



## Students and Parents GUIDE to GCSE Exams

### Introduction

It is the aim of St Gabriel's RC 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. Parents, Carers & pupils must read it carefully so everybody is aware and understands the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down criteria which must be followed for the conduct of examinations and St Gabriel's RC High School is required to follow them precisely. You should therefore, pay particular attention to the 'Notice to Candidates' included at the back of this booklet.

Some questions you may have are answered at the back of the booklet but if there is anything you do not understand or any question that has not been addressed, please ask.

With any queries before, during, or after the examinations, please contact the examinations team.

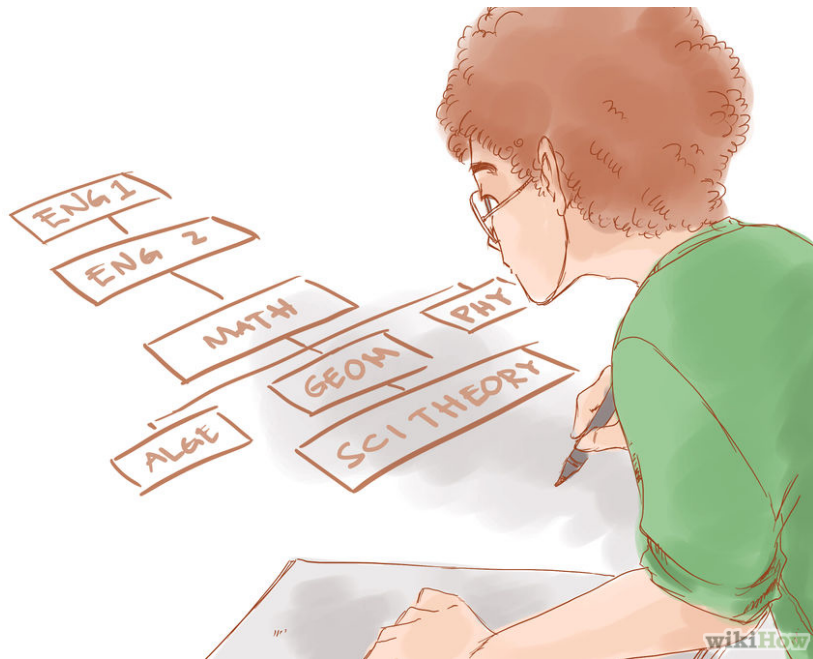
Telephone – 0161 764 3186

Remember – we are here to help.

Good Luck

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## BEFORE THE EXAMINATIONS

### Be prepared for your exams

#### Timetables

- A copy of the GCSE Exam timetable will be on the school website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong, contact the Exam Office immediately.
- A few candidates may have a clash where two exams in different subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and report to the Exam Office if you are unsure what to do.

#### Contact numbers

- Please check that school has at least one up-to-date contact number for you, but another will be very helpful

# Explanation of Seating Plan & Example of Individual Candidate Timetable

Date: Thursday 22 November 2007

Start Time: 9.15am

HALL  
Capacity 195

Front of Hall

A B C D E F

This is the date of the examination

Your Name

This is the code for the examination

This is the room that the examination will take place

This is the **START TIME** of the examination

This is your candidate/exam number

This is the **FINISH TIME** Of the examination

This person is sitting in seat **E8**

1	Candidate Name 5003 CHY1B 9.45am		Candidate Name 5123 BY1B 9.45am	Candidate Name 6100 PHY1B 9.45am	Candidate Name 6119 PHY1B 9.45am	Candidate Name 6120 PHY1B 9.45am
2	Candidate Name 5004 CHY1B 9.45am		Candidate Name 5124 BY1B 9.45am	Candidate Name 6101 PHY1B 9.45am	Candidate Name 6118 PHY1B 9.45am	Candidate Name 6121 PHY1B 9.45am
3	Candidate Name 5005 CHY1B 9.45am		Candidate Name 5125 BY1B 9.45am	Candidate Name 6102 PHY1B 9.45am	Candidate Name 6117 PHY1B 9.45am	Candidate Name 6122 PHY1B 9.45am
4	Candidate Name 5006 CHY1B 9.45am		Candidate Name 5126 BY1B 9.45am	Candidate Name 6103 PHY1B 9.45am	Candidate Name 6116 PHY1B 9.45am	Candidate Name 6123 PHY1B 9.45am
5	Candidate Name 5006 CHY1B 9.45am		Candidate Name 5127 BY1B 9.45am	Candidate Name 6104 PHY1B 9.45am	Candidate Name 6115 PHY1B 9.45am	Candidate Name 6124 PHY1B 9.45am
6	Candidate Name 5007 CHY1B 9.45am	Candidate Name 5016 CHY1B 9.45am	Candidate Name 5128 BY1B 9.45am	Candidate Name 6105 PHY1B 9.45am	Candidate Name 6114 PHY1B 9.45am	
7	Candidate Name 5008 CHY1B 9.45am	Candidate Name 5015 CHY1B 9.45am	Candidate Name 5129 BY1B 9.45am	Candidate Name 6106 PHY1B 9.45am	Candidate Name 6113 PHY1B 9.45am	
8	Candidate Name 5009 CHY1B 9.45am	Candidate Name 5014 CHY1B 9.45am	Candidate Name 5130 BY1B 9.45am	Candidate Name 6107 PHY1B 9.45am	Candidate Name 6112 PHY1B 9.45am	
9	Candidate Name 5010 CHY1B 9.45am	Candidate Name 5013 CHY1B 9.45am		Candidate Name 6108 PHY1B 9.45am	Candidate Name 6111 PHY1B 9.45am	
10	Candidate Name 5011 CHY1B 9.45am	Candidate Name 5012 CHY1B 9.45am		Candidate Name 6109 PHY1B 9.45am	Candidate Name 6110 PHY1B 9.45am	

CHY1B AQA Chemistry 0h 30m (30)  
BY1B AQA Biology 0h 30m (30)  
PHY1BP AQA Physics 0h 30m (30)

This is the Examination  
Code, Awarding Body, Title & Duration of the exam

## Individual Candidate Timetable

Season : Summer 2015

Name :

Candidate Number :

UCI :

Centre Number : 32221

Year : 11

Reg Group : 11S

ULN :

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Mon 11 May	9:00AM	EDEXL/GCSE	GCSE/B	5RS03	Religious Studies 3	5RS0301	Rel/Life/Rom.Cath.Christy	1h 30m	HALL	A1
Tue 02 Jun	9:00AM	AQA	GCSE/B	ENG1H	Eng/Eng Lang Unit 1 Tier H	ENG1H	English/English Language Unit 1H	2h 15m	HALL	B3

## Equipment

- Get together **ALL** the equipment you may need the night before. The following equipment must be brought to every exam:
  - 2 pens – black ink only
  - Pencil,
  - Ruler,
  - Eraser.
  
- For certain exams you will also need the following:
  - Compass,
  - Protractor
  - Coloured pencils
  - Calculator

**YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.**

Being prepared for learning is very important. You would expect a doctor or a cook in a large institution such as a school to be prepared before they report to work the next day, right?

In all situations, adults, and you as students, have to think ahead to make plans or preparations for what will happen. The time to think about being prepared for EXAM is NOT when that exam begins. The time to prepare for exam is the NIGHT BEFORE school the next day. There are important questions you need to ask yourself in order to do this.

The night before you go to school ask yourself these questions:

1. Do I have extra pens and/or pencils with extra lead?

Always bring more pencils than you think you will need. A pencil case is a good way to keep all of your writing instruments organized in your book bag. Leaving pencils at the bottom of your book bag will cause them to break and wear out sooner.

2. Do I need a ruler, eraser and calculator?

- **NO** correction fluid, correcting pens, highlighters pens or gel pens can be used in ANY ANSWER BOOKLETS.
- All this equipment must be stored in a clear, plastic bag or case.
- No other materials or equipment must be taken into the hall. It must be left in your bag.
- Remember to go to the toilet **before** the exam starts.
- Arrive at your assembly area 15 minutes before the start of the exam, in or around the designated area in the car park.
- No food or drink is allowed in the examination rooms, except on a hot day when you may bring a drink in a clear bottle with no labels.

Your final examination timetable will give you all the details you will need: dates, starting times, seat number for the particular exam etc.

**It is your responsibility to look after this timetable.  
Make sure you keep it somewhere safe!**

## DURING THE EXAMINATIONS

### YOU MUST:

#### 1. Be on time for your exams

Morning exams begin promptly at: **9:00 am**

Afternoon exams begin promptly at: **1:15 pm**

If you are late, your work might not be accepted by the exam boards.

#### 2. Attend all exams in full school uniform.

#### 3. Clear the memory of any calculator that you use, before going into an exam.

#### 4. Switch off all alarms, watches and any other electronic devices.

#### 5. Mobile phones are prohibited from exams. Please **DO NOT** bring them to school.

**Leave them at home!**

### YOU MUST NOT:

#### 1. Become involved in any unfair or dishonest practice like cheating in any part of the exam.

If you are, this will be reported to the exam board. It may mean being disqualified from all your exams – not just the one you were caught in.

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated and includes:

- ❖ Being in possession of a mobile phone.
- ❖ Using unauthorised aids.
- ❖ Communicating with other candidates (by talking or otherwise).
- ❖ Copying from other candidates.
- ❖ Attempting to communicate with other candidates (turning around, looking across at other candidates etc).

**PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.**



**2. Talk to or disturb other people in any way once the exam has begun.**

If you do so, the same will happen as stated above in point 1.

**3. Bring the following items into any exam room:**

- ❖ Mobile phones, pagers, organisers, any type of electronic communication or storage device.
- ❖ Non-transparent pencil cases/boxes.
- ❖ Calculator cases and instruction books.
- ❖ Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device.
- ❖ Books (except for authorised texts), notes, letters, diaries or other printed material.
- ❖ Bags, rucksacks, PE kits, etc.

**IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. NO EXCEPTIONS WILL BE MADE.**

**4. Impersonate another candidate**

This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law.

**Exam guidance:**

Read the instructions on the front of the question and answer papers carefully so you understand what you need to do.

Fill in any information on the front when told to do so. Work carefully and write clearly.

Don't rush. Pace yourself – if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested – they should take the estimated length of time to complete.

Show all your working/rough work. Cross it through when you've finished with it, apart from Maths and Science exams. Hand it in with the rest of your answers.

Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes/omissions and put them right. It could mean the difference between a Grade B and a Grade A!

**During the exam, put your hand up if:**

- ❖ You need more paper
- ❖ Feel ill
- ❖ You have a particular problem and don't know what to do.

You must not ask for (and you will not be given) any explanation of the questions – this is part of the exam.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect 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.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

**At the end of the exam stop writing when you are told to.**

Make sure your name and exam number are on all separate pieces of paper you hand in. If you have used more than one answer booklet and/or loose sheets of paper you must fasten them together with a treasury tag which an invigilator will give you.

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 may refuse to accept your paper.

**Exam conditions DO NOT end until you have left the room.**

Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled!

Pupils 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.

**You must not leave the exam room until you are told to do so.** Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.

**Remember you are still under exam conditions until you have left the room.**

If the fire alarm sounds during an examination you will be given instruction to follow: 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 you are told to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **ABSENCE FROM EXAMINATIONS**

You must attend all exams that are allocated to you on your individual candidate timetable.

- Misreading the timetable will not be accepted as a satisfactory explanation for your absence.
- If you miss an exam due to illness, you **must** telephone the school.

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 or their parent/carer and given to the Examinations Team without delay in all cases where an application is to be made for special consideration.

Candidates who do not attend, or submit coursework for, compulsory examinations, and who fail to provide an appropriate justification for absence, will be required to pay the appropriate fee to cover the cost of the missed examination. In cases where extenuating circumstances apply, e.g. illness, the Examinations Officer will use discretion in the levying of fees.

**It will also go on your record and future references.**

## What is Special Consideration?

Special Consideration can be given to candidates who are present for the examination but disadvantaged. The size of the allowance given depends on the timing, nature and extent of the illness or misfortune.

**The maximum allowance given will be 5%** of the total raw marks available in the component concerned, including controlled assessment/coursework. Each case is assessed individually by the awarding body.

**The following circumstances must apply at the time of the assessment and be supported by appropriate and up to date evidence.** Awarding bodies will not enter into discussion with candidates or their parents as to how much special consideration should be applied. The examples listed below are provided for illustrative purposes only.

**5% this is the maximum allowance and will be reserved for the most exceptional cases, such as:**

- terminal illness of the candidate
- terminal illness of a parent/guardian/carer
- very recent death of a member of the immediate family
- very serious and disruptive domestic crisis leading to acute anxiety about the family

**4% very serious problems such as:**

- life-threatening illness of candidate or member of immediate family
- major surgery at or near the time of the examination
- severe disease
- severe injury arising from a car accident
- very recent death of member of extended family
- severe or permanent bodily injury occurring at the time of the examinations
- serious domestic crisis at time of examinations

**3% a more common category, (more cases will fall into this category) including**

- **recent** traumatic experience such as death of a close friend or distant relative
- **recent** illness of a more serious nature
- flare-up of severe chronic conditions such as epilepsy, diabetes, severe asthmatic attack
- **recently** broken limbs
- organ disease
- physical assault trauma before an examination

- recent domestic crisis
- witnessing a distressing event on the day of the examination

**2% the most common category of allowance – the majority of cases will fall within this category**

- illness at the time of the assessment
- broken limb on the mend
- recent viral illness
- concussion
- effects of pregnancy (**not pregnancy per se**)
- hay fever on the day of an examination
- extreme distress on day of examination
- allowance on last paper taken in a day when a candidate has exceeded 5 hour 30 minutes at Level 1 or Level 2 (GCSE) or 6 hours at Level 3 (GCE).

**1% reserved for more minor problems**

- noise during examination which is more than momentary
- illness of another candidate in the examination room
- stress or anxiety for which medication has been prescribed
- minor ailments
- headache
- minor upset arising from administrative problems, such as wrong time allocated

**0% consideration was given but the addition of marks was considered inappropriate**

- (Where the request fails to meet the criteria, it will be rejected)

**REMEMBER!**

THERE WILL NOT BE ANY PROBLEMS IF RULES AND ADVICE ARE FOLLOWED.

## AFTER THE EXAMINATIONS

# GCSE RESULTS DAY

Thursday 22nd August 2019  
From 10am – 12noon

1. You may only collect your **own** results.
2. If you are unable to attend, please provide the Exams Officer with a stamped addressed envelope in order that your results may be posted to you.  
Alternatively you may nominate someone to collect your results on your behalf, but they **MUST** have written authority from you and appropriate photo ID when collecting your results.
3. **NO RESULTS WILL BE RELEASED OVER THE PHONE** or via EMAIL.



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## Frequently asked questions

Q. What do I do if I think I have been entered for the wrong exam?

- If you have any doubts about the subject or tier you have been entered for, see your subject teacher urgently so that any changes can be made with the exam board.

Q. What do I do if my name or date of birth is incorrect on the examination timetable?

- All pupils are entered for exams under their legal names. If you think that you have been entered under the wrong name, see Mrs Flinn & Mr Farrell as soon as possible. It is difficult and expensive to change names and dates of birth after certificates have been printed.

Q. What do I do if I am ill on the day of the exam?

- If possible, it is always better if the student can take their exam. If you are ill you should come into school for your exam and let Mrs Flinn or Mr Farrell know so that the Exam board can be informed. If the illness is sufficiently serious that you cannot come into school, your parents/carer should ring school as soon as possible to discuss what can be done.

Q. I can't remember my exam number.

- This information is displayed on the Exam Noticeboard outside the School Hall. You can also find this on your examination timetable. If in doubt check this information before coming to the exam.

Q. I'm not sure when my next exam is.

- Please phone school or request a copy of your personal timetable. DO NOT rely on second hand information from friends who may not be sitting the same exam.

Q. If I am late can I still sit the exam?

- It may still be possible depending on how late you are. You should get to school as quickly as possible and report to Reception. A member of staff will escort you into the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the exam board and it is possible they may not accept your work.

Please ensure you allow enough time to get to school so that if you are delayed (eg through transport problems) you still arrive on time.

Q. What do I do if the fire alarm goes off during the exam?

- The invigilator will stop the exam and tell you what to do. If you need to evacuate the room, leave everything on your desk. You must not communicate with anyone else, Exam conditions still remain.

Q. What if I finish my exam early?

- All pupils are expected to remain in the exam room for the whole duration of the exam. No one is allowed to leave early. Use the remaining time to check your work and answer any questions you may have missed.

Q. If I miss the examination can I take it another day?

- No. Timetables are set by the exam boards and you must attend on the given date and time.

Q. What do I do if I cannot collect my exam results?

- If you would like your results posting home, please provide a stamped addressed envelope before the end of the summer term.
- NO RESULTS WILL BE GIVEN OUT BY TELEPHONE UNDER ANY CIRCUMSTANCES.

Q. I have not got the grades I need for college.

- Staff will be available for you to talk to on results day. If you feel strongly that you want your work to be remarked you will need to first seek advice from your teacher. However there is a substantial fee for unsuccessful remarks.

Q. When do I receive my exam certificates?

- Certificates are normally available after 1<sup>st</sup> November. Colleges will be notified. You will need to call into school to collect and sign for your certificates. Alternatively someone may collect your certificates with a letter from you to authorise this. You can also collect coursework after this time – during lunchtime.

Q. Where can I find more information?

- School website
- Department of Education:  
<https://www.gov.uk/government/organisations/department-for-education>
- Joint Council for Qualifications:  
<http://www.jcq.org.uk/about-us>

**If you have any other questions or anything you do not understand please ask.**

**Parents/Carers can contact school with any concern during term times.**

**It is always better to check.**



## TIPS FOR EXAM PREPARATIONS

Exams are, inevitably, an unavoidable part of school life but you can improve your study technique for them to avoid being caught unprepared:

- **Review your syllabus.** Check when all your exams will be and put these dates into your calendar or personal planner so they do not sneak up on you.
- **Pay attention in class.** This seems obvious, but actually paying attention while you are in class will help you immensely once exam time comes. Do not fall into the trap of thinking you will just “absorb” knowledge; be active learner.
- **Take good notes.** This is easier said than done, but learning how to take good notes will help you once it comes time to study. Write down as much as possible what your teacher writes on the board or on slides. Try to record as much of what teacher says as possible, but do not allow taking notes to distract you so much that you forget to listen.
- **Study in a quiet room if possible.** Keep anything and everything away from where you are studying that may cause you to get distracted. Jumping up to read a text message on your phone or periodically checking social media is ill-advised whilst studying.
- **Reinvent your notes in other formats.** Rewriting your notes is great if you are a kinaesthetic learner. Mind mapping is the most effective way of doing this. Also, when you re-write something, you will probably think about what you are writing, what it's about, and why you wrote it down. Most importantly, it refreshes your memory. If you took notes a month ago and just found out that those notes will be relevant in your exam, rewriting them will remind you of them when you need it for your exam.
- **Review previous tests and assessments.** If you missed questions on previous work look up the answers and understand why you missed these questions. This is particularly helpful if the exam you're studying for is cumulative or comprehensive, meaning it covers things you also covered earlier in the course.

- **Take breaks.** You need some time to have fun and it is better to study when you are feeling relaxed than to exhaust yourself studying all day!

Carefully structure your break and study time. Usually, 20-30 minutes of study and then 5 min break is very effective method.

- **Work with others.** Arrange study dates with your friends to compare notes or explain things the other one might not understand. Working with other people can help you cover gaps in your own knowledge and also help you remember more information, since you may have to explain things to them or to have conversations about the topic.
- **Get plenty of rest the night before.** Teenagers, typically require at least 9+ hours. Poor sleep has been found to accumulate (referred to as “sleep debt”); in order to make up for prolonged poor sleep habits, several weeks of daily optimal sleep may be required to return to full performance.
- **Start as early as possible.** Do not cram. Cramming the night before is proven to be ineffective, because you're taking in so much information at once that it's impossible to memorize it all — in fact, you'll hardly retain anything. Studying before and going over it multiple times *really is* the best way to learn the material. This is especially true with subjects such as History, Geography, RE and more theoretical are of the curriculum.

**LEARN**

**LOVE**

**BELIEVE**

## RESULTS DAY

On the results day all pupils will receive “Candidate Statement of Results”. With most of the subjects grades were expressed in in numbers 9 – 1, with 9 being the highest. Only GCSE in Technology (Graphics and Resistant Materials) will be still in letters (A\*, A, B, C, D, E, F, G & U).

Table below illustrates conversion between letter and number grades.

### New GCSE Grading 1-9

**1 lowest, 9 the highest**

Two ‘anchor points’ match the old grades to the new, so the same proportion of 2017 pupils will be awarded Grade 4 and above as were awarded Grade C and above in 2016.

The same proportion of 2017 pupils will be awarded Grade 7 and above as were awarded Grade A/A\* in 2016.

Grade 9 will be awarded to the top 2% of candidates nationally.

Old	New	
A*	9	
A	8	
B	7	Anchor Point
C	6	Grade A baseline will be Grade 7 baseline
D	5	
E	4	Anchor Point
F	3	Grade C baseline will be Grade 4 baseline
G	2	
	1	

# NOTES

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