



**St Cuthbert's
Catholic High School**

Live life in all its fullness

KS4 Examination Guidance for Students and Parents

Centre Name:

St Cuthbert's Catholic High School

Centre Number:

34549

School Telephone Number:

01744 678123

Contents

Introduction

Before the Examinations

During the Examinations

After the Examinations

Frequently Asked Questions

Warning to Candidates

Information for Candidates – written exams

‘Mobile Phone’ Poster

Introduction

It is the aim of St Cuthbert’s Catholic 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 when conducting examinations and St Cuthbert’s is required to follow them precisely. You should, therefore, pay particular attention to the notices that are printed on the Appendices.

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 queried or need help or advice at any time before, during or after the examinations, please contact any of the staff below.

Headteacher – Mrs Twist
Examination Officer – Ms Birchall

Remember – we are here to help - **GOOD LUCK!**

Before the Examinations

Examination Boards

- The school uses the following Examination Boards; AQA, Edexcel, OCR, WJEC.

Candidate Name

- Candidates are entered under their full name with their **Legal** surname – this is the name that will appear on all of your Certificates.

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 and examination registers. Your candidate number is at the top of your timetable. **Please learn it.**

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 timetables. This number will usually begin with the Centre Number (34549) 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.

Examination Timetable

- All candidates receive an individual timetable before their examinations. This will show your specific examinations with details of date, time and duration of exam.
- Please check it carefully to ensure that all details are correct. Particularly personal details (date of birth, spelling of names) – these details will appear on Certificates and it may be difficult to change them once certificates are awarded. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- A few candidates may have a clash where two subjects are timetabled at the same time. Special arrangements will be made in these circumstances.

Contact Numbers

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

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the 'Information for Candidates' notice and the information on the following pages.

During the Examinations

Examination Regulations

- A copy of the 'Information for Candidates' notice, which is issued jointly by all the Examination Boards, is attached to these guidance notes. All candidates and their parents/carers must read these 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, in full uniform and with the correct equipment. Candidates must arrive **15 minutes prior** to the start time of their examination. Please wait quietly outside your examination 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 Examination Officer (see Absence from Examinations).
- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment – pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You may use a transparent pencil case.
- Pens should be **black ballpoint** (NO GEL PENS). No erasers or correction pens are allowed.
- For maths and science examinations, candidates should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO ANY 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 and you did not intend to use it) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made. In this respect under normal circumstances the Board may disqualify you for that examination. A poster reminding candidates of the consequences of mobile phone possession is displayed outside every examination room.

- Only see through small bottles of **water** are allowed in the examination rooms, all labels must be removed before entry to the examination room. Any bottles found to still have their label will be removed from the student.
- Chewing gum and food are NOT allowed in the examination room.
- Bags should be left where directed by the invigilators – they are not allowed at the examination desk.
- **Listen carefully** to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose additional answer sheets of paper, ask for a tag to fasten them together in the correct order – ensure candidate's and examination details are completed on any additional paper.
- Invigilators will collect your examination 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 examination 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 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 examination 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.
- Please do not write on examination desks. This is regarded as **vandalism** and you will be asked to clean or 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.

Invigilators

- The school employs external invigilators to assist with the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination room 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, e.g. if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain words or the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) the school must be informed immediately, **on the day of the examination**. In the case of illness, medical evidence must be forwarded to the Examination Officer **within 5 days of the examination affected**.
- 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 within 5 days of the examination affected.
- For the award of a grade by special consideration, where a candidate misses part of an examination/assessment through illness or personal misfortune, a minimum of 50% of the assessment (including controlled assessment) must have been completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

After the Examinations

Notification of Results

- Results will be available for collection from school. The date of Results Day will be confirmed, with details being available from the Examination Office or on the school website.
- 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 with a stamped, addressed envelope if posting is required.
- No results will be given by telephone, email or text messaging under any circumstances.
- Grades at GCSE are from A* - G, vocational grades are Pass, Merit, Distinction and Distinction*

Enquiries about Results

- If you need post-results advice, some St Cuthbert's teaching staff will be available on Results Day and there will be a member of staff from St Helens College on site on Results Day. You are entitled to ask for a paper to be remarked but there may be a cost for this.

Collection of Certificates

- Students will be able to collect their certificates from the School Office after 1 November.
- Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- St Cuthbert's Catholic High 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 (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.

Frequently Asked Questions

What do I do if there is 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. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult the Examination Officer.

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.

What do I do if I forget my Candidate Number?

Candidate numbers are printed on seating plans and displayed in the examination room. Invigilators will be able to help you find your number.

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

*The Centre Number is **34549**. It will be clearly displayed in the examination rooms.*

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

Inform school at the earliest possible opportunity on the day of the examination so we can help or advise you. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make a request for Special Consideration on your behalf (see below).

What is a Request 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 controlled assessment 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 application can be completed. The Candidate will be required to provide evidence to support such an application within 5 days of the examination.

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

Put your hand up and an invigilator will assist you. If you feel the illness has affected your performance you should inform the Examination Officer on the day of the examination.

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

*It may 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 after the published starting time, the school may have to 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.

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.*

Do I have to wear school uniform?

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

What equipment should I bring for my exams?

For most exams you should bring at least 2 ballpoint pens (black ink only). For some exams you will need a calculator e.g. maths/science, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencils (not gel pens). You are responsible for providing your own equipment for examinations; it may be placed in a transparent pencil case. You must not attempt to borrow equipment from another Candidate during the examination.

What items are not allowed into the examination room?

Bags and coats are not allowed in the examination room. You will be given instructions of where they should be stored. All pockets in clothing need to be empty. Do not bring any valuables into School with you when you attend for an examination.

Mobile telephones, iPod or any other electronic communication or storage devices must not be brought into the exam room even if they are turned off.

Only material that is listed on question papers (e.g. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

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

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

If there is an emergency that requires that you bring a mobile telephone to school, you are responsible for ensuring you do NOT bring it into the exam room. The school accepts no responsibility for the loss or damage of any phone or electronic equipment that is handed in.

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 board at the front of the exam room. There will be a clock in all examination rooms.

Can I leave the exam early?

No, it is not school policy for students to leave part way through an exam.

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.

Can I go to the toilet during the exam?

If it is absolutely necessary due to a notified medical condition. You will be escorted by an invigilator.

If I have more than one exam on a day can I get lunch at School?

Students who have examinations in both morning and afternoon sessions should use the dining areas in the normal way or bring a packed lunch.

Why do I need to check the details on my individual timetable?

The details on your individual timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or school/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

Some students receive an allowance of 25% or 50% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier.

What do I do if I don't get the grades I need for school?

Careers Advisers 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 Curriculum Leader 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 Examination Officer by the second Friday in September. You must complete a Candidate Consent Form and return it with a cheque to cover the cost (n.b. the cost of a Review of Marking is around £45 to £55)



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

©2014



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

Information for candidates
For written examinations – effective from 1 September 2015

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none">• notes;• potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none">• make sure it works properly; check that the batteries are working properly;• clear anything stored in it;• remove any parts such as cases, lids or covers which have printed instructions or formulas;• do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none">• you think you have not been given the right question paper or all of the materials listed on the front of the paper;• the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none">• you have a problem and are in doubt about what you should do;• you do not feel well;• 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.

© 2015



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



**NO IPODS, IWATCHES,
MOBILE PHONES,
MP3/4 PLAYERS**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©2015

Revision Tips

Create a study timetable

- Have a tick list of topics to cover
- Create a plan and tackle a bit of it each day
- Break down the content into manageable chunks, bite-size pieces.
- Make sure you take regular breaks - work for 25 minutes and take 5 minute breaks
- Plan to cover each subject several times and revisit each one near to the exam
- Reading is not generally enough, make notes in words or pictures and read through them regularly, this will help fix the work quite firmly into your long-term memory
- Have all your books to hand so you don't have to go looking for information
- Do practice questions and try to explain to a friend the ideas and concepts you are revising
- Working with a friend can be useful as it allows you to test each other and talk about the work
- As you are revising, write down questions that you think might make it on to the exam paper.
- If you are unsure about anything – ask your teacher!

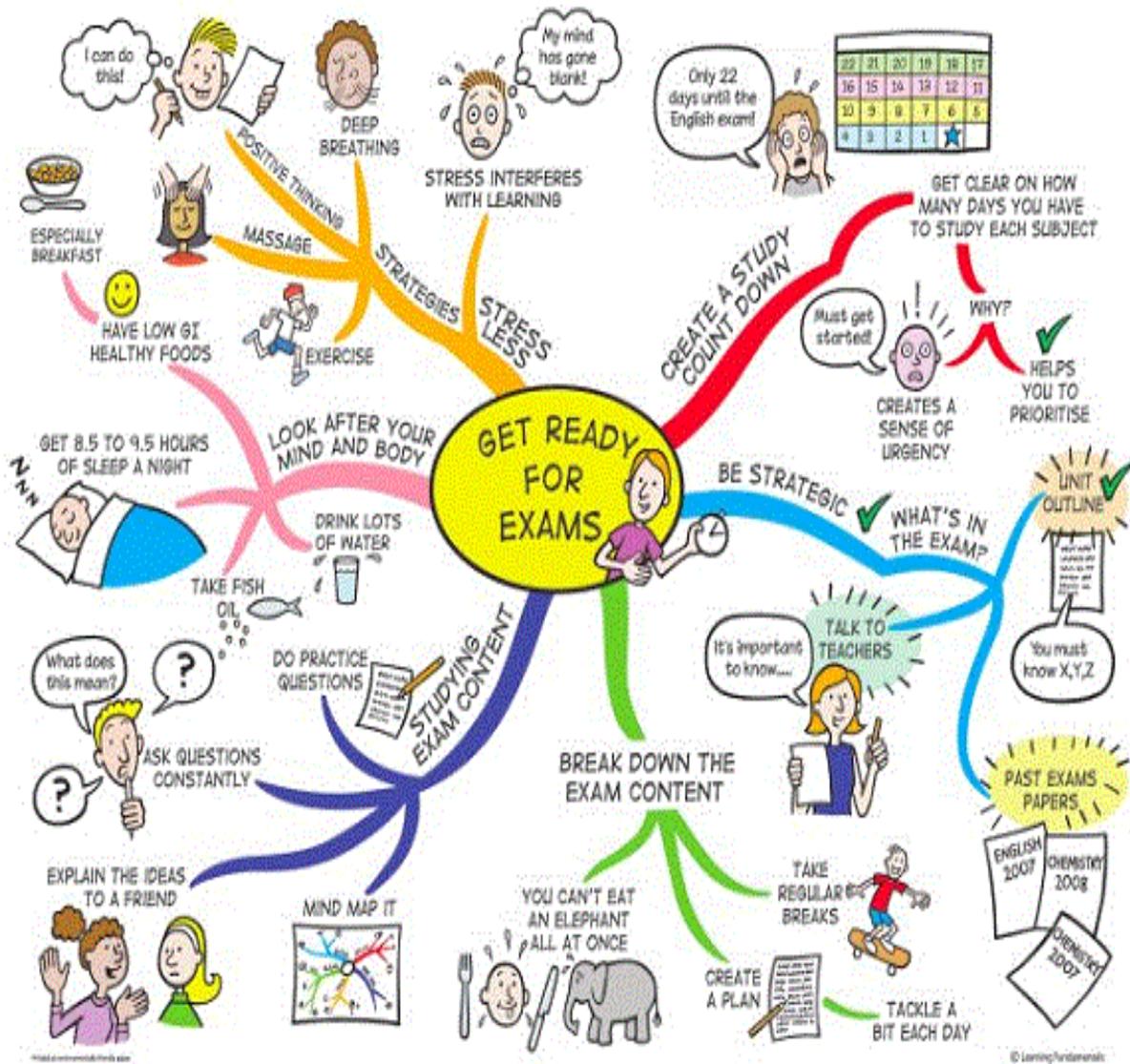
Look after your mind and body

- Drink lots of water
- Eat healthily and make sure that you have breakfast! Remember St Cuthbert's offers a Breakfast Club. Don't eat too many sugary foods or drink lots of energy drinks.
- Get a good night's sleep
- Try to minimize your stress levels. A little bit of stress can motivate us but too much stress interferes with learning.
- Leave some time for relaxation
- Think positive – you can do it!

Be Prepared

Make sure you have all the equipment you need:

- Black ball point pens
- Pencils
- Rubber
- Ruler
- Calculator/Maths set





**St Cuthbert's
Catholic High School**
Live life in all its fullness