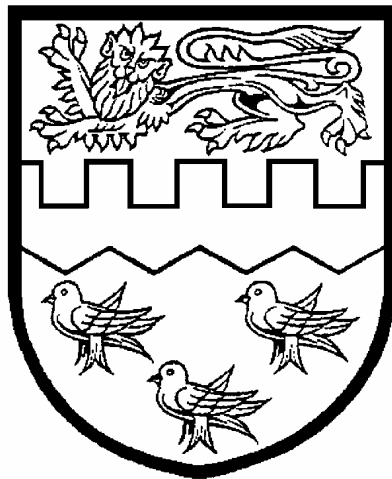


Chichester High School for Girls



GCSE Examinations Guidance

Summer 2009

Centre Number: 65413

School Telephone No: 01243 787014



Introduction

Our aim is to make the examination experience as stress-free and successful as possible for all candidates.

Please read this booklet carefully and show it to your parents so that they are also aware of the examination regulations and what to do if there are any problems. It is also available on the school website:

www.chichesterhighschoolforgirls.co.uk

The awarding bodies (or examination boards) set down strict rules which must be followed for the conduct of examinations and we must follow them precisely. Please make sure you read the 'Notice to Candidates', 'Warning to Candidates' and "Notice to Candidates – Fair Processing" on the following pages.

Some of the questions you may have are answered on pages 15-17. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Mrs Fiona Holland**
The Examinations Administrator – **Mrs Tracy Smith**
The Examinations Office is opposite Pupil Reception
The school telephone number is: 01243 787014

Please check that school has at least one up-to-date contact number for you.

Remember – we are here to help



Before the Examinations

Individual Candidate Timetable

- You will have received your personal timetable showing the subjects that you have been entered for and the levels of entry. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Check 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.
- Make sure you know the date and time of each of your examinations.
- **Examinations start at 9.15 am and 1.30 pm**

Examination boards

- The School uses the following Examination Boards: AQA, Edexcel, OCR, CCEA and WJEC.

Exam / Candidate Number & Centre Number

- You will have a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. **Please learn it.**
- The school's Centre Number is **65413**

Master Exam & Revision Timetable

- A master timetable is included from **page 19**, showing all exams and revision sessions.

Clashes

- When two or more examinations, in *different subjects* are timetabled for the same time. This is known as an **examination clash**.
- If two or more of your examinations clash you **must** reported this to both your Form Teacher and Mrs Holland **immediately**. If you are in any doubt about this, check with Mrs Holland in the Examinations Office.
- You will need to bring in revision material and lunch as you will be under constant supervision.
- **You may not have on you any mobile phones, mp3 players or i-pods.**

Calculators

- The following regulations have been set by the awarding bodies

<p><u>CALCULATORS MUST BE:</u></p> <ul style="list-style-type: none">• of a size suitable for use on a desk• either battery or solar powered	<p><u>CALCULATORS MUST NOT:</u></p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities<ul style="list-style-type: none">○ language translators○ symbolic algebra manipulation○ symbolic differentiation or integration○ communication with other machines or the internet• be borrowed from another candidate• have retrievable information stored in them – this includes:-<ul style="list-style-type: none">○ databanks○ dictionaries○ mathematical formulas○ text
<p><u>YOU ARE RESPONSIBLE FOR THE FOLLOWING:</u></p> <ul style="list-style-type: none">• the calculator's power supply• the calculator's working condition	

Equipment

Make sure you have all the correct equipment before your examinations.
This is your responsibility. No equipment will be lent to you.



All Examinations

Black pens, pencils, sharpener, rubber and rulers in a clear case or bag.

English

You will be provided with an Anthology for English Paper 2. In Section A of this paper you will be asked about "Poems from Different Cultures". Ensure you have a **black pen and a spare**

English Literature

You will be provided with an Anthology. You will be provided with a copy of the novel you have studied for the Literature exam. ("Lord of the Flies" or "Of Mice and Men")

The novel must have **no** notes or post-it labels in it. Ensure you have black pens.

All Modern Languages - Speaking Test

Once the date of your oral has been fixed, you cannot change it as the Examination Board will have been informed. Dictionaries are not allowed in the examinations

Mathematics

You will need to bring:

1. **Black** pens, pencils, rubber, sharpener
2. Protractor or angle measure
3. A spare battery for the calculator
4. Scientific calculator (without a lid) - may be used in the second Mathematics paper only.
5. 30 cm ruler
6. A pair of compasses

Media Studies

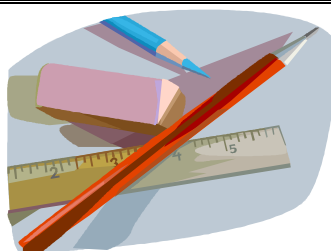
The controlled test will take place in the Sports Hall on Friday 15th May and Monday 18th May at **11:15am**. It is a revealed paper made up of two 1½ hour sessions.

You will need to bring the following equipment: *crayons/colouring pencils, pencils, **black pens (black ink, no gel pens), ruler and rubber.***

All Sciences

You will need to bring:

- | | | | |
|----|--------------------------------|----|----------------------------|
| 1. | HB pencil and pencil sharpener | 4. | Calculator (without a lid) |
| 2. | Rubber | 5. | Protractor |
| 3. | Black Pens | 6. | 30 cm ruler |



During the Examination Period

Examination Regulations

- A copy of the “Notice to Candidates” is printed earlier in this booklet. If you break any of the rules or regulations **you could be disqualified from all subjects** and as this is seen as malpractice the school must report any breach of regulations to the Awarding Body (page 9)

Attendance during Exam Period

Weeks 1 & 2 (11 - 22 May) – See page 17 for exam & revision details

- Uniform & lessons are normal, unless you have an exam or revision session.
- You must register with your tutor at 9 am every day.
- If you have an exam, go to the Sports Hall at 9.05 am
- All exams start at 9:15 am or 1:30 pm.
- Revision sessions are during p3 & p4. Teachers will let you know the rooms.
- You will be expected to attend these, if they apply to you. Note – where two revision sessions clash, you may choose which one to attend.
- If you have an afternoon exam, you may take your lunch in the canteen at 12:30 pm and remain there until at least 12.55 pm. don't go anywhere else as you will disturb lessons.

Weeks 3-6 (2 - 26 June)

- You need attend school for exams and revision sessions only
- Uniform must be worn in exams.
- At other times you are free to study at home or in the Library
- All exams start at 9:15 am or 1:30 pm.
- Lunch will be available at 12:30 pm every day.
- Most revision sessions start at 11.15 am
- The Library will be available for revision every day.



On Exam Days

- Arrive at least 10 minutes before the start of your examination. Do not arrive later than this. Allow plenty of time to get to school.
- Most examinations will be held in the Sports Hall, but **check** the examinations notice board regularly for any changes.
- Morning examinations normally start at **9.15 am** and afternoon examinations normally at **1.30 pm**.
- Line up in silence outside the examination room in candidate number order. Do not enter the room until your name is called. Then enter **in silence**.
- For some larger examinations there will be a seating plan posted on the exams notice board in advance

Lateness beyond your Control

- If you are late for an examination **for reasons over which you have no control**, e.g., bus or train not running, breakdown etc. You should report to the school office immediately on arrival.
- If possible, telephone the school (01243 787014).
- You will be allowed to sit the paper and will be given full time.
- However, the Examination Board will decide whether or not your paper is accepted.

Invigilators

- Subject specialist teachers will normally be present at the start of an examination only
- The school employs external invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if you feel ill.
- **Please note that invigilators cannot discuss the examination paper with you or explain the questions.**
- Do not be afraid to ask if you are unsure of anything i.e.: You think you may have the wrong paper, wrong level or tier or if anything is unclear, just raise your hand to attract an invigilators attention.

Instructions

- 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.
- Check that you have the correct question paper – check the subject, paper and tier of entry.
- Read the whole exam paper before you start writing. Number your answers clearly.
- At the end of the examination 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.
- Make sure you have written your name, candidate number, centre number and examination clearly on your answer booklet and *every* loose sheet you may have used.
- 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.
- Invigilators will collect your exam papers before you leave the room. **You must remain in absolute silence** until you have left the room.



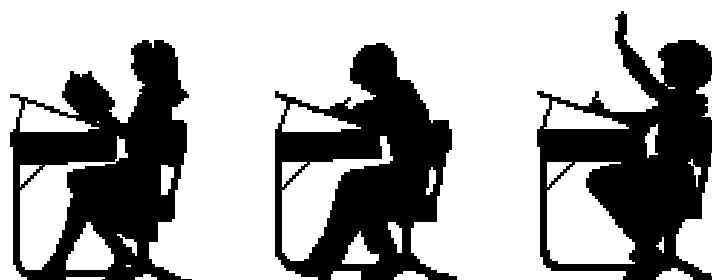
Rules

- If you are disruptive or behave in an unacceptable manner you will be removed from the examination room by invigilators and a senior member of staff.
- You must not attempt to communicate with or distract other candidates.
- You must wear full school uniform for examinations.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs page 15).
- **You may not take any mobile phones, mp3 players or i-pods into the exam room. If you break these rules you will be disqualified from the examination.**
- All items of equipment, **black** pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or ballpoint only. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. See page 3 for details.
- Make sure that any watch alarms are turned off.
- No chewing gum is permitted, but sweets (e.g. mints or fruit gums) are acceptable. Sweets must not have any wrappers and are to be placed in a clear plastic bag.
- Drinks (water or squash etc.) are allowed in a plastic screw top bottle **without the label**
- You will **not** be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM

If a mobile phone (or any other type of electronic communication or storage device e.g. mp3 player) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the exam board. You could be disqualified from that exam

PLEASE NOTE: Alarms can still go off even if your phone is turned off!!!



Candidate Malpractice

Please read the following examples of malpractice very carefully. If you commit malpractice, the awarding body *will* be informed and they may decide to penalise or disqualify you.

- Altering any results document, including certificates;
- Breaching *any* of the instructions of an invigilator or the awarding body in relation to the examination
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations especially during a supervised break.
- Working together with other candidates, beyond what is permitted;
- Copying from another candidate (including the use of ICT to aid the copying)
- Allowing work to be copied e.g. posting written coursework on social networking sites e.g U-Tube or Facebook
- The deliberate destruction of another candidate's work
- Disruptive behaviour in the examination room (including the use of offensive language)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- Making a false declaration of authenticity in relation to the authorship of coursework
- Allowing others to assist in the production of coursework or assisting others in the production of coursework
- Being in possession of confidential material in advance of the examination
- Bringing into the examination room notes, unless permitted in that examinations or inappropriately annotated texts
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Pretending to be someone else, or arranging for another person to take one's place in an examination.
- Plagiarism: unacknowledged copying from published sources or incomplete referencing
- Theft of another candidate's work
- Bringing into the examination room any unauthorised material, for example: notes, study guides, iPods, mobile phones, MP3 players, pagers or other similar electronic devices.
- The use of a memory stick where the candidate has been granted an access arrangement in the form of a word processor
- Behaving in a manner as to undermine the integrity of the examination.

Emergency Procedure

- If the fire alarm goes off during an examination don't panic! You should stay **silent and listen** carefully to the instructions given by the invigilator in charge. If you are told to leave the examination room, you must be silent at all times and not attempt to communicate in any way with other candidates. You will be told where to stand and at what distance from other candidates. The school will make every effort to ensure that your marks do not suffer.
- Once it is safe to re-enter the examination room you will be given the full time to complete your examination.



Absence from Examinations

- If you fail to attend an examination **without** good reason and without informing the school you and your parents will be required to pay for your entry fee (up to **£35** per paper).
- If you misread the timetable that will be your fault and will *not* be accepted as a good reason for absence.
- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.

Special Consideration

- Candidates are allowed **Special Consideration** for absence from any part of an examination only in exceptional circumstance. It is **essential that medical or other appropriate evidence is obtained on the day** by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- Here are some circumstances that may happen at the time of the examination for which you may be eligible for Special Consideration:
 - accident
 - recent personal illness
 - bereavement
 - serious disturbance during the exam
 - very serious and disruptive domestic crisis
 - illness or injury at the time of the exam
 - flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack
- Here are some circumstances that may happen at the time of the examination for which you will **NOT** be eligible for Special Consideration
 - long term illness, unless the illness manifests itself during the exam or during the months leading up to the exam
 - minor disturbance in the examination room caused by another candidate, such as a mobile phone ringing or bad behaviour
 - domestic inconvenience, such as moving house, lack of facilities, taking holidays at the time of the exam
 - misreading the timetable for an external assessment and/or failing to attend at the right time and in the right place
- You will only be eligible for special consideration if you are fully prepared but are affected by circumstances beyond your control. If you are unsure whether you are eligible please contact the Examinations Office as soon as possible.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.



After the Examinations

Book Return and Final Clearance Day – 25 June 2009



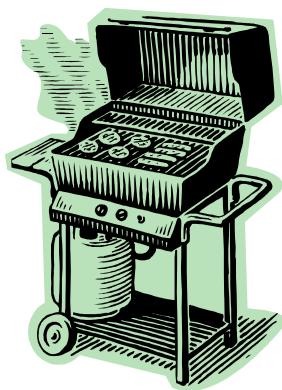
- You will need a pink clearance form which you must get signed by all your subject teachers, the office staff and the librarian.
- If you do not need your text books for revision, return them to your subject teacher before **25 June** and get your teacher to sign your clearance form. We accept any books you find, however long you have had them.
- On 25 June your books should be returned to the subject or faculty member of staff on duty in the rooms indicated on a list on the exam notice board. The rooms will only be manned from 9.20 a.m. until 12.40 p.m. Do not go to other staff and do not interrupt lessons.
- The completed clearance form must be signed by, and handed in to, your Head of Learning, Mr Pering or PSA, Miss Osmend
- If you have lost books or simply fail to return them you will be billed for the replacement cost.
- Lockers must be cleared by 26 June 2009. Padlocks will be cut off and contents removed after this date.



IMPORTANT: MAKE SURE THAT ANY BOOKS RETURNED ARE CLEARLY IDENTIFIED WITH YOUR NAME

BBQ

- You are invited to a BBQ at 12:00pm, organised by members of the Sixth Form. This will be outside the Sixth Form Centre.



Results

Notification of Results

- Results will be available for collection on:

Thurs 27 August

- If you are unable to come in on the day, you have the following options:
 - Give your Form Tutor a suitable stamped self addressed envelope.
 - Get a relative or friend to collect them for you, **but** they must bring with them a signed letter of authority from you and some form of identification.
- **No results will be given out by telephone under any circumstances.**



Enquiries about Results

- If an examination result is significantly different (at least two grades) from what you expected you should contact the Head of Department of the subject concerned, who will advise you about what to do. You must do this as soon as possible, and by **20 September 2009 at the latest**.
- If you wish to make an enquiry about an examination result and your Subject Teacher/Head of Subject does **not** think that an enquiry should be made, the school has a procedure for you to make your own appeal. Firstly, go to the Examinations Officer, who will discuss the matter with you and explain the procedure involved. The deadline for this is **20 September 2009**.

Certificates

- These are awarded for all GCSE subjects in which pupils achieve Grades A* - G.
- You will receive your certificates on Certificate Evening in December, to which you will be invited.



Sixth Form Registration

If you intend to join the Sixth Form you should register on one of the Registration Days in the place indicated.

Sixth Form Registration	Thursday 27 August 12 pm - 3 pm Sixth Form Centre Friday 28 August 9 am - 3 pm Sixth Form Centre
Induction Day/Autumn Term begins	To be advised Please report to the Sixth Form Centre

Senior staff will be available at these times to help you with any aspects of your Post-16 education. Don't worry if you haven't already told us you want to join the Sixth Form – you will still be able to join as long as your GCSE results are appropriate for the course you wish to follow.



Frequently Asked Questions



Q. Why do I need to check the details on my Individual Candidate Timetable?

- The details on your Individual Candidate Timetable will be used when certificates are printed.
- You need to inform the Exams Office if the name or date of birth on your certificates does not match your birth certificate as you may face problems in the future.
- You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 ball point pens (**black ink only**).
- For Science Modules you need 2 x **HB** pencils.
- For Mathematics **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room.
- If you are found to have anything with you that is not allowed you will be reported to the examination board. You may be disqualified from the paper or the subject concerned.
- Bags, coats and any other items must be **left** in your locker.
- Mobile telephones must not be taken into the examination room even if they are turned off.

Q. Why can't I bring my mobile phone /mp3 player /i-pods into the exam room?

- Because this is regarded as cheating. The exam boards now take a very tough line on this.

The minimum penalties are as follows:

- Device found on you and turned **ON** - **disqualification for the entire subject award.**
- Device found on you and turned **OFF** - **disqualification from the specific paper** you are sitting at the time.

If you bring a phone into the examination room and it rings the exam board will be informed and you will be **disqualified from all papers for that subject (including any already taken).**



Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate / Exam Number?

- Candidate / Exam Numbers are printed on Individual Timetables, Statement of Entries, seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Examinations Office before the exam starts.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you (see page 6). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You **MUST** obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration.
- Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control (see page 11).
- The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).
- The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (**within 7 days of the last exam session for each subject**) and the you will be required to provide evidence to support such an application.
- Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.

Q. Can I leave the exam early?

- No. Our policy is not to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Pupil Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. **It will not be possible to allow you any extra time if you start the examination late.**
- You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- **No.** Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. When will I get my results?

- You can collect your results from the Sixth Form Centre on **Thursday 27 August 2009** between 11.00am and 1.00pm.
- Results will not be given any earlier.

Q. Can someone else collect my results for me?

- Yes. However, they must have a letter of authority from you and bring some kind of identification with them.

Q. Can I get my results over the phone?

- No. Under no circumstances will we give out results over the phone.

Q. On what day can I legally leave school?

- If your 16th Birthday falls on or before 31 August 2009 you may leave school on the 30 June 2009

**Remember, we are here to help.
If you are unsure of anything please ask well before your
exam so as not to delay the start of the exam.**

Notices / Reminders

TIMETABLE OF IMPORTANT DATES

Year 11 Final Clearance Day	25 June
Barbeque	25 June at 12:00 pm
Last GCSE Examination <i>(Provisional date – check Examinations Notice Board for any Amendments)</i>	22 June
Year 11 Prom	26 June
GCSE Results	27 August 11.00 am - 1.00 pm Sixth Form Centre
Sixth Form Registration	Thursday 27 August 12 pm - 3 pm Sixth Form Centre Friday 28 August 9 am - 3 pm Sixth Form Centre
Induction Day/Autumn Term begins	To be advised Sixth Form Centre

Unless stated –

All morning examinations start at 9.15 am (09:15)

All afternoon examinations start at 1.30 pm (13:30)

Please arrive at least 10 minutes before the examination starts

Keep checking the examination notice board located outside the examinations office across from pupil reception