



Centre Name: Winterhill

GCSE EXAMINATIONS 2011/2012

**GUIDANCE FOR
STUDENTS & PARENTS**

Centre Number: 36445

School Telephone No: 01709 740232

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INTRODUCTION

It is the aim of Winterhill 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 you and your parents. Please read it carefully and show it to your parents so that they are also 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 Winterhill School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following 2 pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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

The Examinations Leader – **Mrs J Leonard**
Examinations Assistant – **Mrs K Davies**

The school telephone number is: **01709 740232**.

Remember – we are here to help.

GOOD LUCK!

RESULTS DAY

Thursday 23rd August 2012

Time to collect will be given closer to the date.

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and NICCEA.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER/EXAM NUMBER:

- Each candidate has a four-digit candidate number. This 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 your timetable. **Please learn it.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier entry. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- You will 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. **KEEP IT SAFE** If you think something is wrong see **Mrs Leonard or Mrs Davies** in the Examination Office immediately.

- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

YOU ARE RESPONSIBLE FOR PROVIDING YOU OWN CALCULATOR. DURING THE EXAMINATIONS

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is printed at the front of this booklet. 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 least a 15 minutes prior to the start time of their examination. (ie **8:45 am** and **1:10 pm**) Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

WHAT TO WEAR

- Whenever you attend an examination after Year 11's have left, you should wear respectable, sensible, comfortable day wear. You will **NOT** be allowed to wear hats and other outdoor clothing in the examination room. **All students at all other times, MUST wear school uniform.**

WHAT TO BRING

- You are responsible for bringing your own pen, pencil, ruler, crayons etc.
- Pens should be **black**. No correction pens or tippex are allowed.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- For Mathematics and Science 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. **YOU ARE RESPONSIBLE FOR SUPPLYING YOUR OWN CALCULATOR.**
- 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 telephones 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.
- **No food or drink (except water) is allowed in the examination rooms.** These MUST be in clear bottles with the label 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 may 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.**
- **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 ask for a tag to fasten them together in the correct order.
- **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.
- **Remain seated in silence until told to leave the examination room.** Please leave the room in silence and show consideration for other candidates who may still be working.

- If the **fire alarm** sounds during an examination the examination 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.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform Mrs Leonard, Examinations Officer or Mrs Davies Examinations Assistant 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. **SEE FAQ.** It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer 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 payment of entry fees (usually £23.00 per subject) 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

BOOK RETURN DAY

You should return any text books that belong to the school by 29th June. You do not need to wear school uniform. Please sign in and out at Reception.

NOTIFICATION OF RESULTS

- Results will be available for collection on:

Thursday 23rd August 2011

- 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.

- Candidates who do not collect their results on 25th August will receive notification through the normal post.

- No results will be given out by telephone under any circumstances.

- Pass Grades at GCSE are from A* - G

POST RESULTS

- If you need post-results advice, Connexions Service staff and Winterhill School teaching staff will be available on Results Day. Connexions will also ask you to complete details of your destination after Winterhill School (i.e. further education, employment).

- Winterhill School does not enter former pupils for re-sits in November. If you need to re-sit an examination you should speak to the Connexions staff on Results Day.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

- Winterhill School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time which is the end of October of the following year (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 (currently £33) per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on desk cards and seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **36445**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

Inform the Examinations Officer at school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). **Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.** Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

Provided you are not more than 1 hour late, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to 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 also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

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

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black ink** only).
- For Mathematics **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (except water) is allowed in the exam room.
- Mobile telephones must not be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

An example of the penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in a named envelope in the school office before entering the examination room. You are responsible for collecting it at the end of the examination.

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

If it is absolutely necessary and at the discretion of the invigilator. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall/social areas in the usual way or bring a packed lunch.

Q. Can I stay in school between exams?

- You may use the library **IF YOU HAVE PRE-BOOKED A SPACE.**
- You must not disturb lessons.
- You must not sit in the social areas during lesson time.

Q. What are Modular Exams?

Winterhill School pupils in Year 10 and 11 are taking Modular Science and Modular Mathematics. This means taking written examinations on sections of the syllabus at intervals throughout the course as well as final examinations in the summer of Year 11. It is possible to retake modules if advised to do so by your Science/Maths teacher. It is important that pupils complete all the requisite modules, as marks will contribute towards their final grade at GCSE.

Q. What do I do if I don't get the grades I need for college?

Connexions and Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. **Re-mark requests must be submitted to the Examinations Officer by Friday 14th September 2012.** You must complete a Candidate consent form and return it with a SAE. You may be asked to pay for the re-mark.

Q. What if I don't agree with my final grade? (Appeals against External Assessment marks)

Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or **lowered** and will be responsible for paying the relevant fee (approx £30 per unit) at the time of the request. The decision as to whether to support such an enquiry will be made by the school on the basis of several factors, including knowledge of the exam system and professional judgment.

Appeals against Internal Assessment of Work

For External Qualifications

Winterhill School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the exams office.

1. Appeals should be made as early as possible.
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Winterhill School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

