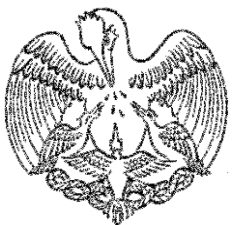


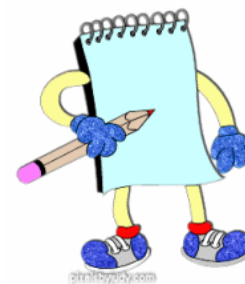
Sawston Village College

EXAM HANDBOOK

**Instructions & Information
for Pupils and Parents**

September 2009 — August 2010





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 coursework and Controlled Assessments as well as when sitting your exams is included.

GCSE modular exams take place in November 2009, January 2010 and May/June 2010 along with the final exams for Year 11 candidates.

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. If there is anything you disagree with please let either your teacher or the Exams Officer, Mrs Martin, know as soon as possible.

At the back of this booklet you will find separate timetables for both Year 10 and Year 11 candidates, showing all the exams you could be entered for. 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 timetable for each of the exam periods in which you have entries.

Accidents happen and unfortunately they appear to happen regularly to exam candidates. Therefore, please avoid snowboarding, bungee jumping, break dancing and similar 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 or your Head of Year know as soon as possible, as special arrangements can be made 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, Head of Year or Mrs Martin in the Exams Office (which is opposite Mrs Cannie's office). The direct dial telephone number for the Exams Office is 01223 712 610.



Wishing you every success
Anne Martin
Exams Officer

*"This is the boring bit
but you really must read it
because it's stuff you need to know."*

INSTRUCTIONS TO CANDIDATES

The School hopes that all pupils 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.

Absence from Exams

You must attend all the exams you have been entered for as shown on your personal 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 on telephone number **01223 712610** before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

Bags, Briefcases, Notes

Briefcases, bags and notes cannot be taken into the exam room and candidates should leave them at home. The School accepts no liability for items of value (e.g. money or mobile phones). ***Please do not bring valuables with you when you have exams.*** There is nowhere to store bags and you should avoid bringing one with you on the day of your exam.

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 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.

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 labeled 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.

Certificates

Certificates are issued by the exam board if you achieve grade A to G at GCSE. Your results will arrive at the school on results slips, which will be available for year 11 pupils to collect on Tuesday 24th August 2010. Certificates are printed by the exam board in October and will be distributed to year 11 pupils 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.

Conduct in the Exam Room

Candidates must be quiet at all times 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 candidates have entered an exam room, they 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.

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. 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.

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.)

Examination Regulations

It is the candidates' responsibility to familiarise themselves with the attached copy of the awarding bodies' regulation 'Notice to Candidates'. A copy of this will be displayed inside and outside the exam hall.

Location of Exam

This will be shown on your individual candidate timetable. 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.

Mobile Telephones, Pagers and Electronic Organisers

Mobile telephones, pagers other electronic means of communication or electronic organisers are not allowed into the exam room or any room being used for quarantine, either before or after an exam. 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, pager or other electronic communication device be found in your possession during an exam or quarantine 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 a communications device with them during an examination or quarantine face disqualification from the subject concerned.

Prohibited Material

The following items must **not** be brought into any exam room;
mobile telephones, pagers or other communication device,
pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag,
calculator cases and instruction books,
personal stereos, including MP3 / CD players,
books (unless set texts for a specific examination), notes, letters, diaries or other printed material,
bags, briefcases etc.

Quarantine

You will be notified of your quarantine arrangements in advance. If you are to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. **Mobile telephones, pagers and electronic communication devices are not allowed into any quarantine room.** You will be supervised immediately after your exam until the end of the quarantine period. Owing to the large number of candidates on certain days, some candidates will be required to go into quarantine before their exam.

Results

Year 11 pupils may collect their results slips from the school on **Tuesday 24th August 2010**, between 10.30am 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 them with written authorisation.

Results Enquiries (Re-marks)

The exam board deadline for enquiries about results each year is 20th 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.

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.

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 to enter the exam room at least 15 minutes before the start of an exam.** Extra time is not permitted for candidates who arrive late for an exam.

Timetables

Please check your personal 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.** Your exams can sometimes be at a different time to other members of your subject group, therefore if you lose your timetable or are unsure of the details of an exam, please check with the Exams Office. Do not refer to a friend's timetable.

Valuables

The School accepts no liability for items of value (e.g. money or mobile phones). Please do not bring valuables with you when you have exams. There is nowhere to store bags and you should avoid bringing one with you on the day of your exam.

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 A2 level examinations for a period of up to five years.

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Notice to Candidates

GCSE and Principal Learning: Controlled Assessments

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

Before you submit any work for marking, you will be asked 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.

Controlled Assessment will provide you with 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, but you must take care how you use this material - 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

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 12 February 2010.

You may be required to include a bibliography at the end of your 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, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time 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 online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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 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 unit for that examination series;
- 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

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Notice to Candidates

GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments

This leaflet tells you about some things that you must, and must not, do when you are completing coursework.

Before you submit any coursework for marking, you will be asked 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will 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 coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - 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”.

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 12 February 2010.

You must also include a bibliography at the end of your work, which lists 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 coursework – 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, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time 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 coursework 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 online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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 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 unit for that examination series;
- 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

Notice to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

This notice 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 examinations. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the examination.
- 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 examination room the materials and equipment which are allowed.
- 5 Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, **including mobile telephones**, iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination 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.



- 6 Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
- 7 Do not talk to or try to communicate with or disturb other candidates once the examination has started.
- 8 If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the examination.

B Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your examinations.
- 2 Arrive at least ten minutes before the start of each examination.
- 3 If you arrive late for an examination, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
- 5 Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
- 6 You must write in black ink. Coloured pencils or inks may be used only 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
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination 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 examination

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if 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 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

E Advice and assistance

- 1 If on the day of the examination 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 examination if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - 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 examination

- 1 If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
- 2 Do not leave the examination room until told to do so by the invigilator.
- 3 Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.

The invigilator will tell you when you may leave the examination room. © 2009

AQA City & Guilds CCEA Edexcel OCR WJEC**Notice to Candidates****For on-screen tests held in the period 1 September 2009 to 31 August 2010**

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

A Regulations – Make sure you understand the rules

- 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 examination room the materials and equipment which are allowed.
- 5 You must not take into the examination room the following items which might give you an unfair advantage:
 - notes;
 - calculator cases/instruction leaflets;
 - bags;
 - personal TVs/stereos, reading pens and electronic communication/storage devices, including mobile telephones,
 - iPods, MP3/4 players or any other products with text/digital facilities.

Unless you are told otherwise, you must not have access to:

- the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- pre-prepared templates.

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.

- 6 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 7 If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 8 Do not borrow anything from another candidate during the on-screen test.

B Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s).
- 2 Arrive at least ten minutes before the start of your on-screen test.
- 3 If you arrive late for an on-screen test, report to the invigilator running the examination.
- 4 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.
- 5 Your centre will inform you of any equipment which you may need for the on-screen test.

C Calculators, Dictionaries and Computer Spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination 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 on-screen test

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you have been entered for the wrong on-screen test;
 - if you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

E Advice and assistance

- 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:
 - you have a problem with your computer and are in doubt about what you should do;
 - you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the on-screen test

- 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 and make sure that another candidate does not collect your printout(s).
- 3 Do not leave the examination room until told to do so by the invigilator.
- 4 Do not take from the examination room any examination stationery, rough work, printouts or any other materials provided for the examination.

The invigilator will tell you when you may leave the examination room.

AQA City & Guilds CCEA Edexcel OCR WJEC

Warning to Candidates

For on-screen tests held in the period 1 September 2009 to 31 August 2010

1. You **must** be on time for your on-screen test(s). You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. **Remember:** you **must** not become involved in any unfair or dishonest practice in any part of the examination; providing your ID and password to another candidate and allowing that person to sit the on-screen test under your name is gross misconduct and may amount to a criminal offence.
3. You **must not** have in your possession the following items which might give you an unfair advantage:
 - notes;
 - calculator cases/instruction leaflets;
 - bags;
 - personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods, MP3/4 players or any other products with text/digital facilities.

Any pencil cases taken into the examination room **must** be see-through.

4. If you have any unauthorised items that need to be stored during the on-screen test, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the on-screen test starts.
5. Unless you are told otherwise, you **must not** have access to:
 - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - pre-prepared templates.
6. 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.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once the on-screen test has started.
8. At the end of the on-screen test you **must** not remove any examination material, such as printouts or question papers, from the examination room.
9. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct in the examination room.
10. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

AQA City & Guilds CCEA Edexcel OCR WJEC

Warning to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.

2. **Remember: you must** not become involved in any unfair or dishonest practice in any part of the examination.

Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.

You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods and MP3/4 players. You **must not** have in your possession any product which can capture a digital image. Any pencil cases taken into the examination room must be see-through.

If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.

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.

You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework or those which occur in the examination room.

4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Sawston Village College 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 with 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)

The deadline for enquiries about results each year is 20th September. In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.



Year 10 External Exam Calendar

Academic Year 2009- 2010

SAWSTON VILLAGE COLLEGE

This list is printed for you to use as a reference throughout the year. Each Year 10 pupil will be issued with an individual candidate timetable before each exam season, which will state the exact starting time and venue for each of their exams.

Friday 13 th November	Afternoon	Maths Unit 1 re-take opportunity
Thursday 14 th January	Morning	<u>Double Science Group</u> Unit 1 re-take opportunity
Monday 18 th January	Morning	<u>Double Science Group</u> Unit 2
Tuesday 2 nd March	Afternoon	Maths Unit 2
Tuesday 18 th May	Afternoon	RE Unit B
Friday 21 st May	Morning	<u>Triple Science Group</u> Biology Unit 1
Wednesday 26 th May	Afternoon	Resistant Materials Sustainable Design Written paper
Friday 28 th May	Morning	<u>Double Science Group</u> Unit 4 Ideas in Context
Friday 28 th May	Afternoon	Business Studies Unit 1
Monday 7 th June	Morning	Business Studies Economics

Friday 11th June	Afternoon	Graphics Sustainable Design Written paper
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Thursday 17th June	Morning	Health & Social Care Understanding Personal Development & Relationships
Friday 18th June	Afternoon	<u>Double Science Group</u> Unit 3
Friday 18th June	Afternoon	<u>Triple Science Group</u> Chemistry Unit 1

Tuesday 22nd June	Morning	Textiles Technology Sustainable Design Written paper
Wednesday 23rd June	Afternoon	Food Technology Sustainable Design Written paper
Thursday 24th June	Afternoon	<u>Double Science Group</u> Unit 2
Thursday 24th June	Afternoon	<u>Triple Science Group</u> Physics Unit 1

Year 11 External Exam Calendar

Academic Year 2009- 2010

SAWSTON VILLAGE COLLEGE

This list is printed for you to use as a reference throughout the year. Each Year 11 pupil will be issued with an individual candidate timetable before each exam season, which will state the exact starting time and venue for each of their exams.

Friday 13th November	Afternoon	Maths Unit 1 re-take opportunity
Thursday 14th January	Morning	<u>Triple Science</u> Re-take opportunity Biology unit 1
Monday 18th January	Morning	<u>Triple Science</u> Re-take opportunity Chemistry unit 1
Tuesday 19th January	Morning	ICT Knowledge & Understanding
Wednesday 20th January	Morning	<u>Triple Science</u> Re-take opportunity Physics unit 1
Monday 25th January	Afternoon	<u>Additional Science</u> Unit 1
Monday 25th January	Afternoon	<u>Triple Science Group</u> Biology Unit 2
Tuesday 26th January	Afternoon	Health & Social Care
Wednesday 27th January	Afternoon	<u>Triple Science</u> Chemistry Unit 2
Monday 1st February	Afternoon	<u>Triple Science</u> Physics Unit 2

2010

Wednesday 19th May	Morning	Dance Written exam
Thursday 20th May	Morning	Business Studies
Friday 21st May	Afternoon	GCSE PE Written Paper

Monday 24th May	Morning	RE Unit H
Monday 24th May	Afternoon	Spanish Module 4 / Listening
Tuesday 25th May	Morning	English Literature
Wednesday 26th May	Morning	<u>Triple Science</u> <i>Re-take opportunity</i> <i>Physics Unit 2</i>
Wednesday 26th May	Morning	<u>Additional Science</u> <i>Re-take opportunity</i> <i>Unit 1</i>
Wednesday 26th May	Afternoon	D&T Textiles 1 Resistant Materials 1 Electronics 1
Thursday 27th May	Morning	Spanish Module 4 Reading & Writing
Friday 28th May	Morning	<u>Triple Science</u> Chemistry Unit 3

Monday 7th June	Afternoon	Maths Unit 3 (non-calculator)
Tuesday 8th June	Morning	English 1
Wednesday 9th June	Morning	History 1
Wednesday 9th June	Afternoon	<u>Triple Science</u> Physics Unit 3
Wednesday 9th June	Afternoon	<u>Additional Science</u> Unit 4
Wednesday 9th June	Afternoon	<u>Additional Applied Science</u> Unit 1
Thursday 10th June	Morning	French Module 4 / Listening
Thursday 10th June	Afternoon	English 2
Friday 11th June	Morning	Maths Unit 3 (calculator)
Friday 11th June	Afternoon	D&T Graphics 1 Food Technology 1

Monday 14th June	Morning	Geography 1
Monday 14th June	Afternoon	French Module 4 reading & writing
Tuesday 15th June	Afternoon	History 2

Wednesday 16th June	Morning	<u>Additional Applied Science</u> Unit 4
Wednesday 16th June	Morning	<u>Triple Science</u> Biology Unit 3
Wednesday 16th June	Afternoon	German Module 4 /Listening
Thursday 17th June	Morning	Health & Social Care <i>Re-take opportunity</i>
Thursday 17th June	Afternoon	Geography 2
Friday 18th June	Afternoon	Music listening

Monday 21st June	Morning	ICT <i>Re-take opportunity</i>
Tuesday 22nd June	Morning	<u>Triple Science</u> <i>Re-take opportunity</i> Biology Unit 2
Tuesday 22nd June	Morning	<u>Additional Science</u> Unit 3
Tuesday 22nd June	Morning	<u>Additional Applied Science</u> Unit 6 Materials & Performance
Tuesday 22nd June	Morning	D&T Reistant Materials 2 Textiles 2 Electronics 2
Tuesday 22nd June	Morning	Drama

Wednesday 23rd June	Morning	German Module 4 Reading & writing
Wednesday 23rd June	Afternoon	D&T Food Technology 2 Graphics 2
Friday 25th June	Morning	Statistics
Monday 28th June	Morning	<u>Additional Science</u> Unit 2
Monday 28th June	Morning	<u>Triple Science</u> <i>Re-take opportunity</i> <i>Chemistry Unit 2</i>

REVISION

The Exams Doctor www.ofqual.gov.uk

The Exams Doctor is on hand to help with all your qualifications and exams questions. George Turnbull has many years' experience of the examination system and can answer queries on GCSEs, what to do when you get your results, and how to get the best from them.

Valuable and easy-to-follow advice to help students before, during and after their exams.

Hints and tips from the exams doctor

It's easy for me to tell you what to do – I don't have exams to sit. But you do, so listen up. There are a few things here that might help you.

Getting started is the most difficult bit and telling you that you should have started earlier doesn't help. (Parents please note.) But the '10-minute rule' will, whether you are up-to-date with your revision or still at the starting post. So read on.

Forget four-hour sessions where you do only 10 minutes in that time. Get real – and start with the ten minutes you know that you will do. Have a 10-minute break and start again, for another 10 minutes. You can do that. When working work. When relaxing, relax. The two don't mix. Remember that. No phoning friends, looking out of the window or playing with the cat in that time. And your room can wait for another few years before you tidy it up. So now you have started and doubled the amount of work you normally do in an evening, all within 30 minutes of starting. But don't stop there. Build up the working periods to 30 minutes or so at a time – and keep the breaks at 10. Sorted! Well *'ish'* at least, and now you are working. Don't think about it, just do it – and do it now. Congratulate yourself for having done it. You've made a start. Keep going. You are in training and you need to pace yourself in the lead-up to your exams and between exams too. Discipline and technique play their part, but so too does common sense. Staring into space won't help but the '10-minute rule' will whenever you have difficulty in starting something. Remember it and practise it, along with the other hints and tips given here. Choose the ones that suit your way of working best.

Manage your time and plan

- ☺ Know where and when your exams are and the work you have to do.
- ☺ Highlight your notes or abbreviate them on cards, so that the information can be referred to easily. But don't spend all of your time doing it. Practise on past exam papers.
- ☺ Ease in an extra half hour of work a day at least, by getting up earlier or taking less time over lunch. Over five days that will give you a minimum of two-and-a-half hours of quality study time. You could then treat yourself to a night out. You deserve it.
- ☺ Cover two or three subjects in the one evening. Start with the one you dislike most and then look forward to finishing with the one you like best. Otherwise you will spend all evening working on the one you enjoy, without doing the others.
- ☺ You can work with a friend if you really do work.
- ☺ Change the places you work, to add variety – the school library, your home or the local library.
- ☺ And if you get stuck, ask a teacher for some help. They are anxious too, that you do well.

Be warned

- ☺ Make sure you know what equipment you will need for each exam and who is to provide it.
- ☺ Check you don't have two exams at the same time. Alternative arrangements need to be made.
- ☺ Don't cheat or break any rules. You could be disqualified or even arrested. Mobile phones are a menace and barred from the exam room. Don't take one in.
- ☺ Don't cram the night before an exam.
- ☺ Have a leisurely breakfast and walk to school, if possible. Be there in good time.
- ☺ Avoid friends outside the exam room. They could confuse you. Keep your thoughts to yourself and concentrate on the exam. That's why you are there.

In the exam room

- ☺ Take six deep breaths, ignore everyone else and concentrate solely on what you have to do.
- ☺ Have a glucose sweet, to boost energy to your brain - but don't crunch.
- ☺ Read the instructions on the exam papers carefully - do the appropriate number of questions from the right sections, and answer compulsory questions.
- ☺ Know how many marks each question carries - don't spend too long on any one. Use the number of marks on the paper as a guide.
- ☺ Read questions carefully before you write anything. Time is allowed for this. Use that time to choose your questions, and write notes on the question paper to help you remember later.
- ☺ Make sure you answer the question asked. No marks if you don't.
- ☺ If you run out of time, more marks can be gained by completing your remaining answers in outline only. State what you would do and how to do it, by outlining your main arguments in an essay – without writing the essay – and by jotting down formulae in science – stating how you would complete the question – without doing the calculations.

After the exam

- ☺ Don't worry about the exam you have just taken - you can't do anything about it now. Concentrate instead on the next one, where you can influence the result.
- ☺ Avoid friends again if they want to discuss the exam paper. That can be unsettling.

Don't panic

- ☺ Being calm and thoughtful will help you to get the most out of your preparation.
And if all else fails, remember that Churchill and Einstein didn't do too well at school. Try that one on your parents. Otherwise, good luck.

GEORGE TURNBULL

This document was published by the Qualifications and Curriculum Authority (QCA). The regulatory function of QCA is now the responsibility of the Office of the Qualifications and Examinations Regulator (Ofqual). Ofqual regulates qualifications and monitors national curriculum assessments in England.

Ofqual – is the Office of the Qualifications and Examinations Regulator .

As the regulator, they oversee the qualifications and examinations system in England to make sure that it is fair, provides value for money and meets the needs of learners and employers.

They ensure that children, young people and adult learners get the results their work deserves, that standards are maintained and the qualifications learners receive count now and in the future.

www.ofqual.gov.uk

REVISION PLANNER

Week beginning _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9 am							
10 am							
11 am							
12 noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

YEAR 11 2009-2010

KEY DATES

Term Dates:

Autumn: 4th September – 18th December 2009

Half term: 26th – 30th October 2009

Spring: 6th January – 1st April 2010

Half term: 15th – 19th February 2010

Summer: 19th April – 22nd July 2010

Half term 31st May – 4th June 2010

Post-16 Information Evening: Tuesday 8th October 2009

Mock Examinations: 23rd November – 27th November 2009

Sixth Form Colleges open Evenings:

Long Road Sixth Form College: 11th & 12th November 2009

Hills Road Sixth Form College: 18th & 19th November 2009

Cambridge Regional College: 6th & 7th November 2009

Netherhall Sixth Form Centre: 10th November 2009

Impington Sixth Form Centre: 3rd November 2009

College of West Anglia (Milton): 7th November 2009 & 13th March 2010

Cambridge Area Partnership Forms (application to sixth form):

CAP form draft to Form Tutor: 6 – 8th January 2010

CAP form to parents for signature: 22nd January 2010

Deadline for signed CAP forms returned to school: 25th January 2010

Parents/Teacher Consultation Evening: Thursday 21st January 2010

YR11 Reports issued:

6th November 2009

15th January 2010

31st March 2010

GCSE Examinations:

Start: 18th May 2010

End: 28th June 2010



**NO MOBILE PHONES, IPODS,
MP3/MP4 PLAYERS,
NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

This poster must be displayed in a prominent place both inside and outside each examination room.