

Howden School

Examinations Handbook 2021-2022

Introduction

- This handbook is written to give you information about the rules and regulations surrounding GCSE external exams (Public exams). It will provide you with information you will need before, during and after the exams.
- **The rules are not made up by the school, they are national requirements for any centre running exam sessions.**
- Some of your subjects are assessed partly by controlled assessment and partly by examination.
- Controlled assessments are carried out at various times during the course and some may have already been completed. It is important that you complete the work to the deadlines set by your teachers. The Awarding Bodies also set deadlines for collecting marks and failure to meet these deadlines will result in no mark being awarded for that component. This will lower your grade.
- The results you achieve in these exams will affect your choices in education and employment. Revise thoroughly and prepare well in advance.
- Upon entering the exam room the space belongs to the exam board. The rules are different to those of the school as are the interpretation of the rules. See section 'What rules do I have to follow during the exams'.

If you need any help or advice about exams:-

- Please contact Liz Heap in the Data & Exams Office.

Conduct in Examinations

Please read through these notes carefully to help your exams run as smoothly as possible.

When do exam sessions start?

Morning exams will usually start at 9:00am and afternoons at 13:00pm.

You should plan to arrive at school in plenty of time for exams. There will also be planned revision sessions which you have to attend before the exam starts.

Candidates should go to the canteen at least 30 minutes before the start time of your exam so that you can be seated in the exam room ready to start on time.

For candidates in all other rooms you should go the canteen then proceed to your exam room when directed by SLT to ensure the prompt start of all exams.

You must be in full school uniform – No Hoodies will be permitted.

If you are **late**, report immediately to reception and we will try to allow you to take the exam although the exam board may not agree to mark it. Start times will not be delayed if individual candidates do not arrive on time. If you are very late (more than 15 minutes), **please contact school by phone as soon as possible and speak to the Exams Office staff.**

Fully trained Exam Invigilators supervise exams and their instructions should be followed at all times.

Where will my exam be held?

Most exams are held in the Hall and the Greenhouse but other rooms may be used.

Details of where you are sitting for each exam will be available before the exam in the canteen and will also be in the main hall and green house. You must sit in your allocated seat and if you are unsure check with an invigilator as this could lead to the wrong paper being taken or possibly being marked absent with the exam board.

What rules do I have to follow during my exams?

- You must enter the room in silence and remain silent until you leave the room.
- You should only bring pens, pencils and required equipment to the exam room. Post-it notes are not allowed in the exam room.
- You must put these in a clear pencil case or clear plastic bag.
- You must only write in black ink. Pencils/crayons may be used when allowed on the exam paper. Highlighters can be used in the text of the exam paper but **not** in your answers. Tippex and similar correction items are not allowed.

- During the exam you must not communicate with other candidates in any way.
- If you have any problems or questions you should raise your hand and wait until an invigilator comes to you.
- **No food or drink of any type will be allowed including chewing gum.**

What about mobile phones, watches and other electronic devices?

You are not allowed to have mobile phones or any watches on you when you are in the exam room even if they are switched off. These should be handed into a member of staff in the canteen before your exam. If any of these rules are not followed, the school has to report any concerns to the exam board, which could result in disqualification.

What happens at the end of the exam session?

Candidates have to stay until the end of the exam. This may be later than expected and appointments should not be made on the assumption that exams will finish exactly at the published time. You are given the exact time allowed for the examination and you must stop writing immediately when time is called by the invigilator.

Equipment & Other Important Information

Exam Equipment:

- You must bring **BLACK** pens for all exams
- Pencils
- Ruler
- Mathematical Equipment as needed– Calculator, protractor, compasses etc.
- Eraser
- Coloured Pencils if required

All of the above must be kept in a transparent (see through) pencil case. It is the Candidate's responsibility to make sure they have everything they need for the exam.

Valuables: Before all exams, these should be secured in your bag or given to a member of staff for safekeeping.

Body Art: Candidates will not be allowed to enter the exam room or take the exam if they have any form of visible body art. This will include drawing on your hands or arms. This must be covered and remain covered throughout the exam.

What do I do if I am ill?

You should ring the school as soon as possible and speak to a member of the Exams Team. If you are ill we can usually make arrangements so you can still take the exam and then after the exams have finished, an application for special consideration can be made to the Awarding Body by the Exams Officer. A doctor's note covering the period of illness or absence is **essential** as no consideration can be given without it. In all cases it is better if you take the exam rather than miss it completely.

If there is no valid reason for absence, the fees for the examination will be charged to the candidate.

Misconduct (Cheating)

Exam regulations can be found in this handbook, on the school website and will also be displayed outside each exam room. If you do not follow the rules, you may be disqualified which will mean you receive no marks for that exam and possibly for all exams in that subject.

How do I get my results?

Results will be available for Year 11 pupils to collect in school from 8.00 am on results day 25th August, where senior members of staff will be available to discuss results and students' future plans etc.

If you are not able to collect them personally, you can arrange for someone to collect them on your behalf or have them emailed to you. For both of these arrangements we require clear written instructions detailing your request to be given to Liz Heap prior to you leaving. Alternatively, you can leave a stamped addressed envelope and we will arrange for your results to be posted.

We hope you find these notes helpful and that we have another very successful exam season. If you have any other questions please do not hesitate to talk to Liz Heap in the Data & Exams Office.

Exam Timetable Summer 2022

| Component Title | Exam Board | Component Code | Date of Exam | Start | Duration |
|---------------------------------------|------------|----------------|--------------|-------|----------|
| Health and Wellbeing | EDEXL/KSQ | 21117K01 | Wed 11 May | 09:00 | 02:00 |
| Islam | EDEXL/GCSE | 1RB0 1C | Mon 16 May | 09:00 | 01:45 |
| Sikhism | EDEXL/GCSE | 1RB0 1G | | 09:00 | 01:45 |
| Biology Paper 1 Tier H | AQA | 8461/1H | Tues 17 May | 09:00 | 01:45 |
| Combined Sci Trilogy Biology P1H | AQA | 8464/B/1H | | 09:00 | 01:15 |
| Combined Sci Trilogy Biology P1F | AQA | 8464/B/1F | | 09:00 | 01:15 |
| Info Tech: Undrstndng Tool Tchnqs Wtn | OCR | R012/01 | | 13:00 | 01:45 |
| The Music Industry | EDEXL/KSQ | 2.15E+05 | | 13:00 | 01:00 |
| English Language Paper 1 | AQA | 8700/1 | Wed 18 May | 09:00 | 01:45 |
| Medicine in Britain | EDEXL/GCSE | 1HIA 11 | Thurs 19 May | 09:00 | 01:15 |
| Drama Written Paper | AQA | 8261/W | | 13:00 | 01:45 |
| Non Calculator [F] | EDEXL/GCSE | 1MA1 1F | Fri 20 May | 09:00 | 01:30 |
| Non Calculator [H] | EDEXL/GCSE | 1MA1 1H | | 09:00 | 01:30 |
| The Physical Environment | EDEXL/GCSE | 1GA0 01 | Mon 23 May | 09:00 | 01:30 |
| French Listening Test Tier F | AQA | 8658/LF | Tues 24 May | 09:00 | 00:35 |
| French Reading Test Tier F | AQA | 8658/RF | | 09:00 | 00:45 |
| French Listening Test Tier H | AQA | 8658/LH | | 09:00 | 00:45 |
| French Reading Test Tier H | AQA | 8658/RH | | 09:00 | 01:00 |
| PE: Physcl Fctr Affctng Perf Wtn | OCR | J587/01 | | 13:00 | 01:00 |
| Sprt Stdies: Cntmpty Issues Sprt Wrtn | OCR | R051/01 | | 13:00 | 01:00 |
| Eng Lit Paper 1-19th Century Novel | AQA | 8702/1N | Wed 25 May | 09:00 | 00:50 |
| Eng Lit Paper 1-Modern Prose/Drama | AQA | 8702/1M | | 09:00 | 00:50 |
| Eng Lit Paper 1-Poetry Anthology | AQA | 8702/1P | | 09:00 | 00:50 |
| Ent & Mrkt: Ent & Mrktng Cncpts Wtn | OCR | R064/01 | | 13:00 | 01:30 |
| Spanish Listening Test Tier H | AQA | 8698/LH | Thurs 26 may | 09:00 | 00:45 |
| Spanish Reading Test Tier H | AQA | 8698/RH | | 09:00 | 01:00 |
| Spanish Listening Test Tier F | AQA | 8698/LF | | 09:00 | 00:35 |
| Spanish Reading Test Tier F | AQA | 8698/RF | | 09:00 | 00:45 |
| Christianity | EDEXL/GCSE | 1RB0 2B | | 13:00 | 01:45 |
| Chemistry Paper 1 Tier H | AQA | 8462/1H | Fri 27 May | 09:00 | 01:45 |
| Combined Sci Trilogy Chemistry P1H | AQA | 8464/C/1H | | 09:00 | 01:15 |
| Combined Sci Trilogy Chemistry P1F | AQA | 8464/C/1F | | 09:00 | 01:15 |
| Calculator [F] | EDEXL/GCSE | 1MA1 2F | Tues 7 June | 09:00 | 01:30 |
| Calculator [H] | EDEXL/GCSE | 1MA1 2H | | 09:00 | 01:30 |
| The Human Environment | EDEXL/GCSE | 1GA0 02 | | 13:00 | 01:30 |
| Eng Lit Paper 2 | AQA | 8702/2 | Wed 8 June | 09:00 | 01:45 |
| Further Mathematics Paper 1 | AQA | 8365/1 | | 13:00 | 01:45 |
| The Usa | EDEXL/GCSE | 1HIA 33 | Thurs 9 June | 09:00 | 01:20 |
| Physics Paper 1 Tier H | AQA | 8463/1H | | 13:00 | 01:45 |

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|--------------------------------------|------------|-----------|---------------|-------|-------|
| Combined Sci Trilogy Physics P1H | AQA | 8464/P/1H | Thurs 9 June | 13:00 | 01:15 |
| Combined Sci Trilogy Physics P1F | AQA | 8464/P/1F | | 13:00 | 01:15 |
| English Language Paper 2 | AQA | 8700/2 | Fri 10 June | 09:00 | 01:45 |
| PE: Socio-Ctrl Issues Sprt Psych Wtn | OCR | J587/02 | | 13:00 | 01:00 |
| Calculator [F] | EDEXL/GCSE | 1MA1 3F | Mon 13 June | 09:00 | 01:30 |
| Calculator [H] | EDEXL/GCSE | 1MA1 3H | | 09:00 | 01:30 |
| Geog.Investigations | EDEXL/GCSE | 1GA0 03 | Tue 14 Jun | 09:00 | 01:30 |
| Biology Paper 2 Tier H | AQA | 8461/2H | Wed 15 June | 09:00 | 01:45 |
| Combined Sci Trilogy Biology P2H | AQA | 8464/B/2H | | 09:00 | 01:15 |
| Combined Sci Trilogy Biology P2F | AQA | 8464/B/2F | | 09:00 | 01:15 |
| Design and Technology Written Paper | AQA | 8552/W | | 13:00 | 02:00 |
| Early Elizabethan | EDEXL/GCSE | 1HIA B4 | Thurs 16 June | 09:00 | 00:55 |
| French Writing Test Tier F | AQA | 8658/WF | | 13:00 | 01:05 |
| French Writing Test Tier H | AQA | 8658/WH | | 13:00 | 01:20 |
| Spanish Writing Test Tier H | AQA | 8698/WH | Fri 17 June | 09:00 | 01:20 |
| Spanish Writing Test Tier F | AQA | 8698/WF | | 09:00 | 01:05 |
| Chemistry Paper 2 Tier H | AQA | 8462/2H | Mon 20th June | 09:00 | 01:45 |
| Combined Sci Trilogy Chemistry P2H | AQA | 8464/C/2H | | 09:00 | 01:15 |
| Combined Sci Trilogy Chemistry P2F | AQA | 8464/C/2F | | 09:00 | 01:15 |
| Food Prep and Nutrition Written | AQA | 8585/W | | 13:00 | 01:45 |
| Further Mathematics Paper 2 | AQA | 8365/2 | Wed 22 Jun | 13:00 | 01:45 |
| Physics Paper 2 Tier H | AQA | 8463/2H | Thurs 23 June | 09:00 | 01:45 |
| Combined Sci Trilogy Physics P2H | AQA | 8464/P/2H | | 09:00 | 01:15 |
| Combined Sci Trilogy Physics P2F | AQA | 8464/P/2F | | 09:00 | 01:15 |

Post-Results Service Applications

Guidance Notes

When you receive your results you may feel that one or more of them are lower than you were expecting. If this is the case you should talk to your teacher, the Subject Leader or a member of the Senior Leadership Team first.

- The Subject Leader will analyse the results data and may request re-marking if they feel this is appropriate.
- If the Subject Leader does not feel it is appropriate to request the paper is re-marked, candidates may request this themselves.
- Candidates should be aware that if they, rather than the school, request re-marking for a paper and this does not result in a change of overall grade, the fee for this service will be charged to them.
- In **all** cases, a consent form must be completed and signed by both candidate and parent/carer and submitted to the Exams Office before the deadline date.
- There are 3 possible outcomes for an enquiry:-
 - The grade remains the same.
 - The grade is raised.
 - The grade is lowered.
- Copies of the consent form and a list of fees will be available on results day.

Please be aware if requesting a re-mark that the grade can be lowered as well as raised so consider your request carefully.

Appeals

There is an appeals procedure in place in the event of a dispute concerning grading of internal assessments, please see policy opposite.

Reviews of marking - centre assessed marks (GCSE controlled assessments and GCSE non-examination assessments)

Howden School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Howden School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Howden School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Howden School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

Howden School will, having received a request for copies of materials, promptly make them available to the candidate.

Howden School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. Howden School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.

Howden School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

7. Howden School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

8. Howden School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. Howden School will inform the candidate in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



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

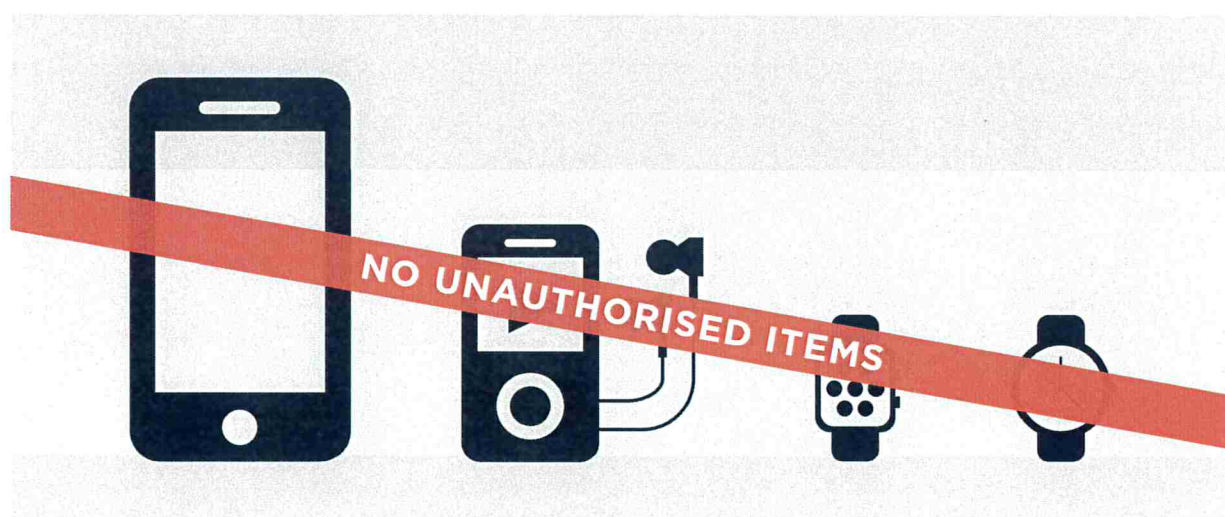
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

NO MOBILE PHONES NO WATCHES NO MP3/4 PLAYERS

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



Possession of unauthorised items, such as a mobile phone
or any watch, 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.

