

William Edwards School



Summer 2022 Student Exam Handbook

Read all the following pages carefully they contain lots of useful general information as well as specific guidance to:

1. Help you prepare thoroughly **before your exams** start,
2. Ensure you know all the rules and regulations to follow **during your examinations**
3. Understand when and how you will get the **results of your examinations**.

Please see your subject teachers for detailed arrangements of practical exams and speaking tests. Detailed information about some of these examinations was not available when this booklet was written. The coming weeks are very important ones for you. If you are unsure of any of the details contained in this booklet - **PLEASE ASK!**

BEFORE YOUR EXAMS

REVISION

Start your revision early and follow a sensible revision timetable to ensure that you are well prepared for your exams. Follow the advice contained in the 'Revision Guide' section later in this booklet.

EXAM TIMETABLE

Carefully check your personal timetable. Note the dates, times and venues of all your examinations and especially whether they are a morning or an afternoon exam. If there are any errors on your timetable, please notify the Examinations Office immediately. Examinations can only be taken at the time and on the day given in the timetable. Misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence.

CLASHES

You will be informed if you have an examination clash with two exams due to take place at the same time, this will be shown on your personal timetable. Candidates in this position will follow their personal timetable and have to be supervised between each session.. You will not be allowed your mobile phone during the supervised periods.

START TIMES

All morning examinations will start at 8:50am. All afternoon examinations will start at 1pm, unless otherwise stated. You must be at the examination venue **immediately after morning registration** and for **afternoon examinations ten minutes** before the start time. Make sure that you are well prepared and well organised before every examination.

VENUES

Examinations will take place mainly in the PAC or Girls Gym, however, some smaller venues will be used. Please check the Examination seating plans (located in the Atrium, outside the PAC and Girls Gym) for the most up to date information. Allow enough time to find the correct venue.

SEATING ARRANGEMENTS

You will be allocated a desk for each exam. Check your personal exam sheet or the seating plan displayed on the outside the examination room. Under no circumstances whatsoever are you allowed to change the seating arrangements without the permission of the Exams Officer.

ABSENCE FROM EXAMINATIONS

If you are ill on the day of an exam, please contact the school immediately on 01375 486000. A doctor's certificate must be produced to the Examinations Office within 2 days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate. Misreading the timetable will not be accepted as a satisfactory explanation for the absence. You will be charged for failing to attend an examination.

LATENESS

If you know you are going to be late, phone, school as soon as possible on 01375 486000 after 8.30am. If you arrive late, you may be allowed into the exam, however, any lateness must be reported to the Awarding Body and it is at their discretion whether they will mark the script. They will not accept excuses like 'the pupil slept in' or 'missed the bus'. Again, this will mean you may have to pay the examination fee.

DURING YOUR EXAMS

EQUIPMENT

Bring your own writing instruments (including a spare pen) and any other equipment required for the exam. You must write in black ink. Any students who do not have a **black pen will be able to purchase one for 20p** from the Invigilators. Coloured pencils or inks may only be used for diagrams. Only transparent / see through pencil cases are allowed. Do not use Tipp-ex or any other correcting fluid. A neat crossing out is perfectly acceptable if an error has been made.

Calculators - are only allowed in certain examinations. Your subject teacher will advise you. If you use your own calculator you must:

- Make sure it works properly; check that the batteries are working;
- Clear anything stored in it;
- Remove any parts such as cases, lids or covers which have printed instructions or formulas;
- Do not bring into the examination room any operating instructions or prepared programs.

UNIFORM

All candidates are required to wear school uniform when attending school during the exam period. Failure to do so may result in the candidate being refused entry to the examination. In this case, the candidate would be required to pay for the examination.

DRINKS

You are allowed to bring into the examination room a small clear plastic bottle of water without any labels for your own personal use during your examination. We recommend that you do this, as the brain needs to be hydrated in order to work to its' full potential. You are not allowed to bring any food into an exam.

TOILET BREAKS

There will be no toilet breaks allowed for any examinations of 1 hour and 15 minutes or less unless there is a medical reason. No toilet breaks during the last 10 minutes of an examination.

ROUGH WORK

Rough paper is not provided; any rough work should be done on your answer paper and then neatly crossed out (though not obliterated).

GRAFFITI

Please do not mark or deface your desk or name label/card. At the end of each examination before you are dismissed, each desk and name label/card will be checked by staff for graffiti. Any candidates found guilty of this offence will be punished.

RULES AND REGULATIONS

It is your responsibility to familiarise yourself with the enclosed copy of the Awarding Bodies' regulations 'Warning to Candidates'. A copy of this notice will also be displayed outside the examination venue.

You must be silent at all times during an examination, including when entering and leaving the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you. Once you have entered an examination room, you are not allowed to leave unescorted until the conclusion of the examination.

No candidate is allowed to leave the examination room without the permission of the invigilator.

Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room. All the Awarding Bodies make it clear that:- Their official examination sessions must be run under strict and fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination as well as any other practice that could be seen as an attempt to deceive.

ALL CANDIDATES MUST FACE FORWARD AND NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM

You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment (For example: Any kind of watch, calculator cases/instruction leaflets, bags, opaque pencil cases, personal stereos, electronic or radio communication devices, including mobile telephones). Bags may be left at the back of the room. Please do not bring valuables with you when you have examinations, the school accepts no liability for items of value (e.g. money) which are left in bags.

MOBILE PHONES

Candidates are not allowed to have a mobile phone in their possession or left in a bag during an examination. All mobile phones must be switched off and handed in at the beginning of each examination. The penalty for having a mobile phone in your pocket or bag or having a mobile ring during an examination is severe and could result in disqualification from all your subjects. We strongly recommend that mobile phones have an identity label stuck onto them and/or they are left at home.

WATCHES

All watches including iwatches are strictly prohibited in the exam room and must be removed and handed in to the invigilator before the start of the exam.

CHEATING

Candidates caught cheating in examinations, including using unauthorised aids, copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from all examinations.

PROCEDURE IN THE EVENT OF A FIRE ALARM

In the event of the Fire Alarm sounding, you should remain seated and continue working whilst staff check whether or not it is a false alarm. If the alarm is legitimate and the venue has to be evacuated, you must close your answer booklets and place face down on the desk. You will be informed to evacuate immediately to the specified area, leaving everything on the desk. You will remain under exam conditions, therefore you must not talk to any other candidates inside or outside of the building. A decision will be made by the Head Teacher/Exams Officer as to whether or not the examination should be recommenced following such a disturbance.

RESULTS OF YOUR EXAMINATIONS

RESULTS DAY

The GCSE results for our current Year 11 students will be published on Thursday 25th August 2022. Results will be available for personal collection from 10 am till midday on the day of publication at a school location to be advised nearer the time. Results must be collected by the student personally or by someone with a note of authorisation from the student.

Uncollected results will be posted to students after this day.

WE ARE UNABLE TO GIVE OUT EXAMINATION RESULTS OVER THE PHONE

APPEALS

Should you have any queries regarding your examination results you must contact your subject teacher or Head of Faculty immediately. They will advise you on whether to submit an appeal to the awarding body and give you an approximate cost for this service.

CERTIFICATES

Examination certificates normally arrive in school at the end of November. You will be informed when, where and what time to collect them. They must be collected personally, or by someone with a note of authorisation from you. William Edwards School will only retain your certificates for a period of one year. Certificates unclaimed after this time period will be destroyed. Should you wish to obtain your certificates after this stage, you will need to deal directly with the Awarding Bodies who charge for this service.

YOUR CERTIFICATES ARE THE EVIDENCE OF YOUR ACHIEVEMENTS AND IT IS MOST IMPORTANT THAT YOU REMEMBER TO COLLECT THEM. THE COST OF REPLACEMENTS ARE GENERALLY £40 FOR EACH CERTIFICATE.

REVISION GUIDE

Resources

Past papers and mark schemes are available on the school website under the 'Exams and Assessment' section as well as subject specifications and revision guidance.

The William Edwards school website address is:

thompsonb@wes.swecet.org

The websites for the 4 main Exam Boards are useful sources of information and guidance. They are as follows:

AQA www.aqa.org.uk

Edexcel www.edexcel.org.uk

OCR www.ocr.org.uk

WJEC www.wjec.org.uk

Here are some tips which may help you during your revision for exams:

- If you feel it will help you, set a revision timetable, revising certain subjects at certain times.
- If you feel the need for silence while revising, try to make this possible.
- If you like to work to music, get some headphones and listen to your favourite album whilst you work. Try to listen to something that is familiar and "one of your favourites" - this will help to put you in a positive frame of mind during your revision - it can also reduce the risk of distraction, under the right circumstances.
- Make sure you have a break from revision - try to arrange things so that you have a "day off" revising. This will mean when you re-start your revision, you will be a little fresher.
- Try to revise one section of notes, or one set of topics together.
- If you have trouble with specific details of topics, at least try to understand the topic generally and try not to get too bogged down with details. If you just choose to "ignore" topics, you may be limiting your options too much when it comes to answering questions - try to gain a broad understanding, as this is often sufficient to answer most or part of a question (Quite often, details are supplied anyway - you just have to tie them together).

Revision – Techniques

Try to develop your own technique for revision. Different techniques work for different people and depending on the type of subject being revised, some techniques are more suitable than others. Here are some:

- Read and Memorise.
- Summary notes - short version of main notes.
- List of keywords for each topic covered, which can act as "triggers" for other ideas.
- Some kind of diagrammatic representation of notes can be helpful.
- Revise with a friend - if possible, exchange ideas during revision - this can be very helpful to both people in understanding topics and building confidence.
- Questions and Answers - get a friend to ask you specific questions about topics and think up questions to ask your friend. This will test and help to build your own understanding.
- Make up a set of revision cards - with one main topic per card, each topic listing ideas or information for this topic. You can carry these cards with you and, if you choose, get them out and revise whilst a passenger in a car or on the bus, or when queuing somewhere. **A pack of 100 revision cards A6 size can be purchased for 50p from the Reprographics department.**
- If possible, ask your teacher or tutor to revise topics you are unsure about and try to get the tutor to help you to fully understand the topic.

Exam Preparation

Try not to treat the exam as anything other than a normal school day. Try to follow your normal routine as this will help you relax.

Try to think that at least after the exam, you can relax and won't have to do any further revision - this will help you relax before the event too.

Get a good night's sleep - do not stay up till "all hours" revising unless you feel this is vital. A final review of topics and a review of your "strong" and "weaker" areas would be best. Take sufficient pens / pencil, rubber ruler etc. Relax!

Before the Exam

Try not to stress

- Make sure you arrive in plenty of time.
- Make sure you listen very carefully to instructions that are given or any announcements that are made. If anything is unclear, ask questions before you start as this may save you a great deal of time later.
- Make sure that you have everything necessary - question paper, answer papers, additional sheets etc. Ask the invigilator if something appears to be missing. The Exams
- Read all the paper and all the instructions carefully - check that you know exactly how many questions you have to answer and carefully note any constraints such as "Answer 1 question from each section" or "Answer 2 questions from Section A and 1 question from Section B" etc.
- "Speed Read" the paper to get an idea of what questions are in it but then later read more carefully.
- Read each question carefully and thoroughly and make sure you understand what it is asking. Read all parts of the question before deciding whether or not to answer it.
- Try work out how much time you will need to answer each question, but allow some time for reading / checking at the end of the time.
- Try to write neatly.
- If you are doing mathematical questions always show your working. Simply stating an answer will not get full marks. If you get a question partially correct, and have shown your working, you may be given some marks.
- Relax as much as possible and try to think clearly and keep confident.
- In a given question, concentrate of what you do know rather than what you don't know.
- Use what you know to maximum effect, but remember to ANSWER THE QUESTION.
- Do the questions you feel most confident about first (it rarely matters which order you answer questions in). This will help to build your confidence and you may find yourself remembering more things.
- Keep thinking positive and do the best you can. Just answer as much as you can.
- Remember to check the back page of your exam paper sometimes there are further questions.

Relax!



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

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

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

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

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

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. 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”.

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 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

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 coursework – 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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, 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 coursework 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.

Don't be tempted to use pre-prepared on-line solutions — 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.**

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 that examination series;
- 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

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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 2021