



Building Inspiring Caring

CIRCULAR 2021-22 TL069

To: Parents/Guardians of Yr11 students

Cc: Bursar

May 2022

Summer 2022 Examinations

This Summer will be the first time many of our Year 11 students sit formal GCSE examinations. It is important that students focus fully on these modules and to help them manage time and prepare well, there will be no internal school exams for Year 11 this summer.

Due to the pandemic, Year 11 have not had the same amount of exam experience as previous cohorts of students and they may not be used to the procedures required in a formal examination. To help students, the school will be taking them through a session on what is expected during formal examinations.

Preparing for exams:

CCEA have issued guidance to help students prepare for GCSE examinations and this is available on:

<https://ccea.org.uk/document/9113>

<https://ccea.org.uk/students-parents/preparing-exams>

Students should adopt a positive approach to revision for these important external exams and they should find revision techniques that effectively work for them – reading and re-reading notes is not an efficient technique. Students should summarize their notes into key facts and make time to learn them. Completing past papers will help students understand what is expected in the examination and prepares students for the layout and marks awarded in each section of exam papers.

Year 11 students may lack confidence when experiencing GCSE exams for the first time. It is important for them to remember basic exam techniques:

- 1) Read the question carefully and highlight key information such as how many questions need to be answered, if there are options. (Questions will need to be read more than once). Once you have answered the question read the question again to make sure you have answered it fully
- 2) If you find it difficult to answer a question or your mind goes blank, take some deep breaths, move on to what you can answer and come back to it later.
- 3) Manage your time effectively, look at the exam structure and marks and spend appropriate amounts of time on each area.
- 4) Attempt to answer every question required on the exam paper – often the question may be worded differently from questions previously taken and students hesitate with their answer. Remember an attempt may be worth some marks - a blank answer is worth none.
- 5) Check your answers - too often students sit at the end of an exam with their paper closed, instead of checking their answers a number of times. Re-read each question and ensure you have answered it fully.

Useful information:

1. Be sure to bring the right materials for the examination – ruler – calculator etc. If you are allowed to access a set text (e.g. for English Literature), please ensure that you bring this.
2. Rules set by the examination boards:
 - a. No food in the exam room; water may be brought in a clear bottle **without labels**.
 - b. Pencil cases are allowed only if they are transparent
 - c. No correction fluid is permitted in the exam room
 - d. Use **black ink** – no gel pens.
 - e. No borrowing any item during an exam
 - f. No leaving an exam until the invigilator permits you to do so
3. No mobile devices are permitted. If it is discovered that you have brought a mobile phone into the examination you may be awarded a mark of zero.
No phone should be on your person, even if switched off.
4. No watches of any description are permitted in an exam room.

Malpractice

Please be aware that there are strict rules around sharing information on social media, mobile phones and watches. The attached guidance is very clear and any student found in breach of these rules may have their paper disqualified. Please take time to read the information given and reinforce the guidance with your child.

If you see anything on a social media platform that may compromise an examination, you must inform the school immediately. Examples may include reference to what may be on an exam paper (where, for example a student in another centre might state that his/her teacher “was involved in setting papers and says that _____ will be on the exam.”).

Information for parents: <https://ccea.org.uk/document/1225>

Information for students: <https://ccea.org.uk/document/1224>

Lisa McVeigh (Mrs)
Acting Examinations Officer

**Information for candidates
Using social media and examinations/assessments**



This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:

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



**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.



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|-----|---------------|------|-----|---------|------|
| 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. **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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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**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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

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 have a watch, the invigilator will ask you to hand it to them.**
- 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 which 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:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) 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 **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.**
- 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, including those used for rough work.

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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) 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.