



Examinations 2017

WALTHAMSTOW SCHOOL
FOR GIRLS

CENTRE NUMBER 13427

GCSE/BTEC

SUMMER 2017

**STUDENT
INSTRUCTIONS &
INFORMATION
BOOKLET**

STUDENT EXAMINATION GUIDE

- You will have received your individual examination timetable via your form tutor before Easter. You are responsible for checking your timetable and making sure you turn up at the correct time and correct place.
- Check how many papers are being set for your subjects and check your level of entry.
- Check whether your exam is in the Sports Hall, Lodge or some other room.
- If you have 2 examinations at the same time (a **timetable clash**) please see Mrs Brickett to make alternative arrangements. You may be required to bring a packed lunch and to be supervised in a waiting room between examinations.
- Plan a revision timetable around your examinations and check which extra revision lessons are being offered at school.
- Check with your Student Progress Leader that the school has a correct record of your home telephone number and that you have given Mrs Brickett details of your personal mobile, so that we can ring you or your parents/carers if you are late for an examination. If you miss an examination **it cannot take place at another time** and you will not get the grade predicted.
- You are expected to wear your school uniform for all occasions when you are in school; this includes revision lessons as well as the examinations themselves.
- All mobile phones must be handed in to the school office and collected at the end of the day.

Awarding Body Policy on Right of Appeal for Students



If at any stage during your examination course, you have concerns about procedures used in assessing your internally marked work for public examinations (e.g. coursework/controlled assessments) you should first discuss this with your teacher. If you still have concerns you should see the Head of Faculty for that subject. If the Head of Faculty cannot help, you should see Mr Shackson – the Assistant Headteacher in charge of examinations.

TIMINGS

All examinations at Walthamstow School for Girls start at 9:00am for morning exams and 1:30pm for afternoon exams.

Assemble in the Dining Hall at the following times:



Morning examinations: 8:45 am

Afternoon examinations: 1:15 pm

Once you have been briefed in the Dining Hall you will be called in candidate number order and asked to line up ready to be called in to your examination location.

If you arrive after 9:30am for a morning examination or 2:00pm for an afternoon examination you may be allowed to enter the examination room and sit the exam; but you may not be entitled to the full time. However, should you arrive after 10:00am or 2:30pm you may be able to sit the exam but the awarding body has the right not to accept the script and will pay particular attention to how far the security of the examination has been maintained.

Illness



If you are ill and cannot take the examination, your parent/carer **MUST** telephone the School immediately and leave a message for the examination officer Mrs Brickett by selecting option 3 and all relevant sections of the JCQ/ME Form 14 at the back of this document **must** be completed and returned to Mrs. Brickett as soon as possible. If you are ill, remember it is **better to sit the examination** and then Mrs. Brickett can make an application for “special consideration” to the awarding body as long as you can provide medical evidence from a doctor or hospital to support this. If you are absent from an examination you **cannot** take this at another time and you may not get the grade you were predicted. If you are absent for an examination without informing the school or Mrs. Brickett, you will be charged the £35 entry fee unless you can provide a medical certificate to Mrs. Brickett within three days of the examination you have missed.

Ramadan/EID

Ramadan is due to coincide with your terminal GCSE exams. Please be aware that your examinations **cannot** be taken at any other time so it is important that you are reassured the Islamic rulings allow you to break your fast and make this up later so attendance is compulsory. EID may also fall during your exams and again your attendance is compulsory.

Revision



When you revise it is better to:

- Plan carefully and start early.
- Think carefully about where to revise, make sure that the TV or other people do not distract you.
- Set yourself time limits; don't spend too long on any one topic.
- Little and often is better than one long session just before the examination.
- Your revision should be active - don't just read your notes. You should make lists of key facts, and then test yourself to see if you can remember them. Make spider diagrams to show the links between various topics.
- Ask your teacher for past question papers and try to do some of them under examination conditions.
- Use specifications off the awarding body websites (www.aqa.co.uk, www.edexcel.com, www.ocr.org.uk & www.wjec.co.uk) or revision lists to check what you have to learn.
- Don't believe friends who say they are not revising!

School Timetable during Examinations



All GCSE written examinations begin Monday 15th May and finish Monday 26th June with the official timetabled examination period ending on the 28th June 2017. Pupils will either be in lessons or attending an examination. Please check your examination timetable carefully. Students in subjects that have already completed their examination will be expected to bring along revision material for their other subjects. On these days, if you do not have an examination, you must register as normal with your form tutors.

The school timetable changes to a Revision Classes timetable from Monday 5th June and you will receive information about this from Mr. Shackson via your e-mail in due course.

Equipment



You need to make sure that you bring in **ALL** relevant items for each examination in a **transparent pencil case or clear plastic bag**. Please make sure you always bring pens (**BLACK** ink only), pencil for drawing (don't write with a pencil), eraser, ruler and a sharpener and a calculator when necessary. You are allowed to bring into the examination room a clear plastic bottle (label removed) containing water (not any other type of drink). You are **not** allowed to bring tippex, a calculator instruction book or rough paper. You may use a highlighter pen on the **questions only** but you **must not use a highlighter pen on your answers**. A programmable calculator may be used but the memory **must be cleared before entering the examination room**. Check with your subject teachers to see if you need anything else.

Bags, Books, Notes and Valuables



You are not allowed to keep any bags, books or notes with you in the examination room. Preferably, bags and coats should be left in your locker otherwise your bags will be placed off to the side in the examination room (Sports Hall). Please do not bring valuables with you when you come into School for an examination. Under no circumstances should you leave any bag unattended. Some subjects do require you to bring a textbook, preparation notes or a dictionary. Make sure you know what you need and what is allowed for each subject.

Mobile Phones, iPods, MP3 players and iWatches



Potential technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players and wrist watches which have a data storage device **are not allowed in the examination room**. You are strongly advised not to bring any such devices with you when you have an examination. Walthamstow School for Girls cannot take responsibility if they are lost or damaged. **NO** mobile phones are allowed in school or in examinations. You must hand all phones into the school office for collection at the end of the day.

If a mobile phone or other electronic communication device is found ***in your possession in an examination room***, it will be confiscated and a report made to the appropriate awarding body and

YOU MAY BE DISQUALIFIED FROM THAT COMPONENT OR FROM THE ENTIRE SUBJECT

Examination Regulations



It is **YOUR RESPONSIBILITY** to read and understand the awarding bodies' *Warning to Candidates and Information for Candidates*. A copy of the *Warning to Candidates* notices will be displayed outside every examination room and copies of all the JCQ Information to Candidate documents can be found on the school website under Exams and Controlled Assessments at the bottom of the page via this link (www.wsfq.waltham.sch.uk/examinations-and-controlled-assessments) or on Fronter under Student Rooms/Exams.

Prior to your Examinations



- The day before an examination re-check your timetable, your equipment and school uniform, and then have a good night's sleep. In the morning get up in good time, have some breakfast, and get to the Dining Hall at least 15 minutes before the start time.
- Assemble in the Dining Hall at the specified times.
- Listen carefully to instructions and remain silent. You will receive very important information from your subject teachers before the examination.
- You will be given the opportunity to use the toilet before you go into the examination room(s) as there are no toilet breaks during the exams unless Mrs. Brickett is aware of a medical reason for this or it is an emergency.
- From here you will be called to line up outside the Sports Hall in your candidate number order.

Conduct in the Examination Room



- Once inside the examination room, you must remain **SILENT**.
- You will be allowed to leave bags or coats in the allocated area, make sure you have removed your lanyard and put this in your bag, removed labels from bottles and you have all the equipment you need in your hand and you remain in candidate number order at all times.
- You will be directed to the correct desk for your candidate number. Check the label on the desk has; your "legal" name, candidate number and examination paper as exact seating plans are required by the awarding bodies. Sit down and wait, facing the front, for further details.
- Do not touch any examination papers that may already be on your desk.
- Listen carefully to the examination instructions. Make sure you **READ THE FRONT OF THE PAPER** carefully and understand what you need to do i.e., how many questions to answer? Are there different sections? Do you have a choice of questions? How much time are you allowed? If you do not understand put up your hand and wait for an invigilator to come to you but an invigilator can only help you with the instructions on the front page they cannot help you with any of the questions or read any of the questions to you unless you are entitled to a reader.
- When told to do so fill in your **full Legal names**, that is forename, middle names and surname and **not** your preferred name, your candidate number, centre number and other details as required.
- If you arrive up to half an hour late you can still sit the examination and you may be allowed the full time. However, if you arrive more than half an hour late you will be taken to Mr. Shackson or Mrs. Brickett who will then check to see if it is possible for you to still sit the examination. If you arrive after 10:00am for a morning exam or 2:30pm for an afternoon exam you may be able to still sit the exam **but the awarding body will have to be notified and they may not accept your paper.**
- If there is **any communication between any students** it will be assumed that you are cheating and will be treated accordingly. Communication does not just mean talking! Hand gestures or hand signals are considered communication. Any attempt at cheating (this includes talking) in the examination room will result in you being removed from the examination and sent to the duty room. The awarding body will be informed and they may cancel your entries for **ALL** subjects.
- Remember that all written answers must be in **black pen**, not pencil and in the correct space. This is essential as many examinations are now scanned and marked on-line. All rough notes and working out must be done on the examination paper and handed in with your answers. When you use a calculator, you must write down the calculations you are doing, not just the final answer.
- You **MUST NOT** write inappropriate, obscene or offensive material on your exam papers.
- Keep a careful check on the time. It is better to attempt all the required number of questions, even if some are left unfinished, rather than finishing off questions and leaving one or two not started.

- If you finish your examination early you will not be allowed to leave the examination room, so do not ask! Use the time to recheck your examination paper. In an emergency an invigilator may escort you to the toilet or to the first aider.
- At the end of the examination tidy up your papers. If you have used additional sheets they should have your full legal names, candidate number and paper details on, be numbered and be tied inside the examination booklet with a treasury tag. You must remain seated in silence while the examination papers are collected.
- When told to leave you must do so in silence, other examinations may still be continuing in the same room or nearby. Do not hang around outside the examination room as lessons may be going on in nearby classrooms. **KEEP YOUR VOICE DOWN OUTSIDE THE EXAMINATION ROOM.**
- Please note that examinations may start or finish later than the time stated on the timetable.
- Remember if you are staying after your examination for non-timetabled revision classes (ad-hoc), you must stay seated until everyone has left so that a register can be taken and then you will be escorted to Reception where an invigilator will inform you of the designated room(s).
- Please do not write on the desks or labels – if you do you will be asked to stay behind at the end of the exam to clean the writing off.

In the Event of Fire/Emergency

Should there be a fire bell during an examination the following procedure must be adhered to:

- Students will be instructed to put all equipment down.
- A Lead Invigilator will note the time.
- Students will then, **in silence** be dismissed from the examination venue, orderly, row by row and accompanied, with an even distribution, by all Invigilators and Form Tutors to ensure absolute silence.
- Pupils will assemble in candidate number order in the **MUGA** away from the rest of the school in **TOTAL SILENCE**.
- If you are in an examination that does not involve the entire year group, **DO NOT** line up with **THE REST OF THE YEAR**. You will be instructed where to stand by the Lead Invigilator or Examination Officer.
- Any communication during the evacuation will have to be treated as cheating.

Further information

BOOK RETURN FORM

- This form is on the last page of this information booklet.
- You must return all books and equipment that belong to the school.
- All books and equipment not needed for your examinations should be returned **before** the examination / revision timetable begins. Your teacher should sign the book return form.
- If you are allowed to keep some books or equipment until the examination in that subject, these books should be returned on the day of that examination, take them to your subject teacher who will then sign the book return form.
- When **all** parts of the form are signed and all books returned to your teachers, hand your form in to Student Services in G41. All subjects including library books need a signature and you **must** list your 3 option subjects – if you do not study any of the subjects listed, please write “not studied” and get your teacher to sign to confirm this. **IT IS YOUR RESPONSIBILITY TO RETURN ALL BOOKS TO YOUR TEACHERS/LIBRARY – THEY SHOULD NOT BE GIVEN TO THE SCHOOL OFFICE OR MRS BRICKETT.** Any outstanding books will be invoiced to your parents/carers.
- After Friday 30th June you will **not** be allowed in the school to take your books back to teachers/staff as you will have officially left the school and no longer be able to walk around the school unaccompanied.

RESULTS ENVELOPE

The school will provide an envelope for your results. If you want the results posted, please provide an A4 envelope with the correct 1st class postage for a large letter with your name and address on it and give this to Mrs. Brickett in F58 before leavers' day.

LEAVERS DAY

This will take place on Friday 23rd June and your Head of Year will provide you with further information regarding this.

GCSE RESULTS

You can collect your results envelope from the school between 9.30am - 12.00pm on Thursday 24th August. If you would like someone else to collect your results you must give Mrs. Brickett a written note of consent with details of the person collecting your results. We are not allowed to read out results over the telephone.

If you cannot collect your results and have given Mrs. Brickett your A4 1st class stamp addressed envelope your GCSE results will be posted to you on Thursday 24th August and they should arrive on Friday 25th August. Alternatively, you can provide Mrs. Brickett with an e-mail address and your results will be sent before 2:00pm on the 24th August.

APPEALS

Candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. Appeals should be made in writing by the 28th June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.

ENQUIRIES ABOUT RESULTS

The school will determine any reviews of marking following receipt of the results. All students will receive information with their results explaining the procedure should they wish to make an independent enquiry about their results. **No** request will be accepted if the procedure required has not been followed.

RESIT OPPORTUNITIES

Science related GCSEs will have one resit opportunity offered in November 2017. Other subjects will be at the discretion of the Awarding Bodies.

CERTIFICATES AND PRESENTATION EVENING

The GCSE Certificates do not arrive until November. In order to organise the awards, certificates and refreshments, entrance and seating will be by numbered ticket only. You will receive further information regarding Presentation Evening, which is held in December, at the end of the Maths examination on Tuesday 13th June. Invitations will be sent out by post in November 2017. If for any reason you have not received an invitation by 13th November 2017 please telephone the school. Presentation Evening is strictly limited to ticket holders only with no exceptions. If you cannot attend Presentation Evening you should collect your certificates from the school office after Presentation Evening. The school has to return unclaimed certificates to the awarding body who charge a large fee for replacements so please ensure that these are collected.

AD-HOC REVISION SESSIONS

- These sessions are for those students wishing to come in and revise outside of the timetabled exam revision classes (ad-hoc) and start from Monday 5th June.
- There will be an invigilator in reception from 8:30am until 3:30pm every day with a list of the rooms available for private revision sessions (not timetabled exam revision).
- Students must sign in ONCE and out ONCE - they cannot keep coming in and out of school.
- Students should be in school for one of the following reasons:
 - an exam
 - a timetabled revision lesson
 - a private revision session

If they are not here to do one of the above, they should not be in school and they will be asked why they have come in.

- Students must be in full school uniform with their lanyards.
- Students are to be as quiet as possible and respect that staff are working and the rest of the school are in lessons.
- In the event of a fire alarm the invigilator must take the signing in sheets out to the MUGA so we can account for those students on the list.

Important Dates



Written Examinations:	Monday 15 th May until Monday 26 th June
Normal Timetable:	Monday 15 th May until Friday 26 th May
Examination and Revision Timetable:	Monday 5 th June until Monday 26 th June
Leavers' Day:	Friday 23 rd June
Officially off-role from:	Friday 30 th June
Results Day:	Thursday 24 th August (from 9:30am to 12:00pm)
Invitations to Presentation Evening:	These will be handed out at the Maths examination on Tuesday 13 th June
Book Return:	<u>All books must be returned before leavers' day on the 23rd June</u>



**WALTHAMSTOW SCHOOL FOR GIRLS
YEAR 11 BOOK RETURN FORM 2017**

NAME:.....

FORM: 11.....

CANDIDATE NO:

DATE RETURNED:

It is essential that Year 11 students return **all** books that have been lent to them before they leave. Books should either be returned to your subject teacher or the library **before the Exam Revision Timetable** or straight after the last exam in that subject. You are all given books for core subjects and some option subjects so it is important that you write your 3 option subjects in the boxes provided. Your subject teacher(s) and a member of the library staff **must** sign for **every** book returned **and** to confirm where **no** books were given out. Any forms with gaps or missing signatures **will** be returned to you.

A SIGNATURE IS REQUIRED FROM ALL YOUR SUBJECT TEACHERS & LIBRARY STAFF TO CONFIRM ALL YOUR BOOKS HAVE BEEN RETURNED

SUBJECT	ALL BOOKS RETURNED TEACHER/LIBRARY SIGNATURE	TEACHER/LIBRARY PRINTED NAME	COMMENTS (IF NECESSARY)
CORE SUBJECTS			
ENGLISH LANGUAGE ENGLISH LITERATURE			
MATHS			
ADDITIONAL SCIENCE BIOLOGY CHEMISTRY PHYSICS			
RELIGIOUS STUDIES			
OPTIONS			
1.			
2.			
3.			
LIBRARY BOOKS			
ANY OTHER BOOKS			

Please return this form to: Student Services in G41 **BEFORE LEAVERS' DAY** (23rd June 2017)
NOTE - *after the 30th June you will not be allowed in the school unaccompanied as you are no longer on the school roll.*

If this form has **not** been handed in **BEFORE** you leave your parent's will be invoiced for the cost of any outstanding books.