



The Winstanley School
Widening Horizons | Enabling Excellence

Year 11

Candidate Exam Information Handbook

2023-2024

| | |
|---------------------------|--|
| 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

Once you are issued your examination timetable please check it carefully. It is important to check 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 – JCQ Preparing to sit your exams

All rules and regulations including Information for candidates are available from the Joint Council for Qualifications (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 the examination hall/room. 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

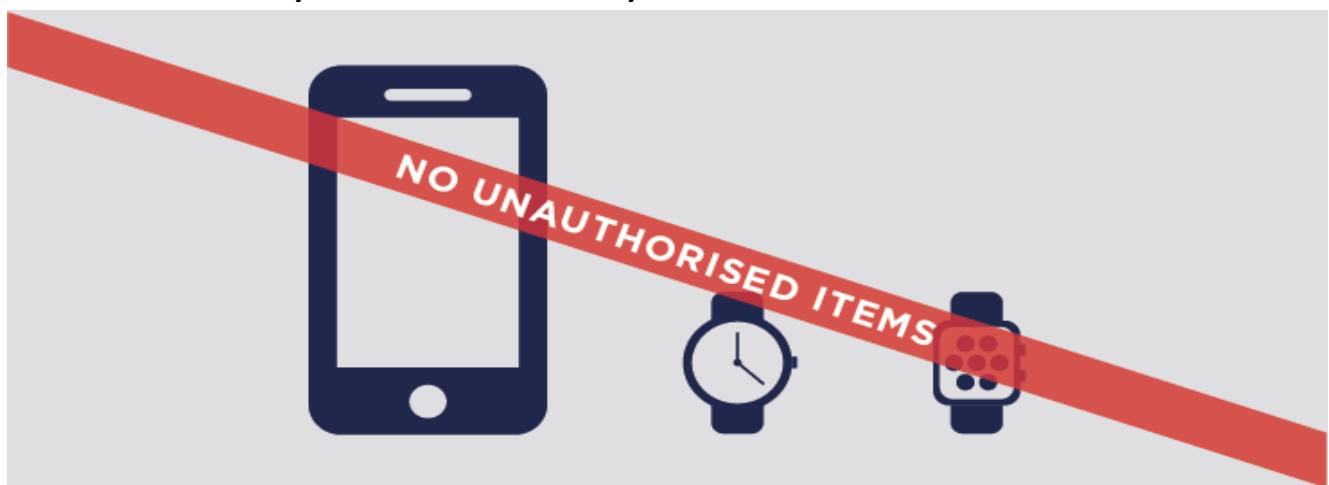
Under no circumstances whatsoever is a candidate allowed to have any unauthorised items (**even if they are switched off**) in their possession during an examination

No mobile phones – IPods- MP3/4 players – Smartwatches – watches – air pods or ear buds or 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 phone ring during an examination is severe and could result in disqualification from all your subjects.

THE CUBE

It has been agreed that **all** candidates must go to the Cube, remove their **SMART WATCHES/ WATCHES/ IPods/MP3/4 Players/ AIR PODS / EAR BUDS** or **any potential technological/web enabled sources** and place them with their **MOBILE PHONES** in the wallets provided and take a ticket (this room will be locked).

MOBILE PHONES/ELECTRONIC DEVICES/WATCHES



DISQUALIFICATION

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.

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.

Revision Tips

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 – i.e. 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 24th AUGUST 2024

Thursday 24th August 2024 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.

EXAMINATION CERTIFICATES

Examination certificates normally arrive in school during November. A notice will be placed on The Winstanley School's website to confirm when your examination certificates can be collected from the school's main reception. If you are unable to collect your examination certificates you can give written authorisation to someone who can collect them on your behalf. This person should bring identification and your written authorisation which must be signed by you.

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 THEM