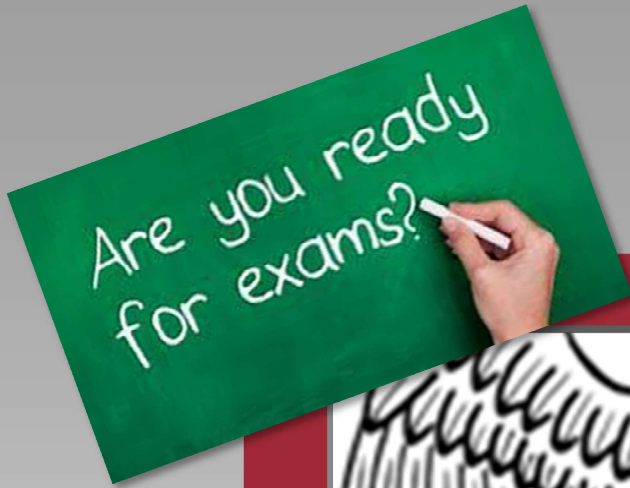


SAWSTON VILLAGE COLLEGE

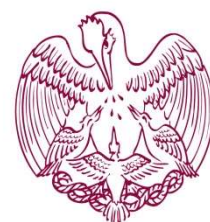


Exam Handbook

September 2022 — August 2023

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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 GCSE qualifications is included.

GCSE exams take place in May/June 2023.

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 Thomas, know as soon as possible.

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 in the summer. In addition, you will be issued with an individual candidate timetable.

The exam boards insist that you remain available for contingency days at the end of June. A contingency day will allow for an exam to be rescheduled should sustained national or local disruption arise during the exam season stopping an exam from taking place. The contingency days this year will be on Thursday 8 June (afternoon), Thursday 15 June (afternoon) and Wednesday 28 June 2023.

Unfortunately, accidents can happen to exam candidates. If you do sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Mentor or your Head of Year 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 affect your grade for that subject and will also 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, mentor, head of year or Mrs Thomas in the Exams Office.

Wishing you every success

Mrs Thomas
Exams Officer

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

INSTRUCTIONS TO CANDIDATES

Sawston Village College 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 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.

Bags, Notes etc.

Bags, coats, mobile phones, watches 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.***

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; use magnetic card input or have a permanent memory. Calculator covers are not allowed in the exam hall, please leave them at home. It is your responsibility to make sure that nothing is stored in the memory of your calculator and to make sure that your calculator is working.

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.

Certificates

Certificates are issued by the exam board in October. Your results will be printed on results statements. The summer results statements will be available for year 11 pupils to collect on Thursday 24 August 2023. Certificates will be available for collection in the autumn term. 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 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.

Equipment

Candidates must provide all their own equipment. 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, Electronic Organisers, Watches (including all Fitbits) and all Electronic Storage Devices

Mobile telephones and other electronic means of communication or electronic storage devices are not allowed into the exam room or any room being used for quarantine either before or after an exam. A candidate must not have access to a wrist watch. 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.

If a mobile phone or other unauthorised item is found in your possession during an exam or quarantine, EVEN IF IT IS TURNED OFF, it will be taken from you and a report made to the exam board. The penalty for having an unauthorised item in the exam hall or during quarantine is usually 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
- all watches unless you have been given specific authorisation to have it in an exam
- pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag
- calculator cases and instruction books
- opaque geometry cases
- personal stereos, including MP3/4 players
- books, notes, letters, diaries or other printed material
- electronic memory devices or memory sticks

bags, coats etc.

Quarantine

Owing to the large number of candidates on certain days, some candidates may be required to go into quarantine before or after their exam. 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 phones and other electronic communication devices and tablets are not allowed into any quarantine room. You will be supervised immediately after your exam until the end of the quarantine period.

Results

Year 11 pupils only may collect their results statements from the school on **Thursday 24 August 2023**. You will be notified of the time but it will not be before 8.30 am. 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 (Review of marking)

The exam board deadline for enquiries about results each year is 29 September. To meet this deadline, our internal deadline is 19 September 2023. Candidates 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 9.00 am for morning papers and 1.30 pm for afternoon papers. **Candidates should be ready to enter the exam room at least 15 minutes before the start of an 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.** 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.

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.



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. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2022

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, an MP3/4 player or similar device, or a watch. c) Any pencil cases taken into the exam 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.
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam 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 exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) 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	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2022

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

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 exam room the materials and equipment which are allowed.
5	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, an MP3/4 player or similar device or a watch. Unless you are told otherwise, you must not have access to: a) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) 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	If you have a watch, the invigilator will ask you to hand it to them.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B 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). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) 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	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) 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. Do not open the question paper until you are instructed that the exam has begun.
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: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
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. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



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.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

- 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 work 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 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.

The awarding body will decide which penalty is appropriate.

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

©2019 – Effective from 1 September 2022

**Information for candidates
Using social media and examinations/assessments**



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ceea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or

assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on previous page) or by contacting the awarding body (see previous page).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years. Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see previous page).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Internal Appeals Procedure (Internal Assessment Decisions) 2022/23

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Sawston Village College and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

The qualifications delivered at Sawston Village College containing components of non-examination assessment/units of coursework are:

OCR Cambridge Nationals
Edexcel BTEC Tech Awards
Edexcel BTEC First Awards
GCSEs
RSL Certificates
NCH Certificate in Philosophy

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Sawston Village College for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Sawston Village College will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity

- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking
- On being informed of their centre assessed mark(s), if candidates believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:
Not applicable

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Sawston Village College will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)

Require candidates to make requests for a review of centre marking by Completing an Internal Appeals form, detailing the grounds on which they are requesting a review

- Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks (see Deadlines below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

- Inform the candidate in writing of the outcome of the review of the centre’s marking
- Ensure the outcome of the review of the centre’s marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Additional centre-specific procedure:
Not Applicable

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 3 calendar days
- The deadline to request a review of marking must be made within 3 calendar days of the candidate receiving copies of the requested Materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 7 calendar days, all before the awarding body's deadline for the submission of mark

To meet deadlines, all appeals against internal assessment decisions must be received 15 working days before the exam board deadline.

Deadlines for the submission of GCSE marks (Summer 2023 exam series)

Date	Qualification	Details
05/05/2023	EDUCAS	Last date for the awarding body and the moderator to receive internally-assessed marks for May/June 2023
07/05/2023	GCSE: AQA	Last date for AQA and the moderator to receive internally-assessed marks for May/June 2023
15/05/2023	GCSE & ELC: Edexcel /Pearson, OCR	Last date for the awarding body and the moderator to receive internally-assessed marks for May/June 2023

Internal Appeals Procedure (Reviews of Results and Appeals) 2022/23

Internal Appeals Procedure (Reviews of Results and Appeals) 2022/23

Introduction

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Sawston Village College)

If teaching staff at Sawston Village College or a candidate (or his/her parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Sawston Village College for dealing with candidate appeals relating to any centre decision not to support a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal.

Post-results services

At Sawston Village College:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

Candidates are made aware/informed by the issue of an Exam Handbook, information on the College website and letter to parents/guardians.

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Mrs A Thomas following the issue of results.

Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Sawston Village College will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc., when made available by the awarding body, to determine if the concern may be justified

For written components that contributed to the final grade, Sawston Village College will:

- Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking

In all other instances:

- Consider accessing the script by:
 - (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline OR
 - (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
- Collect written consent/permission from the candidate to access the script
- On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
- Support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified
- Collect written consent from the candidate to request the Review of Results service before the request is submitted
- Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Additional centre-specific actions:

Not applicable

For moderated components that contributed to the final grade Sawston Village College will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a Review of Results service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample

Additional centre-specific actions:

Not applicable

Candidate consent

Sawston Village College will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical recheck or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results

Additional centre-specific actions:
Not applicable

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Sawston Village College will:

- For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required fee) for the centre to access the script from the awarding body
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

Additional centre-specific actions:
Not applicable

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a review of results.

Appeals

Following a Review of Results outcome, an external appeals process is available if the head of centre at Sawston Village College remains dissatisfied with the outcome and believes there are grounds for appeal.

The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct

representations to an awarding body. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet.

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process
- Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer)
- If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre

Additional centre-specific information:

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the review of results

The provisional deadline for requesting a review of results from exam boards is 29 September 2023. However, the provisional internal Sawston Village College deadline is 19 September 2023.

Detailed deadlines for specific types of review and access to scripts should be available from exam boards in Spring 2023.



**KEEP
CALM
AND
ACE YOUR
FINAL EXAMS**

GCSE Exam Calendar

Summer 2023

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 the exam season, this will state the exact starting time and venue for each of their exams. It will also show arrangements to cover any exams that may clash.

Day	Exam Date	Title	Length of
			Exam
Thurs	27/04/2023	Art and Design Exam	5 h
Fri	28/04/2023	Art and Design Exam	5 h
Mon AM	15/05/2023	Religious Studies Paper 1: Area of Study 1 – Religion and Ethics (Option 1B Christianity)	1h 45m
Mon PM	15/05/2023	Drama	1h 45m
Tues AM	16/05/2023	Biology Paper 1 (both tiers)	1h 45m
Tues AM	16/05/2023	Combined Science: Trilogy - Biology Paper 1	1h 15m
Tues PM	16/05/2023	German Paper 1: Listening F	0h 35m
Tues PM	16/05/2023	German Paper 1: Listening H	0h 45m
Tues PM	16/05/2023	German Paper 3: Reading F	0h 45m
Tues PM	16/05/2023	German Paper 3: Reading H	1h 00m
Wed AM	17/05/2023	English Literature Paper 1 Shakespeare & 19th Century Novel	1h 45m
Wed PM	17/05/2023	Physical Education: Physical factors affecting performance - Written Paper	1h 00m
Thur AM	18/05/2023	History B: History Around Us	1h 00m
Thur PM	18/05/2023	Business Paper 1: Investigating Small Business	1h 45m
Fri AM	19/05/2023	Mathematics Paper 1 (Non-Calculator) Foundation/Higher Tier	1h 30m
Fri PM	19/05/2023	Computer Science: Computational Thinking & Programming Skills: Python	2h 00m
Fri PM	19/05/2023	Health and Social Care: Health and Wellbeing: Component 3	2h
Mon AM	22/05/2023	Chemistry Paper 1 (both tiers)	1h 45m
Mon AM	22/05/2023	Combined Science: Trilogy - Chemistry Paper 1	1h 15m
Mon PM	22/05/2023	Engineering: Responding to an Engineering Brief: Component 3 Part 2	1h 30m
Mon PM	22/05/2023	Geography Paper 1: Living with the Physical Environment	1h 30m
Tues AM	23/05/2023	French Paper 3: Reading F	0h 45m
Tues AM	23/05/2023	French Paper 1: Listening F	0h 35m
Tues AM	23/05/2023	French Paper 1: Listening H	0h 45m
Tues AM	23/05/2023	French Paper 3: Reading H	1h 00m
Tues PM	23/05/2023	Religious Studies Paper 2: Area of Study 2 – Religion Peace and Conflict (Option 2C Islam)	1h 45m
Wed AM	24/05/2023	English Literature Paper 2: Modern Texts & Poetry	2h 15m
Thur AM	25/05/2023	Combined Science: Trilogy - Physics Paper 1	1h 15m
Thur AM	25/05/2023	Physics Paper 1 (both tiers)	1h 45m
Thur PM	25/05/2023	Computer Science: Computing Concepts	1h 45m
Fri AM	26/05/2023	German Paper 4: Writing F	1h 00m
Fri AM	26/05/2023	German Paper 4: Writing H	1h 15m

Mon AM	05/06/2023	English Language Paper 1: Explorations in creative reading & writing	1h 45m
Mon PM	05/06/2023	French Paper 4: Writing F	1h 00m
Mon PM	05/06/2023	French Paper 4: Writing H	1h 15m
Tues AM	06/06/2023	Spanish Paper 1: Listening F	0h 35m
Tues AM	06/06/2023	Spanish Paper 1: Listening H	0h 45m
Tues AM	06/06/2023	Spanish Paper 3: Reading F	0h 45m
Tues AM	06/06/2023	Spanish Paper 3: Reading H	1h 00m
Wed AM	07/06/2023	Mathematics Paper 2 (Calculator) Foundation/Higher Tier	1h 30m
Wed PM	07/06/2023	History B: Crime and Punishment c.1250 to present with The Norman Conquest 1065- 1087	1h 45m
Thur AM	08/06/2023	Physical Education: Socio-cultural issues and sports psychology	1h 00m
Thur AM	08/06/2023	Contingency Afternoon	
Fri AM	09/06/2023	Geography Paper 2: Challenges in the human environment	1h 30m
Fri PM	09/06/2023	Biology Paper 2 (both tiers)	1h 45m
Fri PM	09/06/2023	Combined Science: Trilogy - Biology Paper 2	1h 15m
Mon AM	12/06/2023	English Language Paper 2: Writers' viewpoints & perspectives	1h 45m
Mon PM	12/06/2023	Business Paper 2: Building a Business	1h 45m
Mon PM	12/06/2023	Creative Media: Pre-production skills:Written Paper	1h 15m
Tues AM	13/06/2023	Chemistry Paper 2 (both tiers)	1h 45m
Tues AM	13/06/2023	Combined Science: Trilogy - Chemistry Paper 2	1h 15m
Tues PM	13/06/2023	Spanish Paper 4: Writing F	1h 00m
Tues PM	13/06/2023	Spanish Paper 4: Writing H	1h 15m
Wed AM	14/06/2023	Mathematics Paper 3 (Calculator) Foundation/Higher Tier	1h 30m
Wed PM	14/06/2023	Music: Listening and appraising - Written Paper	1h 30m
Thur AM	15/06/2023	History B: The Making of America 1789-1900 with Living under Nazi Rule 1933-1945	1h 45m
Thur PM	15/06/2023	Contingency Afternoon	
Fri AM	16/06/2023	Combined Science: Trilogy - Physics Paper 2	1h 15m
Fri AM	16/06/2023	Physics Paper 2 (both tiers)	1h 45m
Fri PM	16/06/2023	Geography Paper 3: Geographical Applications	1h 15m
Mon AM	19/06/2023	Design Technology Component 1	2h
Tues AM	20/06/2023	Food preparation and nutrition: Paper 1	1h 45m
Wed	28/06/2023	Contingency Day	
Thur	24/08/2023	Results Day	

What are the contingency days? It has been strongly recommended that schools should set aside the 8 June (afternoon), 15 June (afternoon) and 28 June 2023 in case a significant, unexpected event arises during the exam period that prevents a large number of students from taking an exam on its set date. Exam candidates are advised to make sure that they are still available to sit an exam on these dates should it become necessary.



REVISION

What is Revision? It means literally re-looking at information you have learnt previously. The aim is that you know the information you will be tested on and can remember it for the exam. Knowing something depends on understanding it.

The aim of revision is to reduce the amount of information relating to a subject to a series of key-points, any of which you can expand upon in an exam answer. The key point, phrase or word prompts your brain to retrieve the information stored in it. At the end of your revision for each topic or sub-topic, aim to end up with a card or A4 sheet with the KEY points for that section.

The structure of revision sessions.

Good revision techniques always include:

- An aim for the session, e.g. 'By the end of this two hour revision session I will understand and be able to answer questions on photosynthesis'.
- Thinking about what you know already and identifying the bits you need to spend more time on (usually by doing some sort of self-testing).
- Breaking down each topic into 'do-able' chunks. Revise each section – not just reading the information but doing something active with it (see below).
- Producing notes (shorter each time you revise a particular area) noting key points, phrases or words.
- Testing yourself to see what you have learnt.
- Ticking off the subject on your 'overall list' so that you can see regular progress.
- Revisiting your notes briefly after one day, one week and one month, as well as just before the exam.

The key to doing effective revision.

Useful revision involves **DOING SOMETHING** with the information you are trying to learn and remember. This is **ESSENTIAL** to allow your brain to learn, make connections and remember. Different people find different activities useful and you need to find out how you revise best. Some ideas are:

- Drawing 'spider maps' on large pieces of paper – to show how different parts of a subject hang together.
- Use pictures, big flip-chart sheets and colour to make posters with key points and display these on the walls or where you see them regularly.
- Put revision aids up around the house – especially for any 'rote learning' – chemical or mathematical formulae, French verbs etc. – read them when sitting on the loo, brushing your teeth or eating your breakfast.
- Record yourself making 10 key points about a particular topic, then play it back when you are travelling, running etc.
- Highlight key areas of notes or books and plays and discuss them with another person.
- Watch revision DVDs but don't just sit back passively – pause them and make notes of key or difficult areas, test yourself or get someone to watch with you and test each other.
- Read a page and shut the book – what can you remember?
- Tell someone about what you have learned – explain how the heart works over a meal (or perhaps stick to something less gory).
- Get people around you to test you on 'rote knowledge' – have a family quiz.

Memory techniques. Find out what helps you to remember stuff. Some ideas are:

Acronyms (using the first letter of each word to make a word to prompt your memory) e.g. you may find it hard to remember this sentence 'Wholly Inadequate Needless Damned Outrageous Waste of Space'. However, turn it into an acronym and it becomes much easier: WINDOWS.

Picture Stories (thinking of a strong visual image to associate with each word and linking them together in an unlikely and silly story) e.g. you may find it hard to remember the facts in this sentence, simply by reading it through "The great Plague struck London in 1665, followed by the fire of London in 1666, starting in the shop of the baker to King Charles 11 in Pudding Lane."

Try this out: get a picture, for example of a large rat (the plague) running around before being burnt (plague year before fire) in a bread oven (bakers shop) with the flames curling up around it like the curls of the numbers 666 (1666) and them being put into a pudding eaten by two King Charles spaniels. Go through the picture sequence a couple of times and then see if you can remember the seven facts in the sentence. Ask someone to test you and see if it works for them. It's magic!

Mnemonics are also useful – make up a silly sentence to help you remember the order of something e.g. Never Eat Shredded Wheat (North, East, South, West).

Review. Take time occasionally to ask yourself how well your revision techniques are working for you. How much have you covered? Have you stuck to your timetable? Are you ending up with notes you can use for last minute revision? Congratulate yourself for all the subjects you have covered. Change your timetable plan if necessary.

Later on. When you have revised and revisited each topic, have a go at some old exam questions. Make sure you set the appropriate time limit and try to work under exam conditions. Don't do this too early (although it's worth looking at them early on to get an idea of the sort of question you will be answering – essays, multiple choice etc.). Do these in plenty of time so that your teacher can mark them.

Manage your time and plan

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 minutes. 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 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.

- 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.
- Don't cheat or break any rules. You could be disqualified. Mobile phones are 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.
- 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.

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							

Unauthorised Items

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice.

Headphones

Mobile phone

Calculator covers
in any exam

Calculators in an exam
where they are not allowed

Non-transparent
pencil cases

Notes, Books, scraps of paper

Memory stick

Non-transparent water bottles

Smart Watch
or **Fitbit**

Any wrist watch
Unless it has been officially authorised
as an access arrangement

Geometry equipment cases/tins

Electronic recording device
or music player

Anything that is not an authorised item

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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.