



Longdendale

H I G H S C H O O L

'We endeavour to achieve and aspire to be successful'



The Exams Handbook for Candidates



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Dear Candidate

This Exam Handbook has been designed to help you, please read and keep it. All the information you will need to know when completing your controlled assessments as well as when sitting your exams is included.

GCSE exams take place in April / May / June 2018.

Your teacher notifies the Exams Office which exams you are to be entered for and in response you will receive a statement of entry. Please check this statement carefully and show it to your parents. Make sure all your exams are listed and where applicable the tier of entry is correct. Please note - For your language exams you will have an entry for foundation and Higher – the exact exam will be confirmed by your teacher nearer to the day of the exam.

Your name as shown on the statement of entry is the name that will be recorded on your certificates, and therefore should be your legal name, i.e. the name on your passport. Any changes to names required following certification will incur a considerable fee from the exam boards (payable by students/parents). If there is anything wrong with your name on your certificate of entry or anything else you are unsure about please speak to either Miss Payton or Miss Rigby as soon as possible.

You will be required to sign to confirm the statement of entry and return it to the exams office.

At the back of this booklet you will find a generic timetable showing all the exams you could be entered for at this school. This has been provided to give you an outline of the dates you will be sitting exams throughout the year. In addition, you will be issued with an individual candidate timetable.

Unfortunately, accidents can happen to exam candidates. Therefore, please avoid dangerous activities during exam periods. If you do sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Form Tutor or Learning leader know as soon as possible, so that special arrangements can be organised to help you.

If you are unable to attend an exam due to ill health it is important that you provide the school with a letter from your doctor. Failure to attend without a valid reason will result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately; we will do what we can to get you to your exam.

Finally, we are aware that exam periods can be very stressful. The school is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to your teacher, Form Tutor, Learning Leader, Miss Rigby or Miss Payton in the Exams Office.

We wish you every success.



Miss Rigby

Miss Payton

INSTRUCTIONS TO CANDIDATES

Longdendale hopes that all students will be successful in their exams and so that the exams you take run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

Candidate Number

Your candidate number is a four figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. Each time you sit an exam you will find your desk is labelled with your candidate number and your name. The exam boards identify you by your candidate number as well as your name. This is a security precaution to make certain that candidate records do not become confused.

Confirmation of Entries

At the end of February you will receive a statement of entry. Please check your entries carefully. If there are any errors (e.g. name, date of birth, gender, exam entry) please notify the Exams Office immediately. Some exams have a tier of entry, higher or foundation, please check you have been entered for the correct tier as instructed by your teacher. Please note for language exams both tiers will show as this can be altered by your teachers right up to the day of the exam.

Timetables

Please check your individual candidate timetable carefully. If there are any errors (e.g. name, date of birth, gender, exam entry) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the exam is in the morning or the afternoon – allowances cannot be made for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash. You alone are responsible for checking your exam timetable. Do not refer to a friend's timetable.

Examination Regulations

It is the candidates' responsibility to familiarise themselves with information from the awarding bodies' regulations 'Notice to Candidates' (as shown in this booklet). A copy of these notices will be displayed inside and outside the exam hall.

Location of Exam

Daily exam timetables will be displayed in the canteen, where you will be able to locate the room and seat number. Make sure you allow enough time to find the correct room. You must ensure that you sit at the desk bearing your name and candidate number.

Times

Unless otherwise stated, all exams at this School start at 9.00am for morning papers and 1.00pm for afternoon papers. Candidates should be ready in the school canteen at least 15 minutes before the start of an exam. Extra time is not permitted for candidates who arrive late for an exam.

Conduct in the Exam Room

Candidates must follow the instructions of the invigilators at all times and must be silent when entering and whilst in the exam hall. Should you require any assistance, please raise your hand clearly and wait for an invigilator to attend to you. Once you have entered an exam room, you are not allowed to leave unescorted until the conclusion of the exam. Please do not write on the desks; it is vandalism and candidates will be invoiced for damage caused by graffiti.

Exam Papers

Once seated please check you have the right exam paper, if you are at all unsure please raise your hand and ask the invigilator. Please ensure you write your full name and candidate number on the front of your paper. Please ensure you write your full name, candidate number and exam paper number on any additional sheets use. Do not write in the borders of the exam papers.

Warning

All the awarding bodies make it clear that the official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.

Absence from Exams

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

Mobile phones, Smart Watches and all Electronic Storage Devices

Mobile telephones and other electronic means of communication or electronic storage devices must be placed in a bag or blazer and placed as instructed by the invigilators. You must not have any Mobile phones, Smart Watches and all Electronic Storage Devices on your person in the exam room.

A candidate must not have access to a wrist watch which has a data storage device. You are strongly advised not to bring such devices with you to school on the day of an exam, as the school is unable to take responsibility for their safekeeping.

Be aware that should a mobile telephone or other electronic communication or storage device be found in your possession during an exam **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate awarding body. The awarding bodies have advised the school that students discovered to have an electronic device with them during an examination face disqualification from the subject concerned.

Prohibited Material

The following items must not be brought into any exam room;
Pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag,
Instruction books,
Electronic equipment,
Books (unless set texts for a specific examination), notes, letters, or other printed material,
Food

Equipment

Candidates must provide all their own equipment. Borrowing is not allowed. Only **black ink** must be used in any answer booklets. All rough work must be done in the answer booklet provided and should then be neatly crossed out. (It may help your marks.)

Drink

Candidates are allowed water in a squeezable water bottle no larger than 0.5l with all labels removed.

Calculators

Calculators may be used in most exams; your subject teacher will tell you if they are prohibited. You must bring your own calculator if you need one – you may not use a mobile telephone or a digital watch as a calculator. Calculators must not be dependent upon mains supply electricity; have alphabetic keys or be programmable; have noisy keys that would disturb other candidates or use magnetic card input or have a permanent memory. Calculator covers must be removed and placed on the floor beside your exam desk. It is your responsibility to make sure that nothing is stored in the memory of your calculator.

Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

End of the Exam

Absolute silence must be maintained until you are right outside the building. Other exams may be continuing when you leave the exam hall. Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any “No Entry” signs during the examination period.

Results

Year 11 pupils may collect their results statements from the school on Thursday 23 August 2018, between 10.00am and midday. Results not collected will be posted to your home address. If you would like someone else to collect your results for you, it will be necessary for you to provide the examinations officer with written authorisation prior to results day.

Under no circumstances will exam results be given via email or over the phone.

Results – Publication

All students results are published in the local press. For example - J Smith 10(5), where 10 indicates the number of 9 – 1 (A*-G) grades and (5) indicates the number of 9 – 4 (A*-C) grades awarded. Anyone not wishing to have their results published will need to instruct the exams officer in writing prior to results day where your request will be considered.

Results Enquiries (Re-marks)

The exam board deadline for enquiries about results each year is 20 September. In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student will normally be asked to pay to have an enquiry carried out. It must be remembered that the outcome of a remark may mean results can go down.

Special Consideration

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam.

Certificates

Certificates are issued by the exam board if you achieve grade 9-1 or A* to G at GCSE. Certificates are printed by the exam board in October and will be distributed to year 11 students at the presentation evening in November. It is important that you look after your certificates and keep them in a safe place as future colleges and employers will need to see them. Certificates cannot be replaced; the awarding bodies will only supply a replacement statement of results, which they will charge for.



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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**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.



**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 written 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.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 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 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, 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. 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 or seen 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 component 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

INTERNAL ASSESSMENT POLICY FOR EXTERNAL QUALIFICATIONS

Longdendale High School is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the Code of Practice for the conduct of external qualifications produced by QCA, ensuring that

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and moderation have appropriate knowledge, understanding and skills, and have been trained in this activity.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used;
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 30th April, and always before the date of the first written paper of the examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
- the enquiry into the internal process will normally be led by the Examinations Officer and the Head of Centre, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the 'Code of Practice'.

The outcome of the appeal will be reported in writing to the appellant.

Any changes made to the assessment of work, any changes made to improve the school's application of procedures, and any correspondence with the awarding body will also be reported.

A written record of the appeal will be kept by the School, who will notify the awarding body of any outcome of the appeal which has implications for the conduct of the examination or the issue of results.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Enquiries About Results (Re-marks)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

All enquiries about results must be referred to the subject teacher/department in the first instance so that they can decide if there is a strong case for a remark. An enquiry about results cannot be submitted on the basis that a candidate did not achieve their predicted grade.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a remark at the Centre's expense. When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Where a candidate wishes to challenge the decision not to hold an enquiry or consequent appeal, a written appeals procedure applies. Please see the School's Internal Appeals Procedure available on the school website.

The deadline for requesting an EAR is 20 September.

Date	AM	Length	Board	PM	Length	Board
Monday 14 May	Computer Science Paper 1	1 hr 30 mins	AQA	Religious Studies Paper 1	1 hr 45 mins	AQA
	ICT Unit 1: Living in a digital world	1 hr 30 mins	Edexcel			
Tuesday 15 May	French Paper 1 (F)	35 mins	AQA	Biology Paper 1 (F & H)	1 hr 45 mins	AQA
	French Paper 1 (H)	45 mins	AQA			
	French Paper 3 (F)	45 mins	AQA	Combined Science - Biology Paper 1	1 hr 15 mins	AQA
	French Paper 3 (H)	1 hr	AQA			
Wednesday 16 May	Physical Education paper 1 - Physical factors affecting performance	1 hr	OCR	Religious Studies Paper 2	1 hr 45 mins	AQA
Thursday 17 May	Chemistry Paper 1 (F&H)	1 hr 45 mins	AQA	Computer Science - Written Assessment	1 hr 30 mins	AQA
	Combined Science - Chemistry Paper 1	1 hr 15 mins	AQA			
Friday 18 May	French Paper 4 (F)	1 hr	AQA	Physical Education paper 1 - Socio-cultural issues and sports psychology	1 hr	OCR
	French Paper 4 (H)	1 hr 15 mins	AQA	Drama - Component 3	1 hr 30 mins	Eduqas
Monday 21 May	Sociology Unit 1	1 hr 30 mins	AQA			
Tuesday 22 May	English Literature Paper 1: Shakespear and Post 1914 Literature	1 hr 45 mins	Edexcel	Geography Paper 1	1 hr 15 mins	OCR
Wednesday 23 May	Business Unit 1: Introduction to Small Business	45 mins	Edexcel	Physics Paper 1 (F&H)	1 hr 45 mins	AQA
				Combined Science - Physics Paper 1	1 hr 15 mins	AQA
Thursday 24 May	Mathematics Paper 1: Non Calculator (F&H)	1 hr 30 mins	Edexcel			
Friday 25 May	English Literature Paper 2: 19th Century Novel and Poetry	2 hr 15 mins	Edexcel	Sociology Unit 2	1 hr 30 mins	AQA
Monday 4 June	History Paper 1	1 hr 15 mins	Edexcel			
Tuesday 5 June	English Language Paper 1: Fiction and Imaginative Writing	1 hr 45 mins	Edexcel	Geography Paper 2	1 hr 15 mins	OCR
Wednesday 6 June	Spanish Paper 1 (F)	35 mins	AQA	Business Unit 3: Building a Business	1 hr 30 mins	Edexcel
	Spanish Paper 1 (H)	45 mins	AQA			
	Spanish Paper 3 (F)	45 mins	AQA			
	Spanish Paper 3 (H)	1 hr	AQA			
Thursday 7 June	Mathematics Paper 2: Calculator (F&H)	1 hr 30 mins	Edexcel			
Friday 8 June	English Language Paper 2: Non-Fiction and Transactional Writing	2 hrs	Edexcel	History Paper 2	1 hr 45 mins	Edexcel
Monday 11 June	Biology Paper 2 (F & H)	1 hr 45 mins	AQA	Geography Paper 3	1 hr 30 mins	OCR
	Combined Science - Biology Paper 2	1 hr 15 mins	AQA			
Tuesday 12 June	Mathematics Paper 3: Calculator (F&H)	1 hr 30 mins	Edexcel	History Paper 3	1 hr 20 mins	Edexcel
Wednesday 13 June	Chemistry Paper 2 (F&H)	1 hr 45 mins	AQA	Health & Social Care Unit 1	1 hr 15 mins	Edexcel
	Combined Science - Chemistry Paper 2	1 hr 15 mins	AQA			
Thursday 14 June	Spanish Paper 4 (F)	1 hr	AQA	Resistant Materials Unit 1	2 hrs	AQA
	Spanish Paper 4 (H)	1 hr 15 mins	AQA	Food Preparation and Nutrition	1hr 45 mins	AQA
Friday 15 June	Physics Paper 2 (F&H)	1 hr 45 mins	AQA			
	Combined Science - Physics Paper 2	1 hr 15 mins	AQA			
Tuesday 19 June				Dance - Appreciation	1 hr 30 mins	AQA

Information correct at 07/07/2017 - maybe subject to change - does not include dates for Non- Examination Assessments