



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

EXAMINATIONS 2017 – 2018

Centre Number 33218

This booklet is designed to offer you help and advice in preparation for your Exams.

This booklet also states the rules and regulations of the exam boards that you must adhere to, please read through this booklet to ensure that you are familiar with what is expected of you.

If there is anything you do not understand, please do not hesitate to speak to your subject teacher or the Exams Officer, Mrs Williams on 01706 632910.

Information about exam entries for your child, together with timetables, can be found on INSIGHT.

There are also a number of documents issued by the Joint Council for Qualifications that you must read through. They can be found at the back of this booklet or on the JCQ website www.jcq.org.uk

French speaking exams take place week commencing Monday 30th April 2018 for a week.

The summer examinations start on Monday 14th May and end on Friday 22nd June 2018.

Results day is on Thursday 23rd August 2018 from 9:00am to 11:00 noon.

SUBJECTS AND EXAMINATION BOARDS

AQA

Art and Design
D & T Product Design
French
English Language
English Literature
Geography
Step up to English

PEARSON

Combined Science
Mathematics
History
BTEC Health and Social Care
BTEC Sport
BTEC Music

OCR

Computer Science
Creative iMedia

NCFE

Creative Studies: Craft



Exam Entries

You will receive an Individual timetable with all the examinations you have been entered for.

It is **VERY IMPORTANT** and is your responsibility to check the details on these including the spelling of names, date of birth etc, as these are the details that will appear on your certificates and must match official paperwork such as your birth certificate or a passport when applying for jobs. If you have any questions or concerns about your exam entries or if any of your personal information is wrong please speak to your subject teacher and the Exams Officer immediately.

If there is a clash showing on your timetable, do not worry; these will be resolved by the Exams Officer and you will be informed of what will happen on that day nearer to the time.

Most examinations will take place in the Hall, and some specialist rooms may be used for certain subjects. Seating plans will be displayed on the dining room wall and window facing the eco garden, please check these to see where you should be sat before entering the exam room. Sit at the desk allocated to you on the seating plan for each examination, sitting at a desk not allocated to you may mean you get the wrong paper. Remember that you are subject to exam regulations from the time you enter the room until you leave it. Enter the room in silence and do not communicate with other candidates once you are inside the room.

Pre exam sessions have been arranged for all exams. Please follow the timetable that will be provided and ensure you are there on time.

Mobile Phones / Watches

Do not bring mobile phones, iPods, smartwatches, mp3/4 players or headphones into the exam room. If you forget, make sure they are turned off and handed to an invigilator before the exam starts.

Possession of any of these items, even if it is turned off, may result in disqualification from the current examination and the overall qualification.

MATTHEW MOSS HIGH SCHOOL STRONGLY ADVISE YOU NOT TO BRING SUCH ITEMS TO SCHOOL ON EXAM DAYS AND WILL NOT ACCEPT RESPONSIBILITY FOR VALUABLE ITEMS THAT ARE LOST, DAMAGED OR LEFT IN BAGS.

PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS:

Device found on you and turned ON OR OFF can result in either of the following;

- A written warning
- The loss of marks for a section, component or unit.
- Disqualification from a unit, all units or qualifications.
- A ban from taking assessments or exams for a set period of time.

Absence from and lateness to Examinations

If you miss an examination without good reason, you may not be given a grade in the subject.

If you are not able to attend because of illness you must see a doctor immediately to obtain a medical certificate and inform Mrs. Williams as soon as possible by contacting school on 01706 632910.

Only in 'exceptional circumstances' are candidates allowed 'special consideration' for absence from any part of an examination. Regarding special consideration, please note that medical or other appropriate evidence is required in all cases of absence. A Medical Certificate must be given to Mrs Williams within three days of the missed exam.

If you are late for an exam, get in as soon as you possibly can and report to Mrs. Williams as soon as you arrive.

Dress Code

You must attend **all** examinations wearing **full school uniform**.

You may not be allowed into the examination room if you fail to comply.

Equipment / Calculators

Calculators may be used in most exams; your subject teachers will tell you if they are not allowed for a particular paper. **YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE OR WATCH AS A CALCULATOR.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam

boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend. Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens and a pencil. You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances and school cannot guarantee to supply replacement equipment. Ordinary pencil cases or boxes are NOT ALLOWED in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

2 Pens –BLACK ONLY

2 HB pencils

Ruler (marked with millimetres)

Pencil sharpener (preferably one which catches the shavings)

Rubber

For certain exams you will also need the following:

Compasses

Protractor

Calculator

Coloured pencil crayons

Authorised texts (e.g. in English Literature)

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

General Information

Food is not allowed in the examination room. Chewing gum is not allowed on the school premises. You are allowed to drink water in a clear drinking bottle only; all labels must be removed before entering the exam room.

All information in this booklet is issued in accordance with the school's Examinations Policy.

During the Examination

Listen to the introduction from the Head of Faculty carefully at the beginning and fill in any information on the front when told to do so. Failure to complete your details on the front of the paper may result in zero marks.

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

Work carefully and write clearly. Leave yourself time at the end to read through and check all your answers, this is vitally important; you can often find mistakes/omissions and put them right. It could mean the difference between a grade 3 and a grade 4!

The school employs external invigilators to conduct examinations and ensure JCQ procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. can't see the clock, feel ill, need more paper, drop your equipment, raise your hand and wait for an invigilator to come to you. Never try to communicate in any way with other candidates.

Check you have the correct paper, especially if there are higher and foundation tiers.
Read all the instructions carefully before you start to answer the questions.
Don't use eraser pens, brightly coloured pens or highlighters within your answers.
Put your candidate number, centre number and legal name on all the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.

Exam conditions DO NOT end until you have left the room. Do not be tempted to talk/turn around/communicate in any way with other people. Your paper could be cancelled.

Notification of Results

The GCSE Results for Year 11 should be available on Thursday 23rd August 2018. Candidates may collect their results from school between 10.00 a.m. and 12 noon on that day.

Results will only be issued to the student to whom they belong. If you are unable to collect your own results a relative or friend may collect them for you but only if you have informed the Exams Officer in advance, by email or in writing, that they have your permission. Alternatively if you would prefer your results to be posted, you must give a stamped addressed envelope to the Exams Officer beforehand.

Results will not be given out over the telephone under any circumstances.

GCSE grades are changing

GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade. During this transition, learners will receive a mixture of letter and number grades. This is happening as GCSEs are being reformed to make them more challenging, to keep pace with employers' and universities demands.

Post Results Services: Enquiries about Results (EARs) and Access to Scripts (ATS)

If you have any concerns about your results or want to see a copy of your marked script you should discuss this with a teacher in the first instance. There are various options available and deadlines are tight so you must act quickly once you have your results. EARs can only be submitted by the school and you will have to sign a consent form before we can process your request.

Certificates

Certificates will arrive in school by the end of October 2018. You will be invited to an 'Awards Evening' where you will be presented with your certificates. If you are unable to attend the Awards Evening, your certificates can be collected from school after that date. Schools are only required to keep unclaimed certificates for a period of one year, after which they may be destroyed. You are, therefore, advised to collect your certificates as soon as possible and keep them safely. Replacement certificates are only available by direct application online to the appropriate exam boards which can prove expensive.

Please make sure if you move house or are going to be moving house, you inform us of your new address, as letters will be sent with all the details in October 2018.

New GCSE Grading Structure



NEW GCSE GRADING STRUCTURE	CURRENT GCSE GRADING STRUCTURE
9	A*
8	
7	A
6	B
5	
4	C
3	D
2	E
1	F
	G
U	U

GOOD PASS (DfE)
5 and above = top of C and above

AWARDING
4 and above = bottom of C and above

Frequently asked questions

Q. Which JCQ documents do I need to read before my exams and where do I find them?

You can find the JCQ "Information for candidates" documents on the jcq website <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> and in this booklet.

Information for candidates – controlled assessment 2017-2018

Information for candidates – coursework 2017-2018

Information for candidates – non-examination assessments 2017-2018

Information for candidates – on-screen tests 2017-2018

Information for candidates – Privacy Notice 2017-2018

Information for candidates – social media 2017-2018

Information for candidates – written exams 2017-2018

Q. What is malpractice?

Candidate Malpractice can take many forms but some obvious examples would be breach of the instructions or advice of an invigilator, copying from another candidate, disruptive behaviour in the examination room, bringing unauthorised material into the exam room, plagiarism.

Penalties range from a warning up to disqualification from all the examinations in a series and being barred from entering examinations for a set period of time for the most serious offences. The School must report cases of suspected malpractice to the appropriate awarding body. Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report.

Full details of what constitutes malpractice and examples of penalties that may be applied can be found on the JCQ website <http://www.jcq.org.uk/examsoffice/malpractice>.

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

No, you must attend on the given date and time.

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

Yes. Telephone school to let us know you are on your way and when you arrive go to Reception.

You must not enter an examination room without permission after an examination has begun. You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure 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. What are Access Arrangements?

Some candidates qualify for different exam arrangements (e.g. extra time, word processor, reader, modified papers). Applications for access arrangements must be made by the school at the start of your course of study. They require appropriate evidence of need and must reflect your normal way of working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

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

Access Arrangements include extra time, readers, prompts, scribes and use of word processors.

Where possible, such candidates will be seated together in smaller venues 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.

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

Inform the Exams Officer immediately. We may need to give you temporary access arrangements or apply for special consideration after your exam.

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

Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed before you go home after the exam.

Q. What is Special Consideration?

Sometimes adverse circumstances just before or during exams can affect your performance on the day. AO's do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you. Applications for special consideration must be made immediately after the exams are completed.

Q. What happens if I have a subject clash on my timetable?

If you have two subjects scheduled at the same time you will sit both papers in one session but normally with a short supervised break between them. You must remain isolated from other candidates until you have completed both examinations. You will be informed nearer the time of the time of the plans that have been put in place for such situations.

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

No food is allowed in the exam room.

You can bring a drink but it must be in a clear plastic bottle with no labels.

Bags and coats must be left in the care of the invigilators at the side of the room.

Mobile telephones, iPods, smartwatches, mp3/4 players or any other electronic storage device.

You are strongly advised to leave your phone at home. If you forget and bring it with you to school, you must switch it off and hand it to an invigilator before the exam begins. You are responsible for collecting it at the end of the examination.

Q. Can I bring an inhaler or medication into the exam?

Yes, if you normally use inhalers or other prescribed medication, you can bring what you need into the exam room but you must put it in a clear bag or have it out on the desk so the invigilators can see it.

10.

Q. What do I do if I think I have the wrong question paper or answer sheet?

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?

Your candidate number is printed on your individual timetable and will be on the ID card on your exam desk. Take care to write the correct number on all your exam scripts.

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

The Centre Number is 33218. It will be displayed in the examination room.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. Can I leave the exam early?

No. 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. Under JCQ regulations you must stay in the examination room for at least one hour after the published start time of exams that last for 1 hour or more.

Q. What are UCI and ULN numbers?

Unique Candidate Identifier and Unique Learner Numbers are used by the awarding organisations and the Learner Record Service to identify individual learners and store information on all their entries and results. You don't need to learn these numbers.

Tips for a successful exam day:

1. Check your timetable every day to make sure that you have not confused the day/time/venue of your exams. Don't just rely on your friends – they might be doing different exams to you.
2. Get your uniform and equipment ready the night before.
3. Wake up early so that you have plenty of time for breakfast and getting ready. Put your alarm somewhere that means you have to get out of bed to turn it off.
4. Before leaving home, check that you have everything that you might need – black pens, pencil, sharpener, rubber, math's equipment, water bottle. Leave at home the things you must not bring into the exam – phone, smart watch, electronic storage devices etc.
5. Allow plenty of time to get to the exam, especially if you have to use public transport. Unexpected events can happen and you do not want to be late. Have a backup plan for how to get to school if there is a problem.
6. Don't panic if you think you are going to be late; contact school and we will tell you what to do.
7. Go to the toilet before the exam starts. Exams can be quite long and there is no time to waste.
8. Listen to the warning and instructions given by the exam invigilators or centre staff.
9. Remember to write your name and candidate number on the answer booklet and any additional sheets you use. You would not believe how many people have forgotten to do it.
10. Read the instructions and questions carefully before starting. Remember, the exams are not designed to trick you but you must be clear about what you have to do, especially on papers that offer a choice of questions.
11. Manage your time; quickly plan how much time to allocate to each section or question and be strict with yourself about moving on so that you can answer all the questions.
12. If your brain freezes, just start writing anything and you will soon start remembering more details. Start answering the questions that you feel most confident about and leave any questions that you are unsure about for the end.

13. Try to keep your handwriting tidy and write inside the border lines. You don't want to lose marks because the examiner cannot read your answers.
14. Use every minute of the exam and remember to leave yourself some time at the end to review your answers to correct any spelling or grammar mistakes and add any extra comments you think are worth mentioning. You will be surprised what you can spot in those last few minutes.
15. Tell the invigilator or exams officer if you have a problem before or during the exam, for example an incident on the way to the exam, feeling unwell or simply that you can't see the clock or hear the instructions. Minor issues can usually be resolved quite easily but we can't help you if we don't know there's a problem when you are sitting the exam.