



Principal **Nick Martin**
BSc, MA, PGCE, NPQH

YEAR 11

GCSE EXAMINATION BOOKLET

2017

Dear Year Eleven Student,

Joining the Sixth Form at Samuel Whitbread or leaving school altogether to start an apprenticeship or a course at college is an important milestone in your life. We hope this booklet will help you to pass this milestone as painlessly as possible. Organising yourself well for those important exams can really make a difference.

Thank you for all you have done over the past three years, for the contribution you have made to the whole community at Samuel Whitbread. I do hope that everything works out as you would wish with your GCSE's, the Sixth Form, college or apprenticeship. I shall be interested to hear how you are getting on. Best wishes for your GCSE examinations.

Yours sincerely,

13/10/2014

A handwritten signature in black ink that reads "N. J. Martin". The signature is written in a cursive style with a long horizontal stroke at the end.

Nick Martin

Principal

EXAMINATION TIMETABLE

You should already have been given your PERSONAL TIMETABLE via your form tutor. Write down your exam dates in several places and keep checking them. Please check your timetable carefully. If you have any queries about which papers you are taking see your subject teacher.

Some practical and oral exams take place before the main programme of written papers. Your subject teachers will inform you of the arrangements and procedures for these parts of the examinations

There will be days when you have to sit more than one exam, sometimes with only a 10 minute break between them. Make sure you are prepared for this. If you have 2 exams scheduled for the same date and start time, then please see the exams manager without delay. Some of you may have received a “clash” letter with your timetable. If you have received one of these letters, please read it carefully and ensure that you are prepared to be isolated between the morning and afternoon sessions.

ROUTINES

- Check your timetable for your exam, room and seat number. There will be a notice on the Exams office window in case you forget where to go.
- If your exam is in the main hall (Rm 509), or the activities hall (Rm 513), you should come to the Street **at least fifteen minutes before** your examination is due to start. If your exam is in the Sports Hall, room 136, you should assemble near the benches outside the Sports Hall.
 - **Morning Exams start at 8:30AM and students MUST to stay for the duration of the exam. The earliest time that a student can leave is 10AM, even if exam duration is less than 90 minutes. This also applies to afternoon exams when the start time is 12:55PM and the earliest time a student can leave is 2:30PM.**

PLEASE ENSURE THAT ALL BAGS ARE PLACED EITHER IN A LOCKER OR IN ROOM 518 (The Drama Store Room) BEFORE YOU GO TO THE HALL.

- **Bring your black ink pens, pencils, ruler and rubber to the examination in a clear plastic bag or pencil case. No other kind of pencil case is allowed.** Make sure that you have everything you need for that particular examination paper, especially Math's – calculator, ruler, protractor, compasses. Pencil should **only** be used for drawing – remember to return to using a pen after finishing a drawing. It is your responsibility to come with the correct equipment.
- **Water bottles are permitted in the exam room, but ALL labels are to be removed and any sports type drinking bottle must be opaque.**
- Correction fluid of any kind e.g. Tippex, is not allowed
- You must not bring any un-authorised material into the examination room
- You are not allowed to leave the exam before the finish time
- Mobile phones, i-pods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) are **NOT** allowed in the exam hall. Ideally, these should not be taken into the examination room at all; however, there will be an opportunity for you to hand anything un-authorised to the invigilators before the exam starts. A pre-labelled bag will be provided on your exam desk for such items. **PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.**
- You must not talk, or try to communicate with, other students in the exam halls.
- **If you miss a paper, you cannot take it later.**

WHAT TO DO IF...

You are delayed

Telephone the Academy (01462 628008) and then come to school as quickly as possible and report to the Exams Office without speaking to other students. You **may** still be able to go into the exam.

You are unwell in the exam room

Let the invigilator know.

You are disturbed by something in the exam room

Let the invigilator know.

You are unwell & unable to sit the exam

Telephone the exams office to let us know why you are absent. It might be possible to obtain special consideration from the examination board. The examination board will not allow special consideration under any circumstances if a candidate has not completed 50% of the assessment. Medical evidence **MUST** be provided.

It is important to note that IF YOU MISS ANY WRITTEN PAPERS IN A SUBJECT YOU MAY NOT BE AWARDED A GRADE – this will be at the discretion of the Examination Board.

BEFORE THE EXAMINATION

To be at your best for the examination.....

- Get a good night's sleep **THROUGHOUT THE EXAMINATION PERIOD**
- Get plenty of exercise **THROUGHOUT THE EXAMINATION PERIOD** – it helps your concentration
- Get all of your things ready the night before
- Eat a good breakfast
- Ensure full school uniform is worn
- Don't try to cram at the last minute - it rarely helps
- Relax in the morning if you have an examination in the afternoon
- Be determined - willpower counts!
- Don't be put off by what other students say they have done
- **Think positively** and don't underestimate yourself

DURING THE EXAMINATION

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's and Science exams).

Don't forget to fill in your **LEGAL** name and candidate number at the top of each exam paper **and** sign it.

The examination is **NOT** finished **until you have left the examination room**. You must remain silent throughout.

Time

- Make full use of all the exam time; don't finish too early
- Allow enough time for each question
- Use your watch or the clock in the exam room to avoid a last minute rush
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer
- Read through and check all your answers at the end

Which Questions?

Read **all** the questions first, slowly and carefully. **If you have a choice** then:

- Decide which you are going to do - choose those that will earn you the most marks,
- Sort the order in which you want to do the questions.

Planning the answers

- Check carefully what the question asks for:-
 - What *knowledge* and *facts* does it need?
 - Is it testing a skill e.g. *comprehension*?
 - Is it asking you to make *comparisons* and highlight *differences*?
- Could you improve your answer by using diagrams or sketches?
- Start your answer only when you are sure of your plan
- Don't worry if you see others starting to write, just concentrate on your planning

AFTER THE EXAMINATION

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you did well and those you need to improve the next time.

Do not waste time worrying about the examination you have just done - you cannot do anything about it!

Good luck!

PLEASE REMEMBER TO RETURN
LIBRARY BOOKS

RETURN DEPARTMENTAL BOOKS
TO YOUR SUBJECT TEACHERS BY
ARRANGEMENT WITH YOUR
TEACHERS.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2016

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, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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 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: <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 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
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**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.

©2016 – Effective from 1 September 2016

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

You must familiarise yourself with the rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.



This notice has been produced on behalf

of: AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When 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 assessment 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, 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”.

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 5 February 2017.

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: WestonPress.

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 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.**

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