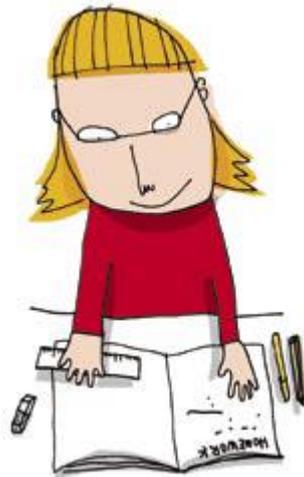




Lord Grey School

KS4/KS5 EXAMINATION BOOKLET

GUIDANCE FOR LEARNERS AND PARENTS



INTRODUCTION

It is the aim of Lord Grey School to make the examination experience as stress free and successful as possible for all candidates.

The school will make every effort to ensure that you receive the best possible preparation for your examinations, that the administrative arrangements are in place, and the examinations are conducted in a way that causes as little stress as possible and helps students to achieve their best. Mock and Internal examinations are run to the same standards and rules, in order that students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions, and to help to guide and support students and parents through the examination process. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

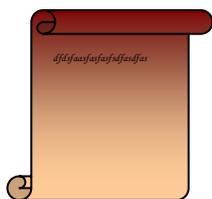
If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parent/guardian have any queries or need help or advice at anytime before, during or after the examinations please contact:

Mrs Pip Greenwood, Examinations Manager
(pip.greenwood@lordgrey.org.uk)

This booklet can be found on the Lord Grey School website:
www.lordgrey.org.uk/students/examinations

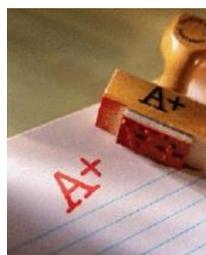
REGULATIONS



Make sure you have read and understood the Joint Council Qualification (JCQ) “Notice to Candidates” (Written Examinations) document at the end of this booklet and also printed in your planner.

All candidates must read this carefully and realise that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school will report any breach of regulations to the relevant Awarding Body.

AWARDING BODIES/EXAMINATION BOARDS



The school uses the following awarding bodies:

AQA <http://www.aqa.org.uk>
Edexcel <http://www.edexcel.com>
OCR <http://www.ocr.org.uk>
WJEC <http://www.wjec.co.uk>

Student and parent resources are available on the Awarding Bodies’ websites.

CONTROLLED ASSESSMENT/COURSEWORK



All Controlled Assessment/Coursework must be completed and submitted to your teacher by the deadline he/she has given you. You must ensure that all the work is your own. The JCQ document ‘Know the Rules - Controlled Assessments and Coursework’ at the back of this booklet and in your planner explains all the rules and regulations relating to submitting Controlled Assessment and Coursework. If your Controlled Assessment has a ‘high level’ of control then it must be tackled under examination conditions and the same rules and regulations for written examinations will apply. It is vital you attend all your timetabled Controlled Assessment sessions as failure to do so may result in incomplete work. Where possible, your teacher may organise extra sessions for you after school.

APPEALS



Lord Grey is committed to ensuring that whenever its staff assesses students’ work for an external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

If a student believes this may not have happened in relation to his/her work, he/she should make use of the appeals procedure. *Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.*

A student wishing to make an appeal should contact Mrs Greenwood in the first instance.

STATEMENT OF ENTRY



All candidates receive a Statement of Entry prior to sitting examinations 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. Entries can also be viewed in:

INSIGHT/ASSESSMENT/EXAMINATION ENTRIES.

Check also that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. The names on your certificates must be your LEGAL names.

You must check each Statement very carefully and report any errors to Mrs Greenwood via Student Services. This is a very important document as you are confirming your entries for your examinations.

CANDIDATE NUMBER



You will be given a four-digit 'Candidate Number'. This will appear on your Statements of Entry and Timetables. You must write this number on every examination paper and Controlled Assessment/Coursework cover sheet, so please **LEARN IT.**

CENTRE NUMBER



You must also write our school Centre Number on your examination papers and Controlled Assessment/Coursework cover sheets - this is **52309.**

TIMETABLES



Candidates will receive an Examination Timetable prior to each exam session showing date, time, room and seat number. This information will also be available in **INSIGHT/ASSESSMENT/EXAMINATION TIMETABLE.** Students are responsible for checking their own timetable and arriving at the examination room 15 minutes prior to the start time of the examination.

Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time. If you lose your timetable please view it in INSIGHT or request a new one from Student Services or Mrs Greenwood.

EQUIPMENT



Make sure you take all the correct equipment to each examination:

Black pens	Sharpener
Pencils	Pair of compasses
Eraser	Angle indicator
Ruler	Calculator (where permitted)

You **MUST** write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. Your equipment must be in a clear pencil case or a see-through plastic bag. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

UNIFORM



You will be expected to wear full school uniform when sitting examinations.

MOBILE PHONES/IPHONES/IWATCHES/MP3 PLAYERS



We cannot stress enough how important it is **NOT TO HAVE MOBILE PHONES OR ANY OTHER ELECTRONIC DEVICES ON YOU IN THE EXAMINATION ROOM.** Your mobile phone, mp3 player, smart watch or any other electronic device must be either left at home or handed in to an invigilator. Anyone in possession of any unauthorised item risks disqualification from all examinations.

EMERGENCY EVACUATION ROUTE

EMERGENCY PROCEDURES

In the event of an emergency evacuation you must listen carefully to the invigilator's instructions:

- Stop writing and close your paper.
- Leave the room in silence and in the order you are sitting. Follow the invigilator to the Astro-Turf. Remain silent and do not communicate with any other student otherwise you risk the security of the examination. Assemble on the Astro-Turf in the same seating plan arrangement as you were in the Sports Hall/exam room.
- When it is safe to do so you will be escorted back to the exam room.
- Listen for the instruction to restart the examination. Do not worry – you will be allowed the full time of the paper.

REMEMBER: Remain silent, listen carefully for all instructions and do not panic.

LATENESS



Candidates who arrive late for an examination which is still in progress may be admitted but may not receive any additional time. If you arrive more than 30 minutes after the start of any examination the Awarding Body has to be notified and they may refuse to accept your paper.

ABSENCE



If you miss an examination you will only be able to resit the paper at the next available opportunity (which may be the following year). If you are too ill or unable to sit an examination, your parent/guardian **MUST** telephone the School Absence Line on **01908 626167** as early as possible and leave a message.

It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/guardian and given to Student Services or Mrs Greenwood without delay. If appropriate, an application for 'Special Consideration' can be submitted to the Awarding Body.

We suggest that you save the **Absence Line telephone number** on your mobile phone so you can call in and leave a message if you have a serious problem - **01908 626167 – please emphasise that you are due to sit an examination.**

HOLIDAYS



Examinations and Controlled Assessments take place all through the year and it is the school's policy not to authorise family holidays taken in term time. The school recognises the link between regular attendance and educational success and requests all holidays and similar activities are organised to take place during the thirteen holiday weeks.

RESULTS

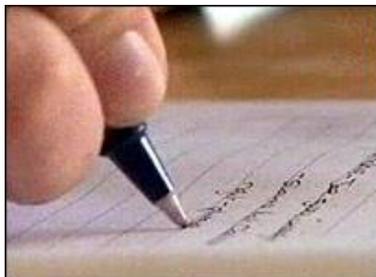


Results for public examinations taken throughout the year will be issued as the results come into school. Results for Mock/Internal examinations will be issued to students as soon as they have been marked by the teacher.

If you are unable to come into school to collect your GCSE/A Level results in August, please leave a stamped addressed envelope at Student Services.

KNOW THE RULES!

Controlled Assessments and Coursework



Students in Years 9, 10, 11, 12 and 13 will be completing and submitting Controlled Assessments and Coursework in many subjects. It is crucial that students are aware of the rules and regulations as an infringement of the rules could result in disqualification. The document below, which is also at the back of the Year 9, Year 10 and Year 11 planners, provides information of which all students must be aware.

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates:

- GCSE, Functional Skills and Principal Learning, Controlled Assessments
- GCE, ELC & Project Qualifications, Coursework



Joint Council for
Qualifications

This document tells you about some things that you must and must not do when you are completing your work. Before you submit any work for marking, you will be asked 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.

Controlled Assessments/Coursework will provide you with 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, encyclopaedias, 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, but you must take care how you use this material - you cannot copy it and claim it as your own.

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".**

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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

KNOW THE RULES!

You may be required to include a bibliography at the end of your 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 don't 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, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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. Don't 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 don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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.** Don't think you won't 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 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 unit 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.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Joint Council for
Qualifications

Information for Candidates For Written Examinations

This notice 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:
 - notes;
 - potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, 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 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:
 - 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:
 - 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 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.

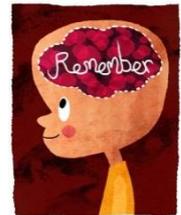


E. Advice and assistance

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:
 - 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 supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet.
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.



The invigilator will tell you when you may leave the examination room.

All documents relating to examinations will be provided to every student well in advance by the Examinations Manager.

The documents will be available on the Lord Grey School website:
www.lordgrey.org.uk/students/examinations and the Joint Council for Qualifications website
www.jcq.org.uk