

Examinations Information Booklet



Year 10
2018 to 2019

Year 10 Exams Calendar

Week beginning 4 February 2019 – Issue of Individual Mock Exam Timetables

Wednesday 27 February to Friday 8 March 2019 – Mock Examinations Period

Week Beginning 4 February 2019 – Statements of Entry for Summer 2019 Examinations to Students for Checking

Week Beginning 1 April 2019 – Individual Timetables for Summer Examinations

13 & 20 May 2019 – Year 10 Public Examinations (Religious Studies)

Important Information

Please take time to read the following pages that contain the information from the Joint Council for Qualifications regarding the regulations for the conduct of examinations and an internal examinations checklist.

It is important that you observe the rules and come to all of your examinations fully prepared. Make sure that you leave any mobile phones, smart watches, electronic devices and calculator lids at home or in your locker area.

For the purposes of your examinations, it is advisable for you to put together an examinations pencil case, this should be clear plastic and contain all of the equipment you are likely to need for all of your examinations, to ensure that you have what you need at all times.

Only water in a clear, colourless, plastic bottle with no labels or prints may be taken in the examination room. Gum, lollipops and chocolate are not allowed. You may have a small quantity of energy/sugar sweets, without wrappers, in a clear plastic bag

All of the aforementioned notices are available on the school website.

Please note, for any examination related queries please contact Mrs Soumi Mandal, Examinations Officer at smandal@cchsg.com

If there are any circumstances you feel may affect your daughter's examination performance please ensure that you have informed Mrs Mandal our Examinations Officer. Mrs Mandal can be contacted by telephone on 01206 576973 or via email at exams@cchsg.com or smandal@cchsg.com.

If your daughter is ill on the day, of the examination, Mrs Mandal must be informed that day and a letter from her GP is required for the school to be able to apply for special considerations.

GCSE written examinations for Religious Studies will take place in May of Year 10.

Contingency planning

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information would ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates. Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

Candidates must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

Examinations Checklist for Candidates

THIS SHOULD BE READ AND ADHERED TO ALONG WITH THE JCQ NOTICES WHICH CAN BE FOUND ON THE EXAMS SECTION OF THE SCHOOL WEBSITE



Morning examinations start at **9:00** and afternoon examinations start at **13:30**. Exact timings of each examination are shown on your individual timetable. It is your responsibility to check when your module starts. Check the examinations notice board for any changes to timings or venues.



You should be in school **15 minutes** prior to your examination. If you are held up in traffic or the bus does not arrive, **DO NOT PANIC**. Telephone the school (01206 576973) and advise us of the time you expect to arrive. On arrival, report to reception and you will be escorted to the examination room. If you are less than 1 hour late you may sit the examination and will be allowed additional time to make up for starting late. If you are more than 1 hour late you may be allowed to sit the examination, but the Awarding Body may not accept your script.



Registration will take place at **8:45** and **13:15**. GCSE candidates register in the dining hall area. Line up in candidate number order and by subject if there is more than one examination.



All candidates must enter and leave the examination room in silence. If you have any questions once seated, you should raise your hand and an invigilator will come to you. No candidates may leave before the examination is over. The invigilator will dismiss you at the end of the examination.



Bags, coats and personal items must be left in the designated room, they are not allowed in the examination room.



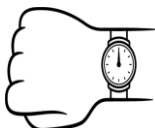
Mobile phones, smart watches, iPods, MP3/4 player, electronic communication or storage devices and items with a digital capture facility must not be brought into the examination room. Possession of any of these items during an examination is likely to result in disqualification.



Write in **Black** pen. Do not use gel pens or correcting fluid. Only clear pencil cases are allowed. It is your responsibility to ensure you have the necessary equipment with you for your examination as you may not borrow from other candidates and only limited supplies are held by the invigilators.



Calculator cases should not be brought into the exam room and must not have language translators, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet. They must not have retrievable information stored on them.



Prior to the examination starting, candidates must remove their wrist watches, placing them on their desks



GCSE Students:-School uniform must be worn. Be aware that it can get very warm in the Hall and you may want to remove your blazer. Blazers should be worn into the room and removed when given permission.



Only water in a clear, colourless, plain, plastic bottle with no labels and logos may be taken in the examination room. Lollipops and chocolates are not allowed. You may have a small quantity of energy/sugar sweets, without wrappers, in a clear plastic bag.



Listen carefully to instructions and notices read out by the Invigilators – there may be amendments to the examination paper that you need to know about. Check that you have the correct question paper; check the subject and tier level. If you do not have the correct paper, inform an invigilator immediately. The invigilators are the people who are responsible for conducting a particular examination session in the presence of the candidates. They have a key role in upholding the integrity of the external examination/assessment process.

Listen carefully to the Emergency Evacuation procedures. If the fire alarm sounds you must stop writing, put down your pen and close your examination paper. It is a breach of rules if you continue writing.



Illness: If you are ill and unable to attend an examination you must have a doctor's letter giving details of the illness. If you feel unwell during the examination tell the invigilator who will inform the Examinations Officer.



If you fail to attend an examination you will be charged the entry fee unless you have a doctor's letter.

If you have an examination query, contact Mrs Mandal the Examinations Officer either in person, by telephone, 01206 576973 ext. 309 or by email exams@cchsg.com / smandal@cchsg.com



Examination Clash arrangements – if you are being held in isolation due to an examination clash, you must bring enough food and drink as you will be under examination conditions throughout the day. However, if your clash is such that you continue the papers one after the other with a break of 15 min, you will not be allowed to leave the room. In this case, you will be provided light refreshments at your exam desk and allowed a toilet break under supervised conditions.

After the Examinations

Full details of the times, dates and location for collecting results will be issued to each student prior to the start of the exam season. In the meantime, please add these important dates to your diaries

Thursday 22 August 2019 – GCSE release of results to students

- You may nominate a third party to collect your results on your behalf but you must write a short letter of authorisation to the Examinations Officer and hand it in to the Examinations Office only. Please ask your nominee to bring a photo ID with them on the collection day. No results will be released without a letter and supporting ID.
- No results will be given out by telephone and email.
- If you would like your results to be posted to you, please bring a stamped, self-addressed envelope to the Examinations Office before you leave for the summer break.
- If you wish to discuss whether to apply for a Review of Results (ROR), please see the relevant Head of Department.