

GCSE Examination Guide Booklet

Examination Series : Summer 2019

Centre Number : 18521

Head Teacher : Mr Andrew Johnson



**GUIDANCE FOR
STUDENTS & PARENTS**

CONTENTS for the Exam Guidance - 18-19

	Page
Introduction	3
Before the Examinations:	
Statements of Entry	4
Examination Boards	4
Candidate Name	4
Candidate Number	4
Unique Candidate Identifier(UCI)	4
Timetables	4
Contact Numbers	4
Equipment	4
Information to the Candidates:	5-8
Few rules for the Examinations:	
Examination Regulations	9
Attendance at Examinations	9
During the Examination	9-10
Invigilators	10
Absence from Examinations	10
Warning Poster	11
Mobile phone Poster	12
Privacy Notice	13-14
After the Examinations:	
Special Consideration	15
Book Return Day	15
Result Day	15
Post Results	15
Post Results Services	15
Presentation of Certificates	15
Frequently Asked Questions	16-17
Examination Timetable	18-19

INTRODUCTION

It is the aim of Springwood 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 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 Springwood High school is required to follow them precisely.

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 Officer - **Mrs Sangeeta De** (in the school Exam Office)
The Examination Assistant – **Miss Paloma Proctor** ((in the school Exam Office)

Email : exams@springwoodhighschool.co.uk

The exam/cover telephone number is: **01553 779404**

Remember – we are here to help.

GOOD LUCK!

**Springwood High School
Queensway
King's Lynn
PE30 4AW
Norfolk**

**Tel : 01553 773393
Fax: 01553 771405
Email : office@springwoodhighschool.co.uk**

**Website: www.springwoodhighschool.co.uk
Company registration No : 07546118**

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates receive a statement of entry 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, some have Foundation or Higher tiers like Mathematics, Languages and Sciences.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, CIE, Edexcel/Pearson, OCR, WJEC, NCFE and VTCT

CANDIDATE NAME:

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

CANDIDATE 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, labels and examination registers

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (18521) 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:

- A copy of the summer GCE timetable 2019 is included at the back of this booklet. You will also receive via email 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 see Mrs De or Miss Proctor in the Exam Office immediately.
- A few candidates have a clash where two or more subjects are timetabled at the same time (Spanish/Business & Economics and Spanish/Dance). The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs De 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 De immediately.

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 information to Candidates and the information on the following pages.

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

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: 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. Any pencil cases taken into the exam room must be see-through. 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.
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: 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: 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: 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.

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

Information for candidates
For on-screen tests – 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, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: 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. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. 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.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: 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 examination 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 on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



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

©2018 – Effective from 1 September 2018

FEW RULES FOR EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Information to Candidates”, which is issued jointly by all the Examining Boards, is printed in 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 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 may still be admitted and will receive full time for the examination.
- Full school Uniform **must** be worn (Applicable for all GCSE exams). For A level Lanyard **must be** worn during the exam.
- **MOBILE TELEPHONES AND WATCHES 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. It will be considered as Malpractice and your paper might not be accepted by the board.
- 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.
- Pens should be black ballpoint. No correction pens are allowed.
- 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.

DURING THE EXAMINATION:

- 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.
- Clear plastic water bottle can be brought to the examination room without any label on.
- No food is allowed in the examination rooms unless you have any medical condition.
- 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, date and tier of entry.
- Read all instructions carefully and number your answers clearly. For the students who are using laptop, please make sure you have added page number to your answer paper.
- Candidates 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). 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 treasury 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. Any additional materials listed on the exam paper, such as tracing paper, can be requested from the invigilator.
- 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. A report of the incident will be to the exam board, and could result in disqualification.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.



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

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

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



**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.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

AFTER THE EXAMINATIONS

SPECIAL CONSIDERATION

- 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 the Examination Officer without delay in all cases where an application is to be made for special consideration by the Centre.
- 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 25% of the examination (including coursework) must be completed of total Assessment. Candidate can get maximum of 5% Special Consideration of total raw marks depending on the circumstances.

BOOK RETURN DAY

Please return any book/s you have borrowed to the department by 24th June.

RESULT DAY

- Results will be available for collection on:

GCSE :Thursday 22nd August, 2019

From 9.00 a.m. to 12.00 noon, MSFCH

- 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 OR Candidates who do not collect their results on Result day will receive through the normal post or send via email on request or can be given to other person on written request.

POST RESULTS

- If you need post-results advice, Exam office staff and Springwood High teaching staff will be available on Results Day. Exam/Cover/Data will also ask you to complete details of your destination including 6th Form in Springwood High, 6th Form in any other school, Education/apprenticeship in College, or employment.

POST RESULT SERVICES:

If you wish to obtain a copy of your exam script or request a re-mark then the following options are available:

- **ACCESS TO SCRIPTS (ATS) Service 1) Priority Script to support a review**

This is the quickest way to get a copy of your script back. (Level 3/GCE qualifications and Edexcel/OCR GCSE only)

- **Service 2) Original Script**

You must not ask for this service if you think you may appeal your results.

ENQUIRY ABOUT RESULTS (EARs) : Remarks can result in a **lower final mark** so please talk to your subject teacher before proceeding with an enquiry – Details of EAR options can be obtained on the result day with the result.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November time 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 will be posted to their home address as early as possible. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

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.
- If the total time for two or more exams including extra time is not more than 3 hours then they get 20 mins break between two papers.
- If the total time for two or more exams including extra time is more than 3 hours then second paper they sit at the afternoon session.
- And If the total time for two or more exams including extra time is more than 6 hours then they get next day exam schedule with overnight external supervision.

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 Labels, which are displayed on your exam desk, and also on seating plan, 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 **18521**. It will be clearly displayed in the examination display board.

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

- Inform 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. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. 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 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. You will get full exam time.
- You should also be aware that if you start the exam more than 1 hour 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. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 x **HB** pencils.
- For Mathematics **HB** 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 may use highlighter in the question paper but not in the answer booklet.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during 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). But it is the school's policy to keep the candidates in the exam room until the published finish time of the exam, as this is disruptive to other candidates. A candidate must not leave the examination room without the permission of the invigilators at any point.

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

- If it is absolutely necessary. You will be escorted by an invigilator and will be allowed the full time of the exam.

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 from the school canteen in the usual way or bring a packed lunch.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

GCSE EXAMINATIONS TIMETABLE 2019 – Written (Provisional)

Date	Start	Len	Board	Subjects	Component	Level
Mon 13 May	08:50	01:30	OCR	Computer Sc	J276/01	Comp Sci: Computer Systems Wrtn
Mon 13 May	13:25	00:00	AQA	RE	8062/13	Religious Studies A P1-3 Christ
Mon 13 May	13:25	00:00	AQA	RE	8062/14	Religious Studies A P1-4 Hinduism
Tue 14 May	13:25	01:15	AQA	Combined Sc(Bio)	8464/B/1F	Combined Sci Trilogy Biology P1F
Tue 14 May	13:25	01:15	AQA	Combined Sc (Bio)	8464/B/1H	Combined Sci Trilogy Biology P1H
Tue 14 May	08:50	00:35	EDEXL/GCSE	French	1FR0 1F	Listening [F]
Tue 14 May	08:50	00:45	EDEXL/GCSE	French	1FR0 3F	Reading [F]
Tue 14 May	08:50	00:45	EDEXL/GCSE	French	1FR0 1H	Listening [H]
Tue 14 May	08:50	01:00	EDEXL/GCSE	French	1FR0 3H	Reading [H]
Tue 14 May	13:25	01:45	AQA	Triple Science(Bio)	8461/1H	Biology Paper 1 Tier H
Wed 15 May	08:50	01:45	EDEXL/GCSE	PE	1PE0 01	Fitness and Body Systems
Wed 15 May	13:25	01:45	AQA	English Lit	8702/1	English Literature Paper 1
Wed 15 May	08:50	01:00	OCR	Portuguese	A834/01	Portuguese: Writing Written Paper
Wed 15 May	08:50	01:00	OCR	Turkish	A844/01	Turkish: Writing Written Paper
Thu 16 May	08:50	01:15	AQA	Combined Sc (Chem)	8464/C/1F	Combined Sci Trilogy Chemistry P1F
Thu 16 May	08:50	01:15	AQA	Combined Sc (Chem)	8464/C/1H	Combined Sci Trilogy Chemistry P1H
Thu 16 May	08:50	01:45	AQA	Triple Sc (Chem)	8462/1H	Chemistry Paper 1 Tier H
Thu 16 May	13:25	01:30	OCR	Computer Science	J276/02	Comp Sci: Algrthms & Prgrmmng Wrtn
Fri 17 May	08:50	01:10	EDEXL/GCSE	French	1FR0 4F	Writing [F]
Fri 17 May	08:50	01:20	EDEXL/GCSE	French	1FR0 4H	Writing [H]
Fri 17 May	13:25	01:15	EDEXL/GCSE	PE	1PE0 02	Health and Performance
Fri 17 May	13:25	01:30	WJEC/GCSE	Drama	C690U30-1	Drama COMPONENT3 Interpretin Theatre
Mon 20 May	08:50	01:45	AQA	RE	8062/2A	Religious Studies A P2A Excl Text
Mon 20 May	13:25	01:45	AQA	Sociology	8192/1	Sociology Paper 1
Mon 20 May	13:25	00:50	OCR	Portuguese	A831/01	Portuguese: Listening Written
Tue 21 May	08:50	01:30	AQA	Maths	8300/1F	Mathematics Paper 1 Tier F
Tue 21 May	08:50	01:30	AQA	Maths	8300/1H	Mathematics Paper 1 Tier H
Tue 21 May	13:25	01:30	AQA	Geography	8035/1	Geography Paper 1
Wed 22 May	13:25	01:15	AQA	Combined Sc (Phy)	8464/P/1F	Combined Sci Trilogy Physics P1F
Wed 22 May	13:25	01:15	AQA	Combined Sc (Phy)	8464/P/1H	Combined Sci Trilogy Physics P1H
Wed 22 May	08:50	00:35	EDEXL/GCSE	Spanish	1SP0 1F	Listening [F]
Wed 22 May	08:50	00:45	EDEXL/GCSE	Spanish	1SP0 3F	Reading [F]
Wed 22 May	08:50	00:45	EDEXL/GCSE	Spanish	1SP0 1H	Listening [H]
Wed 22 May	08:50	01:00	EDEXL/GCSE	Spanish	1SP0 3H	Reading [H]
Wed 22 May	13:25	01:45	AQA	Triple Sc (Phy)	8463/1H	Physics Paper 1 Tier H
Wed 22 May	08:50	00:50	OCR	Turkish	A841/01	Turkish: Listening Written
Thu 23 May	08:50	02:15	AQA	English Lit.	8702/2	English Literature Paper 2
Fri 24 May	08:50	01:30	OCR	Business St.	J204/01	Bus: Bus 1: Bus Actvty Mrktng Pple Wtn
Fri 24 May	13:25	01:45	AQA	Sociology	8192/2	Sociology Paper 2
Fri 24 May	13:25	01:30	OCR	Economics	J205/01	Economics: Intro to Economics Wtn

Date	Start	Len	Board	Subjects	Component	Level
Fri 24 May	13:25	02:00	AQA	D&T	8552/W	Design and Technology Written Paper
Mon 03 Jun	08:50	01:15	EDEXL/GCSE	History	1H10 11	Medicine in Britain
Mon 03 Jun	13:25	01:30	OCR	Economics	J205/02	Economics: Ntnl & Intrntnl Ecnmcs Wtn
Tue 04 Jun	08:50	01:45	EDEXL/GCSE	English Language	1EN0 01	Fiction & Imag.Writing
Tue 04 Jun	13:25	01:45	EDEXL/GCSE	Music	1MU0 03	Appraising
Tue 04 Jun	13:25	01:30	OCR	Business St.	J204/02	Bus: Bus 2: Oprtn Fnnc Inflnc Bus Wtn
Tue 04 Jun	13:25	01:00	OCR	Portuguese	A833/01	Portuguese: Reading Written
Wed 05 Jun	08:50	01:10	EDEXL/GCSE	Spanish	1SPO 4F	Writing [F]
Wed 05 Jun	08:50	01:20	EDEXL/GCSE	Spanish	1SPO 4H	Writing [H]
Wed 05 Jun	13:25	01:30	AQA	Geography	8035/2	Geography Paper 2
Wed 05 Jun	08:50	01:00	WJEC/GCSE	Construction	98110001	Safety & Secur Safety & Security
Thu 06 Jun	08:50	01:30	AQA	Maths	8300/2F	Mathematics Paper 2 Tier F
Thu 06 Jun	08:50	01:30	AQA	Maths	8300/2H	Mathematics Paper 2 Tier H
Thu 06 Jun	13:25	01:45	EDEXL/GCSE	History	1H10 24	American W. Saxon Norman
Fri 07 Jun	13:25	01:15	AQA	Combined Sc (Bio)	8464/B/2F	Combined Sci Trilogy Biology P2F
Fri 07 Jun	13:25	01:15	AQA	Combined Sc (Bio)	8464/B/2H	Combined Sci Trilogy Biology P2H
Fri 07 Jun	08:50	02:05	EDEXL/GCSE	English Language	1EN0 02	Non-Fic. & Trans.Writing
Fri 07 Jun	13:25	01:45	AQA	Triple Sc (Bio)	8461/2H	Biology Paper 2 Tier H
Mon 10 Jun	08:50	01:45	AQA	Food & Nutrition	8585/W	Food Prep and Nutrition Written
Mon 10 Jun	08:50	00:45	EDEXL/GCSE	Russian	1RU0 1H	Listening [H]
Mon 10 Jun	08:50	01:05	EDEXL/GCSE	Russian	1RU0 3H	Reading [H]
Tue 11 Jun	08:50	01:30	AQA	Maths	8300/3F	Mathematics Paper 3 Tier F
Tue 11 Jun	08:50	01:30	AQA	Maths	8300/3H	Mathematics Paper 3 Tier H
Tue 11 Jun	13:25	01:20	EDEXL/GCSE	History	1H10 31	Weimar & Nazi Germany
Wed 12 Jun	08:50	01:15	AQA	Combined Sc (Ch)	8464/C/2F	Combined Sci Trilogy Chemistry P2F
Wed 12 Jun	08:50	01:15	AQA	Combined Sc (Ch)	8464/C/2H	Combined Sci Trilogy Chemistry P2H
Wed 12 Jun	08:50	01:45	AQA	Triple Sc (Chem)	8462/2H	Chemistry Paper 2 Tier H
Wed 12 Jun	13:25	00:35	EDEXL/GCSE	German	1GN0 1F	Listening [F]
Wed 12 Jun	13:25	00:45	EDEXL/GCSE	German	1GN0 3F	Reading [F]
Wed 12 Jun	13:25	00:45	EDEXL/GCSE	German	1GN0 1H	Listening [H]
Wed 12 Jun	13:25	01:00	EDEXL/GCSE	German	1GN0 3H	Reading [H]
Wed 12 Jun	13:25	00:45	AQA	Polish	8688/LH	Polish Listening Test Tier H
Wed 12 Jun	13:25	01:00	AQA	Polish	8688/RH	Polish Reading Test Tier H
Thu 13 Jun	08:50	01:15	AQA	Geography	8035/3	Geography Paper 3
Thu 13 Jun	13:25	01:30	EDEXL/GCSE	Statistic	1ST0 1H	Written Paper 1H
Fri 14 Jun	08:50	01:15	AQA	Combined Sc (Phy)	8464/P/2F	Combined Sci Trilogy Physics P2F
Fri 14 Jun	08:50	01:15	AQA	Combined Sc (Phy)	8464/P/2H	Combined Sci Trilogy Physics P2H
Fri 14 Jun	08:50	01:45	AQA	Triple Sc (Phy)	8463/2H	Physics Paper 2 Tier H
Fri 14 Jun	13:25	01:25	EDEXL/GCSE	Russian	1RU0 4H	Writing [H]
Mon 17 Jun	08:50	01:10	EDEXL/GCSE	German	1GN0 4F	Writing [F]
Mon 17 Jun	08:50	01:20	EDEXL/GCSE	German	1GN0 4H	Writing [H]
Tue 18 Jun	08:50	01:30	EDEXL/GCSE	Statistics	1ST0 2H	Written Paper 2H
Wed 19 Jun	08:50	01:15	AQA	Polish	8688/WH	Polish Writing Test Tier H

THANK YOU