if the school is satisfied that the security of the examination paper has not been breached. If special consideration applies then you must speak to Mrs Fielden (see Absence from Examinations).
- Full school uniform **MUST** be worn by all students attending school for examinations. If the temperatures are too high you may remove your blazer once seated.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times.
You must either use a see-through pencil case or clear plastic bag.
- Pens must be **BLACK** ink ballpoint (this is because some question papers are now marked electronically and any other ink does not scan into the computers making it impossible to mark your answer paper). No erasers or correction pens are allowed.
- For Mathematics and Science GCSE exams, students should make sure their calculators conform to the examination regulations. If in doubt check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watches are removed and placed on the desk in front of you.
- **Do Not** attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile phones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Exam Board. No exceptions can be made.
- **Bags MUST NOT BE BROUGHT TO THE EXAM ROOM.** Mobile phones and smart watches must be left in your bags and your Head of Year will ensure that your bags are locked in a room allocated for that purpose.
- No food is allowed in the examination rooms. You may take water into the examination room, however, it must be in a clear plastic bottle, with a spill proof cap **and have all labels removed.**

- Please **DO NOT** write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- **DO NOT** draw graffiti or write offensive comments on examination papers – if you do the Examination Board will refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, place in the correct order inside your answer booklet. **Remember to write your candidate details on any extra answer sheets used.**
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- If the Fire Alarm sounds during an examination, the Invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in **SILENCE** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

Invigilators

- The school employs external Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination. For example, if a candidate is feeling ill. If you need to speak to an invigilator, raise your hand and they will come to you.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Fielden without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by Special Consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require full payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Notification of Summer Results

- Summer GCSE Results will be available for collection on:

**Thursday 22nd August 2018
From 9.00am to 3.00pm**

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day.
- If you wish your results to be mailed, you will need to provide us with a stamped addressed envelope **before** the end of your exams.
- No results will be given out by telephone under any circumstances.

Post Results

- If you need post results advice, staff will be available on Results day.

Certificates

- Certificates will be available for collection from the Examinations Office from November 2019. Certificates will not be given to anyone other than the candidate, without the candidate's written authorisation.
- Prestatyn High School is only obligated to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates, as soon as possible, and to keep them safe.

