



The Winstanley School
Widening Horizons | Enabling Excellence

Year 11

Exam Information

2021-2022

Surname/Forename	
Registration Group	
Candidate Number	

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Read the following pages carefully you will find the examination rules and regulations, which you will need to, know and obey.





This booklet also contains the following timetables: -

- GCSE Mock examination timetable
- GCSE Main examination timetable

The coming months are very **important** ones for you. If you are unsure of the details contained in this booklet. **PLEASE ASK?**

GCSE MAIN EXAMS

All morning Exams begin at **9:00 am**.  All afternoon examinations will start at **1.30 pm**,  unless otherwise stated.

Candidates are requested to arrive **15 minutes** before the exam, go to the cube hand in their mobile phone, watch, headphones and bag. Next go to the exam room, wait for the invigilator to invite you in.



LUNCH

Arrangements will be made for an early lunch if necessary.

GCSE MOCK AND PRACTICAL EXAMS

Please refer to the timetable to check the time of these exams.



Make sure that you are well prepared and organised before every examination. We will ensure examinations run as smoothly as possible – you must do the same.

Good Luck!

Mr G Turner
Head of Year 11

Mr W Collins
Assistant Head of School

Mrs J Worley
Examinations Officer

VENUES

Examinations will take place mainly in the **Sports Hall**, however seating arrangements are still being finalised. Each candidate will receive a personalised timetable, which will include the seating arrangements. In addition, please check the examinations notice board (located in the foyer) for up to date information. Seating plans will also be posted daily outside each venue for your assistance.

ABSENCE FROM EXAMINATIONS

If you are ill on the day of an examination, please contact the school immediately on 0116 2898688. Medical evidence will be required and must be produced to the Examinations Office within two days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident or illness, back by a doctor's certificate.

Misreading the timetable will not be accepted as a satisfactory explanation for absence.

Examinations can only be taken at the time and on the day given on the timetable.

LATENESS

If you know you are going to be late, phone the school as soon as possible on 0116 2898688 after 8.15 am. If you arrive late, you may be allowed into the exam, however, any lateness must be reported to the Awarding Body and it is at their discretion whether they will mark the script. They will not accept excuses like '*the candidate slept in*' or '*missed the bus*'.

TIMETABLES

Please check the timetable carefully. Dates are given on the timetable(s) issued in this booklet. Check carefully to see if the examination is in the morning or afternoon, misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence.

CLASHES (Main GCSEs)

If you have an examination clash involving different subjects, a clash form will be issued to you separately at a later date. Candidates in this position will follow an alternative timetable and have to be supervised between each session. Please read and follow the instructions detailed on the clash form. **You will not be allowed your mobile phone during these sessions.**

FOOD & DRINK

You are allowed to bring into the examination room **a small clear plastic bottle of water without any labels** for your own personal use during the examination. No food or sweets are allowed in the examination room.

UNIFORM

All candidates are required to wear school uniform when attending school during the examination period. Failure to do so may result in the candidate being refused entry to the examination.

GRAFFITI

Please do not mark or deface your desk or name card. At the end of each examination before you are discharged, each desk and name card will be checked by staff for graffiti. Any candidate found guilty of this offence **will be** punished.

APPEALS

The Winstanley School is committed to ensuring that whenever its' staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.

The Winstanley School ensures that all centre staff follow a robust Non-examination assessment policy (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance 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. The Winstanley is committed to ensuring that work produced by candidates are authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may submit an appeal using the school's internal appeals procedure on consider whether to request a review of the centre's marking.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Winstanley School and is not covered by the procedure.

Further information can be obtained from the Exams Office.

In the event of a case of malpractice, or plagiarism being suspected

Candidates will be interviewed by the relevant subject teacher/head of department. Candidates will have the opportunity to explain how the work was completed.

Further information can be obtained from the school's website and/or the Exams Office.

Enquires about Examination Results

Enquires about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking. Candidates are required to speak to the head of department in the first instance. Members of the SLT will be available on results day to provide any assistance.

Further information can be obtained from the Exams Office.

RULES AND REGULATIONS

EXAMINATION REGULATIONS

It is the candidates' responsibility to familiarise themselves with the following rules and regulations of the Awarding Bodies':

Warning to Candidates

Information for candidates - mobile phone*

Information for candidates - written exams*

Information for candidates - social media*

Information for candidates - Privacy Notice*

Information for candidates - non-examination assessments*

Information for candidates – onscreen tests

Information for candidates – controlled assessments*

Information for candidates – coursework assessments*

* These are attached as part of this booklet. All rules and regulations are available from the JCQ and the school's website.

CONDUCT IN THE EXAMINATION ROOM

Candidates must be quiet at all times when entering and whilst in the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you? Once a candidate has entered an examination room, they are not allowed to leave unescorted until the conclusion of the examination. Please do not write on the desks or deface your name card. Checks will be made after the examination and offenders will be punished.

No candidate is allowed to leave the examination room without the permission of the invigilator.

END OF THE EXAMINATION

Absolute silence must be maintained until you are outside. Other examinations may be continuing whilst you leave. Question papers, answer booklets, additional paper and all rough work **must not** be taken from the examination room.

WARNING

All the Awarding Bodies make it clear that: -

Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between candidates during an examination as well as any other practice that could be seen as an attempt to deceive.

NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM

You may take into the examination room only the materials and equipment which is allowed. You must not take into the examination room any unauthorised materials or equipment (For example: calculator cases/instruction leaflets, bags' pencil cases and electronic devices as listed below). Bags may be left at allocated spaces in the venue. Please do not bring valuables with you when you have examinations, the school accepts no liability for items of value (e.g. money, mobile phones) which are left in bags.

MOBILE PHONES/ELECTRONIC DEVICES/WATCHES

Under no circumstances whatsoever is a candidate allowed to have any unauthorised items (**even if it is switched off**) in their possession during an examination.

No mobile phones – iPods – MP3/4 players – smartwatches any potential technological/web enabled sources of information are permitted. The penalty for having any of these devices on one's person, **OR** having a mobile ring during an examination is severe and could result in disqualification from all your subjects.

No watches including smartwatches, these should be handed in and a ticket collect from the Cube (the room allocated for your belongings, this room will be locked).

CHEATING

Candidates caught cheating in examinations, including using unauthorised aids, copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from the examinations.

EQUIPMENT

Candidates will be provided with a pencil case containing a pen, pencil, ruler and eraser. If you bring your own equipment only transparent / see through pencil cases are allowed. **YOU MUST WRITE IN BLACK INK**. Do **not** use Tipp-ex or any other correcting fluid. A neat crossing out is perfectly acceptable if an error has been made.

Calculators – will be provided when necessary. Candidates are allowed to use their own calculators but they must not be programmable or have any written instructions visible.

Rough work – Rough paper is not provided; any rough work should be done ON ANSWER PAPER THEN NEATLY CROSSED OUT (THOUGH NOT OBLITERATED)

SEATING ARRANGEMENTS – Candidates will be allocated a desk for each exam. Each desk will contain a candidate card displaying the candidate's name, exam number, centre number and photograph which is used for identification. Check the seating plan displayed on the examination notice board or outside the examination room. Under no circumstances whatsoever are candidates allowed to change their seating arrangements without the permission of the Exam Officer.

Read the “Warning to Candidates” that will be posted outside the examinations room and also included in this pack.

PROCEDURE IN THE EVENT OF A FIRE ALARM

In the event of a Fire Alarm candidates **should remain seated** and continue working whilst staff checks whether or not it is a false alarm.

If the alarm is legitimate and the venue has to be evacuated, candidates must close their answer booklets and place face down on the desk. Candidates will be informed to evacuate immediately to the specified area, leaving everything on the desk. Candidates will remain under exam conditions i.e. candidates must not talk to any other candidates inside or outside the building.

A decision will be made by the Head of School/Exam Officer as to whether or not the examination should be recommenced following such a disturbance.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

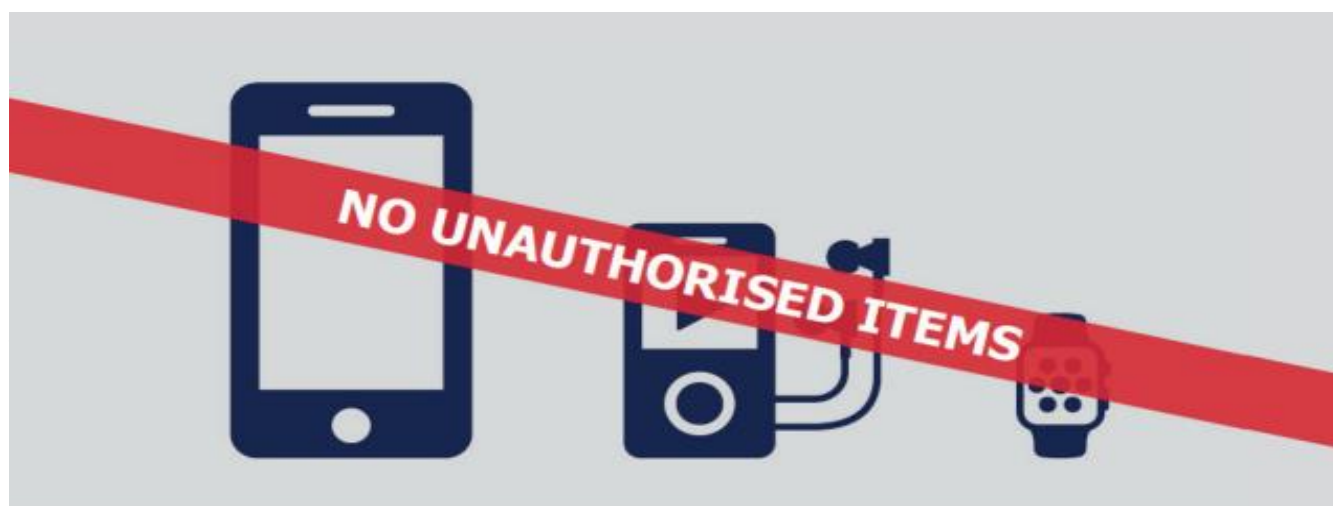
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.
Effective from 1 September 2021

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

Appendix 5 Information for candidates for written examinations – effective from 1 September 2021

**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, a MP3/4 player or similar device, or a watch. 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.
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, including those used 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

Appendix 6 - Information for candidates for on-screen tests – effective from 1 September 2021

**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: <ul style="list-style-type: none"> a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> 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. <p>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.</p>
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.
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: <ul style="list-style-type: none"> 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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



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://ccea.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.icq.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 page one) or by contacting the awarding body (see above).

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 above).

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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (<http://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 (<http://www.jcq.org.uk/exams-office>). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual> in England; Qualifications Wales (<http://www.qualificationswales.org/>) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for candidates

Non-examination assessments

With effect from 1 September 2021

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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

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, encyclopaedias, 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm downloaded 5 February 2022.

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.**

Don't 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 or seen the source you are using or even marked the essay you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

It is recommended that all candidates are aware of the following policies and procedures which may be found on the JCQ and School's website.

<p>Examination contingency plan</p> <p><i>School's website</i></p>	<p>Procedure for ATS / EAR / Appeals</p> <p><i>Exams Policy Page 22</i></p>
<p>Examination policy</p> <p><i>School's website</i></p>	<p>Child protection/safeguarding policy, including the DBS</p> <p><i>Available upon request from the school's office</i></p>
<p>Disability policy (specific to exams)</p> <p><i>School's website</i></p>	<p>Data Protection policy</p> <p><i>Available upon request from the school's office</i></p>
<p>Management of GCSE Non Exam Assessment</p> <p><i>School's website</i></p>	<p>Disability policy (school wide)</p> <p><i>Available upon request from the school's office</i></p>
<p>Emergency evacuation</p> <p><i>Candidate Handbook Page 8 & the School's website</i></p>	<p>Policy for dealing with candidates arriving late</p> <p><i>Exams Policy Page 23 & Candidate Handbook Page 3</i></p>
<p>Criteria for issuing word processors</p> <p><i>JCQ website</i></p>	<p>Policy for dealing with candidates who are absent from examinations</p> <p><i>Exams Policy Page 18 & Candidate Handbook Page 3</i></p>
<p>Policy on the use of the word processors in examinations</p> <p><i>School's website</i></p>	<p>Separate invigilation within the centre policy</p> <p><i>Exams Policy Page 14</i></p>
<p>Complaints and appeals procedure</p> <p><i>School's website</i></p>	<p>Food and drink in the exam room</p> <p><i>Exams Policy Page 19 & Candidate Handbook Page 4</i></p>
<p>Procedure to verify the identification of candidates</p> <p><i>Exam Policy Page 20</i></p>	<p>Managing behaviour in exam rooms policy / procedure</p> <p><i>Exams Policy Page 27 & Candidate Handbook Page 6</i></p>

Revision Guide & Tips

MUSIC

Eduqas Exam Board (from 2018)

<http://www.bbc.co.uk/education/subjects/zpf3cdm>

www.Teachinggadget.com – check your knowledge and understanding of the elements of music

CGP GCSE Music Practice Question Books

exam style questions available to buy from your Music teacher

Areas of Study Wider Listening: Playlists on our Google Classroom

YouTube channels:

Mrs Olnier Music Ed, Barronimo Music, Music Matters, musictheoryguy, Mr D. Morely

ChordProg app: Download the free app from Play/App Store to play ear training games

MATHS

Exam board: Edexcel Maths A 2010.

Edexcel official website; Past Papers; GCSE:

Mathematics; Mathematics A 2010. You can pick any past paper and its mark scheme to complete and mark your work against the expected answers.

MyMaths: Log into your account and redo previous home learning. This is your chance to remind yourself of how to do topics and go through the lesson when you forget. See your teacher if you have forgotten your login!

Youtube: Open clips such as ‘HegartyMaths’ and ‘UKmathsteacher’ that show you how to complete examples. Helpful for visual learners.

mrbartonmaths.com: Pupils/GCSE revision page use all available past papers and support tabs.

corbettmaths.com: Use the practice questions and videos to support your revision.

mathswebsite.com: use the link to ‘youtube’ or register for free to see great video clips to help revise topics which you struggle with.

m4ths.com: use GCSE page for worksheets and support videos.

studymaths.co.uk: look at revision notes, worksheets and formulas you should know!

revisionmaths.com: GCSE maths, work through past papers, topics and useful exam tips.

www.onmaths.com: GCSE mock papers to work through along with how many marks to hit your grade.

BBC bitesize-GCSE maths (pre 2015): work through topics and practice the tests.

Educationquizzes.com: supportive games and quizzes with immediate answers.

ADT

In ADT we have set up a website where we can add revision help sheets, PowerPoint’s, Youtube links ect and this will be on-going throughout the year. The website link is

www.winstanleyADT.wordpress.com

SCIENCE

Exam Board: AQA Separate Sciences / Combined Science Trilogy

GoogleDrive: Login into your school account to access personalised textbooks for all three sciences and revision activities, animations and other relevant content. There are also Powerpoints for all lessons if you miss a lesson. See your teacher if you have forgotten your login!

Youtube: Search for 'FreeScienceLessons' or 'Primrosekitten' for online revision videos covering key points for each topic. They also have videos for the 28 Required Practical investigations showing you how to carry out the experiment and what some sample results would look like.

Revision Guides: We have revision guides for each of the Sciences that you can buy from your Science teacher. They match the taught lessons to help you to prepare for the exam.

PE

Edexcel- Revision guide and work book from PE department.

-Google Docs-an alternative revision guide

ALL SUBJECTS

<https://www.samlearning.com>

Use your own login and password to access home learning set by teachers and general revision lessons.

EXAM BOARDS

AQA

www.aqa.org.uk

Pearson Edexcel

<https://qualifications.pearson.com/>

OCR

www.ocr.org.uk

WJEC

www.wjec.co.uk

Joint Council for Qualifications –

www.jcq.org.uk

Revision classes will be held during the Easter holidays.

More information to follow.

Stress Management



Top 10 Tips on Stress Management

- 1 Learn to relax. Take 'mini-breaks' throughout the day. Work at relaxation techniques, such as five slow deep breaths.
- 2 Get organised. Have realistic schedule of daily activities, including time for work, sleep, relationships and recreation.
- 3 Exercise. Physical activity always provides relief from stress. Half an hour of sport or even a short walk will do the trick.
- 4 Recognise that you can only do so much in a given time. Try to pace, not race.
- 5 Talk to friends. Talking and meeting with friends and occasionally sharing deep feelings and thoughts can be helpful in reducing stress.
- 6 Make a list of things that are worrying you and the possible things that could happen – then your brain will stop bringing them forward all the time.
- 7 Make sure you are in a calm, positive mood before you start studying.
- 8 Don't become overtired by forcing yourself to work late. Your ideal sleep time is about 8 hours a night.
- 9 Watch you habits. Make sure you eat sensibly and have a balanced diet.
- 10 Talk positively to yourself. Don't pay attention to that internal voice saying you can't do it; tell yourself you can do it and you will do it.

Get to the exam early.

Take bottled water into the exam to keep hydrated.



Time Management

Managing your time will help you become more effective and successful in the way you run your life.

It's a good idea to get in the habit of listing all your tasks on a daily and weekly basis – both what you have to do and also what you want to do. Some will be in your control and some won't.



Top 10 Tips on Tips on Time Management

- 1 Make your timetable well in advance and be realistic, particularly as to how long tasks will take.
- 2 Mixing difficult tasks with easier ones will help you to keep to your timetable. Place difficult tasks in the 'best' slots.
- 3 Have deadlines and stick to them. Don't set deadlines you cannot meet.
- 4 When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.
- 5 Don't put off tasks that you don't want to do.
- 6 Do put off dealing with things that are unimportant.
- 7 If possible, share tasks or use the expertise of others who can help.
- 8 Analyse the interruptions you experience during the day and learn to say 'no' without feeling guilty.
- 9 Break down your work into manageable chunks.
- 10 Review your 'free time', e.g., if you travel by bus or train, could you use the time to read notes.....

Imagine walking calmly into the exam hall and successfully completing the exam.

If you see it, believe it, it's likely to happen.

EXAM SUCCESS – STUDENT CHECKLIST

The more statements you can circle ‘yes’, the more successful your revision & exam performance will be: -

Do you have a list of subjects that you have exams in?	Yes/No
Do you know how many papers each subject will have?	Yes/No
Do you know how long each paper will last?	Yes/No
Have you put an exam timetable up on a wall at home?	Yes/No
Have you highlighted each exam in a colour for each subject?	Yes/No
Do you have a week by week plan for revision?	Yes/No
Have you checked what you already know in each subject, so that you only revise the areas you are weak in?	Yes/No
Have you prioritized the area/topics you find most difficult?	Yes/No
Have you asked teachers for advice on how to revise, what internet sites to visit, what texts to refer to?	Yes/No
Have you planned specifically-timed slots on the timetable for each of your exam subjects?	Yes/No
Have you organised all you need to revise effectively – ie all notes and information for each subject boxed together, cue cards, coloured paper, A3 paper, highlighters, coloured pens, Post-It notes?	Yes/No
Have you written yourself cue cards to learn key information, or language, for specific topics?	Yes/No
Have you found lyric-less music to revise to specific subjects to? It will improve your memory.	Yes/No
Are you making sure that you are having at least 8 hours sleep per night?	Yes/No
Are you drinking up to 8 glasses of water a day?	Yes/No
Are you eating foods to boost your memory and concentration?	Yes/No
Are you having plenty of exercise and not sitting for long periods of time?	Yes/No

If you have circled ‘no’ for many of these questions, then please see a teacher for help with getting organised. It will be worth it, as you will see on results day.

EXAM RESULTS

Mock Exams

Results for your GCSE mock exams will be issued by your class teacher.

Main GCSE Exams

Your examination results will be available in school on:

THURSDAY 25th AUGUST 2022

Thursday 25th August 2022 falls during the school summer holidays. Examination results will be handed out in the foyer/hall areas.

Results should be available for personal collection between 9.15 am and 11.00 am. They must be collected personally, or by someone with a note of authorisation from you. Please do not come to school for them any earlier. After this day the results will only be available when the school reopens to students for the Autumn Term.

If you prefer to have the results slip posted to you, please leave a **small stamped addressed envelope (1st class stamp)** with the **Exams Officer** before the end of the Summer Term.

WE ARE UNABLE TO GIVE OUT EXAMINATION RESULTS OVER THE PHONE

Appeals

Should you have any queries regarding your examination results you must contact the Head of Department immediately.

CERTIFICATES

Examination certificates normally arrive in school during October. The Winstanley School will be holding a KS4 celebration evening where candidates and parents will be invited to join us for an evening of celebration where they will receive their GCSE certificates and any other well-earned rewards. More information to follow.

If you wish to have your certificate sent by post, please leave a large A4 envelope (again stamped and addressed and marked 'Cert' in the bottom left hand corner) with the Exam Officer **before** the end of the Summer Term.

YOUR CERTIFICATES ARE THE EVIDENCE OF YOUR ACHIEVEMENTS AND IT IS MOST IMPORTANT THAT YOU REMEMBER TO COLLECT THE