



# Stretford High School

Learning Today, Leading Tomorrow

Centre Number 33651

## GCSE EXAMINATIONS 2018/19

### INSTRUCTIONS TO CANDIDATES

You are required to read this document carefully and retain it for future reference.

## GCSE EXAMINATIONS 2018/19

### Before the exam

Please ensure that we have your current phone, email and address details.

### Check your examination timetable.

There are NO alternative sessions. Misreading your examination timetable is NOT an acceptable excuse for being late or missing an exam.

Make sure you know your candidate number; you will need to put this on your script.

You must arrive promptly for both morning and afternoon sessions.

Examinations will always begin at 09.00am and 1.00pm unless you are notified otherwise.

Your examinations will usually take place in the sports hall. However, other rooms may also be used in the exam season. You will be advised of any alternative rooms. Ask staff for help if you are unsure of arrangements.

In the examination room silence must be maintained and the regulations of the examination boards must be observed.

### **MOBILE PHONES AND OTHER UNAUTHORISED ITEMS**

We cannot stress enough how important it is **NOT TO BRING IN MOBILE PHONES.**

Other electronic devices, such as MP3/4 players, iPods, all watches, pagers or any other products with text/digital facilities are also not allowed in the examination room. Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to a severe penalty from the awarding bodies. The minimum penalties are as follows: –

Device found on you and turned ON - disqualification for entire subject awards.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Phone rings during the exam wherever it is, you will be disqualified from all papers for the subject (including any already taken).

Candidates will be asked to place their watch and mobile phone into an envelope bearing their name before the examination starts. These envelopes will be kept in a secure room for the duration of the examination and returned to the candidate at the end of the examination.

1. You must not take any unauthorised material into the examination room, e.g. calculator cases/leaflets, bags, mobile phones, watches, mp3 players, notes or any written materials - including writing on your hand. If you are found with any of this, whether you intended to use it or not, YOU WILL BE DISQUALIFIED.
2. Only the essential equipment for your particular exam paper must be brought to the exam in a clear plastic bag or clear pencil case. You must bring your own calculator. The memory of programmable calculators must be cleared. All written work must be done in black ink. If you wish to cancel an answer, cross it out with one line. You are NOT allowed to use Tippex.
3. Do not do anything that may be seen as cheating or communicating with another candidate.
4. All instructions of supervising staff must be obeyed. They are responsible to the examination boards for conducting the examinations properly.

### **At the start of the exam**

Candidates are under exam conditions from the time they enter the exam room which means no talking or communicating until you have been dismissed and left the room.

Space is very limited so you must not bring bags as they are not allowed into the examination room. Any coats and bags must be left at the back of the hall. Only bring those items necessary for the exam. You are responsible for any valuables in your possession.

If you would like to bring a drink into the examination, this must be in a plain bottle with no label or writing/pictures on it.

Make sure you have NO unauthorised material/equipment with you – if you have, hand it over to an invigilator immediately – it is too late once the exam has started!

Listen carefully to instructions and notices read out by the invigilators- there may be amendments to the exam paper that you need to know about. The invigilator will read out the regulations and instructions before the examination starts.

Check you have the correct exam paper and correct equipment.

Read all instructions carefully and number your answers clearly.

Make sure you have put your name, candidate number and centre number (33651) on all the necessary papers.

### During the exam

You must write clearly and in black ink. You may use pencil for drawings and rough notes. If you need any additional materials you should put up your hand to attract the invigilators attention. Please note that invigilators cannot discuss the examination paper with you or read/explain the questions.

If you finish the paper early use any time remaining to check over your answers and that you have completed your details correctly.

Do not draw graffiti or write inappropriate, obscene or offensive comments on examination papers. If you do this will be considered as malpractice and the examination board may refuse to accept your paper.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination by invigilators and members of the Senior Leadership Team.

If you become ill during the examination you must draw this to the attention of the staff. No retrospective claims of illness will be considered. Action in such circumstances is your responsibility, not the schools.

You will be reminded of the time 5 minutes before the end of the exam.

### At the end of the exam

You will be reminded to ensure that you have put your name, candidate number and centre number (33651) on your exam papers.

All work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### Late Arrivals

If you are up to an hour late you will be allowed into the exam room. If you arrive more than an hour after the examination has started you will be allowed to sit the examination but you should be aware that your late arrival will be reported to the examination board and that they reserve the right not to accept your script.

Late arrivals may only be allowed the full time for the exam if there is adequate supervision available.

### Illness

If you are ill during the examinations and cannot come into school, you **must** telephone (0161 876 1850) to inform us. If you cannot attend due to illness, please bring in a doctors note when you return to school.

### Missing your exam

We accept no responsibility for students who miss their examinations because they misread their statement of entry or who are late through their own fault.

## Notification of Results

Results will be available for collection on:

**Thursday 22nd August 2019  
from 09.30am to 11.30am.**

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not collect their results on 22nd August will receive notification through the normal post.

No results will be given out by telephone under any circumstances.

Pass grades at GCSE are 9 to 1.

## Post Results Services

Following the publication of results, the awarding bodies offer enquiries about results. Any student whose result is near to the next grade boundary may be asked whether they would like to apply for a review of marking. These students will be identified by the SLT or subject heads. You will be required to sign a consent form before we can proceed with any of these services.

Details of the services:

Clerical re-check - This services checks that all parts of the exam have been marked and that the marks have been totalled correctly.

Review of marking - This service is a post-results review of the original marking to ensure the agreed mark scheme has been applied correctly.

Access to Exam Scripts - It is possible to order copies of your exam papers.

Appeals: Stretford High School is committed to ensuring that when staff assess pupil work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

## Certificates

Certificates will be issued at Presentation Evening in November 2019. If you cannot attend Presentation Evening, certificates may be collected from school within 12 months.

**Good Luck!**

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

### Information for candidates

#### For written examinations – effective from 1 September 2018

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) notes;</li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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	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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
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"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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
-----	---------------	------	-----	---------	------

### Information for candidates

#### For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>d) pre-prepared templates.</li> </ul> <p><b>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.</b></p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

© JCQ 2018 – Effective from 1 September 2018



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

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

**When you submit your work for marking, the awarding body will normally require you 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.

In some subjects you will have 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.**

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written 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 do not show your sources in references and a bibliography, this will be considered as cheating.**

1

### **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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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. Do not 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 do not need.

Do not 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.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- ⑩ Markers can spot changes in the style of writing and use of language.
- ⑩ Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- ⑩ 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:

- ⑩ the piece of work will be awarded zero marks;
- ⑩ you will be disqualified from that component for the examination series in question;
- ⑩ you will be disqualified from the whole subject for that examination series;
- ⑩ you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

©2018 – Effective from 1 September 2018