



Leytonstone
SCHOOL

**Year 11 Mock and GCSE Examination
Information**

2023-24

INTRODUCTION

These instructions are provided to guide you through the examination period. It is your responsibility to read them carefully to ensure you understand what is expected of you. A copy can be found on the school website and Edulink, along with various important JCQ notices.

If you can't find the information you need in this booklet, please ask your teacher, form tutor, your Head of Year, or a member of the Exams team: it is very important that you understand examination information, otherwise you could be breaking rules without even realising you are doing so.

BEFORE THE EXAMINATIONS

TIMETABLE

You will be issued with a personalised timetable for all of your mock and GCSE examinations which will include details on the venue, length of the exam and your seat location. Official GCSE Examinations are scheduled by JCQ and Exam Boards and are not able to be rescheduled. If you have any clashes (two exams scheduled together) you will have to sit your examinations at different times. If your timetable is affected, you will be contacted by the Exams team before the examinations start and be given details about what will happen and what you will need to do on the day.

LOCATION OF EXAMINATIONS

Most examinations will take place in the Sports Hall, but smaller venues may be used for subjects with less candidates. Always check your exams timetable or Edulink to ensure you know where you should be for each exam. Sometimes different rooms may be used for students with approved special access arrangements. These arrangements and locations will be notified to the appropriate students.

TIME OF EXAMINATIONS

Morning exams will begin promptly at 9am; afternoon sessions at 13.30pm. You must make sure that you arrive at school no later than **8.40am** and register with your form tutor before all morning examinations. For afternoon sessions, students must arrive outside the examination venue no later than **1:20pm**. Lunch priority will be given to you in the restaurant if you have exams in the afternoon. Please be aware that latecomers must be notified to the Awarding Body (Exam Board), and papers may not be accepted.



SEATING PLANS

All seating plans will be displayed outside the sports centre and day before an exam. You will also be able to see this information on your Edulink account. **Please ensure you know which venue and seat you are scheduled to attend prior to the exam starting to avoid any delays.**

ENTERING THE EXAM HALL

Students are expected to arrive at the designated exam room 10 minutes before the scheduled start time. You should line up outside your allocated room under guidance from invigilators/members of staff. At this point you should ensure you are in full school uniform, have all necessary equipment ready and, should you have one on your persons, have your mobile phone switched off and ready to be inspected by a member of the invigilating team.

You will be asked to keep your bag and belongings locked away in a secure place for the duration of the exam.

Please ensure that any unauthorised items, including mobile phones, watches, headphones and revision notes are left in your bag. Anyone found with any unauthorised items, whether they are intended to be used or not, will be notified to the awarding body, who may disqualify you from the paper or subject.

DON'T TAKE THE RISK!

CANDIDATE AND CENTRE NUMBERS

Candidate numbers are used for all external examinations. Your candidate number is shown on your personal timetable, and is also shown on the exam seating plan. You should make sure you have your swipe card with you for each exam so any external invigilator or visiting inspector can verify who you are.

The school centre number is **13411**. A card giving this information will also be on your desk for every examination

EQUIPMENT

You are responsible for providing your own equipment for examinations. You should ensure that you bring the following equipment to every examination:

- **at least two black pens**
- **an HB pencil**
- **a ruler**
- **an eraser and a pencil sharpener are also recommended**

Additionally, please check the list below for subject-specific items:

Subject	Equipment required
Art	Art exam preparatory sketchbook, art drawing materials and, if required, acrylic paints
Biology	Scientific calculator, ruler
Business	Scientific calculator
Chemistry	Scientific calculator, ruler
Maths	Scientific Calculator, Protractor, Pair of Compasses
Physics	Scientific calculator, protractor, ruler

Please note that spare equipment is **very limited**. If you do not bring your own, you may have to manage without.

All equipment should be in a **transparent** pencil case. Calculator instructions, boxes and lids are not allowed. Calculators that have a memory / data storage facility must be cleared, and remain cleared, for all of your examinations.

You may take water into all examinations, but it must be in a **clear bottle** with the label removed. No other food, sweets or drinks will be allowed unless specific permission has been granted in advance (e.g. for medical reasons).

You must not have any items on your desk other than those required for the examination. If you require tissues, then these must not be in a packet and placed on your desk for invigilators to check.

Watches should not be worn during the exam. **You will be asked to remove your watch and place it in your bag.**

REGULATIONS

Make sure you have read the **JCQ Notices**, which are printed at the back of this booklet, carefully before your exam season starts. **Please remember that any breach of these regulations during an examination could lead to disqualification from one, or all, of your exams.** The school is required to report any breaches of regulations to the relevant Awarding Body.

If a mobile phone, unauthorised type of electronic communication or storage device is found in your possession during an examination (**whether you intended to use it or not**), it will be taken from you and a report made to the relevant Awarding Body. The result of this is usually disqualification of the paper being sat and, in some cases, disqualification from the subject. Outcomes are decided by external verifiers and are not influenced by school decision. **Do not take any unnecessary risk!**

IDENTIFICATION

If you do not bring your swipe card, then your exam may be delayed until an invigilator has been able to verify your identity.

CONDUCT

Do not speak or communicate in any way with other pupils in the examination room from the time you enter until the time you leave. Communicating with other pupils (which includes turning round to attract another pupil's attention) counts as potential malpractice, and must be reported.

Full school uniform, including your swipe card, must be worn in all examinations

DO NOT write or deface any seating plan, notice, examination desk or name cards: this is regarded as vandalism.

If you finish an examination before the allocated time, you will **not** be allowed to leave the room early. If you think you have finished, check your paper carefully then sit quietly; there will still be others working around you.

EXAMINATION PAPERS

Listen to the instructions and notices read out at the start of the examination. You will hear these at the start of every examination. You must listen carefully every time, as there could possibly be an amendment to your examination paper that you need to know about.

Read all of the *Instructions* and *Advice* on the front of every examination paper, and make sure your answers are numbered clearly and accurately.

All rough work (including calculations) must be written in your answer book. We are not allowed to give you separate paper specifically for doing rough work. Draw a line through any material you do not wish to be marked. Rough work for multiple choice papers may be done on the question paper.

Do not doodle, draw graffiti, or write comments to the examiner on your examination papers: your paper could be rejected by the Awarding Body

Always check that you have been given the correct question paper for your subject and tier. **Always put up your hand and ask** if you are unsure about your paper or any instructions you have been given. A mistake is always much harder to rectify once you have completed the paper. Invigilators can contact the Exams Officer at any time if you have a problem that cannot be resolved within the examination room.

If you think there is an error on the paper, raise your hand and inform an invigilator. Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once your query

has been investigated and further instructions have been given to you. It is rare for there to be an error in an examination question, but you should always ask.

Invigilators are not allowed to explain questions or the meaning of words to you.

TOILET / ILLNESS

Please make sure you go to the toilet **before** every examination. If it is **absolutely necessary** to use the toilet during the examination, you will be escorted there by an invigilator. Any such break will be included in your exam time so always make sure you are comfortable before the start.

Anyone with a specific medical condition or long term illness should have reported this well in advance so the school can make the necessary arrangements and seek approval for any appropriate special arrangements with the Awarding Body.

If you feel unwell on the day or need to leave the examination room for any other reason, raise your hand and inform an invigilator – you will need to be escorted. **You will not be able to re-enter the examination room while the exam is in progress unless you have been accompanied at all times by an invigilator.**

FIRE ALARM

In the event of the fire alarm sounding, stop working immediately and await further instructions. You must follow the instructions of the Invigilators and school staff. Evacuation may or may not be required, but you will be expected to remain under exam conditions so please **remain silent**. The assembly point for all students in an exam is the back of the sports centre, by the Year 11 entrance to the school site.

SPECIAL CONSIDERATION / ABSENCE FROM EXAMINATIONS

If you experience any difficulties during the examination period (e.g. illness, injury, personal problems, bereavement) you **MUST** inform a member of school staff at the earliest possible opportunity so we can help, support and advise you. It may be possible for the Exams Officer to apply for 'Special Consideration' which means informing the Awarding Body about the incident and possible disadvantage by something that is not your fault, or out of your control. Evidence, such as a doctor's note, will usually be required.

It is essential that you attend all your examinations at the times stated on your personal examination timetable. GCSE exam dates and times are set nationally by the regulators. If you miss an examination the school cannot let you take it on a different day.

If you are going to be late for an examination for reasons out of your control (e.g. a cancelled train, transport problems, etc.) then you must telephone school as soon as you are aware of the problem. We are required to let the Awarding bodies know which candidates arrive very late.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

GCSE results day is **Thursday 22nd August 2024**. No results will be given out over the telephone **under any circumstances**. Any results not collected on results day will be sent as 1st class post to your registered address. Further information regarding collecting results on the 22nd August will be published closer to the time.

CHANGE OF ADDRESS

It is very important that you notify the school in writing **as soon as possible** after the end of the school year if you change your home address during the summer holiday. Please also ensure that your contact telephone numbers are up to date in case we need to contact you during the summer break.

APPEALS

Candidates may appeal if they feel any controlled assessment element has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. Appeals should be made in writing by the 21st June to the head of centre who will decide whether the process used conformed to the necessary requirements.

ENQUIRIES ABOUT RESULTS

When you collect your results, you will receive information about the services and support available to you. These services (such as requesting scripts and applying for a review of marking) must be applied for before the deadlines implemented nationally by the exam regulator.

CERTIFICATES

Certificates are usually dispatched and ready for collection in November. You will be sent a letter to tell you when you may collect your certificates from the school. We are required by the Awarding Body to destroy uncollected certificates. We will retain uncollected certificates for **one year**. It is therefore very important that you collect your certificates as soon as possible. You will have to make applications and pay high fees to the Awarding Body directly to get copies at a later date. A friend or relative may also collect these on your behalf, but the Exams Officer must be notified of this in advance. You will be given specific instructions in the letter sent to you in November 2023.

FURTHER INFORMATION

AWARDING BODY WEBSITES

AQA:	https://www.aqa.org.uk/
Pearson/Edexcel:	http://www.edexcel.com
OCR:	https://www.ocr.org.uk/
WJEC:	http://www.wjec.co.uk

SCHOOL CONTACTS

Main Reception:	020 8988 7420	school@leytonstoneschool.org
Examinations Officer:	Miss M Brookes	mbrookes@leytonstoneschool.org

Pupils are expected to read the following JCQ documents on the Leytonstone School website:

- Coursework
- Non-examined Assessments
- On-screen Tests
- Privacy Policy
- Social Media
- Written Exams

<https://www.leytonstoneschool.org/page/?title=Exam+Information&pid=62>

AND FINALLY...

Good Luck!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

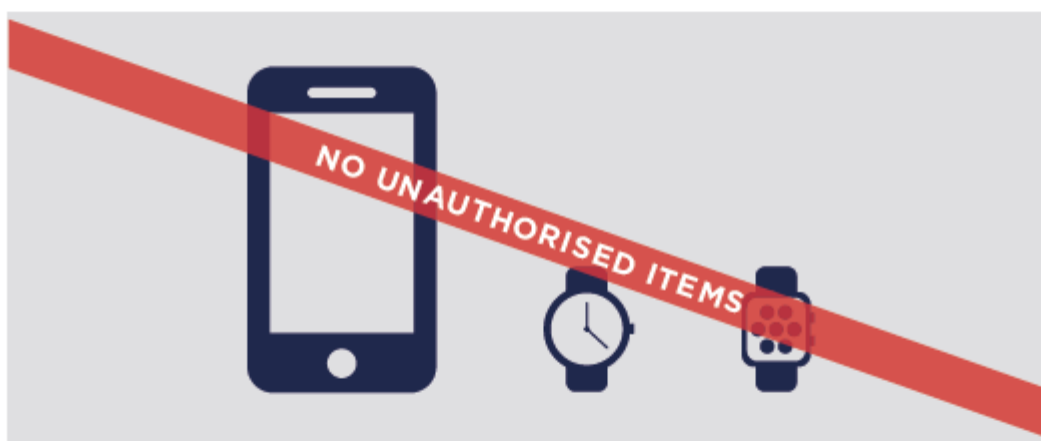
Warning to Candidates

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.

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.