



**EAST BARNET SCHOOL**

**GCSE & AS/A Level Exam  
Information  
for  
2019-2020**

## EXAMS THINGS YOU NEED TO KNOW

Exam times are very important times in your life at East Barnet. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the exam boards, not by the school).

If you do not stick to these rules, it is possible that you could be disqualified from your exams, so please make sure that you read the following information carefully. If there is anything you don't understand, ask a teacher or the Exams Officer for help.

## ABSENCE/ILLNESS DURING EXAMINATIONS

You must attend all exams that are allocated to you on your individual candidate timetable. Once the exam timetable has been published, it is the candidate's responsibility to ensure they arrive at school in advance of the start times. Misreading the timetable will not be accepted as a satisfactory explanation for lateness/absence. You will receive an invoice if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness, you must telephone the Exams Office on **02083442105** as soon as possible on the morning of the exam and a medical certificate/letter from GP must be given/sent to the Exams Officer within three days of the exam you missed. If you are unwell during an exam or exam series, you must notify the invigilator/Exams Officer as you may be eligible for Special Consideration, again on production of medical evidence. (Please see below).

## ELECTRONIC DEVICES

Any electronic communication device is **not** allowed in the exam room. Should any device go off during an exam or clash supervision, the device will be taken from you and a report made to the appropriate exam board. No exceptions will be made. Penalties may lead to disqualification from the component or even the entire subject award. Ordinary watches must be placed on desks in sight of the invigilator.

Example of outcome letter from exam board after report of mobile phone in an exam room:

*To reflect this malpractice, it has been decided that any marks awarded to the candidate in **Component J051** of the summer 2017 examination series will be disallowed and a mark of zero will be imposed. This is the standard penalty for possession of a mobile phone in an examination, irrespective of whether or not there was any intent to gain an advantage.*

*The candidate is warned that further reports of their misconduct in an examination in the next two years may lead to more stringent penalties being applied; e.g. a ban from taking any examination for a set period of time.*

## **CHEATING**

If you are caught cheating in any way in an exam, you will be reported to the exam boards. "Cheating" means doing anything that is against the rules stated in the Notice to Candidates (included at the back of this leaflet) and includes:

- Being in possession of a communication/electronic device, such as a mobile phone, smartwatch etc.
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

Please see standard penalties at the end of this document.

**Penalties for cheating include disqualification**

## EQUIPMENT

Please enter the exam room with only the equipment you require for the exam. Bags are **NOT** allowed in the exam room. Bags **MUST** be placed in lockers or left in the 6<sup>th</sup> Form Study Area well before the start of the exam. You must provide all your own equipment. Ordinary pencil cases are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. **You must write clearly and in black ink - it is your responsibility to produce legible handwriting.**

The following equipment should be brought to EVERY exam:

ID Card

2 pens – black only

2 HB pencils

Ruler (marked with millimetres)

Pencil sharpener

Rubber

For certain exams you will also need:

Compass

Protractor

Calculator

You may use a calculator unless you are told otherwise.

For some exams you may need coloured pencils.

You are not allowed to use correcting fluid or correcting pens in answer booklets.

## CALCULATORS

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowance for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. If you are going to buy a new calculator, please check with your Maths teacher to see what they recommend. Calculators are available from the online school shop. Make sure it works properly and that the batteries are working and that you have:

- Cleared anything stored on it
- Removed any parts such as lids, cases or covers

## CONDUCT IN THE EXAM ROOM

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up and wait for an invigilator to attend to you. Once you have entered the exam room, you must be escorted at all times if you need to leave (e.g. if you need to go to the toilet). You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.

## DICTIONARIES

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). Electronic translators are never allowed. If English is not your first language, you may be allowed to use a bilingual translation dictionary in certain exams however, this **MUST** be arranged before the exams begin.

If you think you will be eligible to use a bilingual dictionary, see Mrs Saleh in the main office.

## TIMETABLES

**Please check your individual candidate timetable carefully. If there are ANY mistakes (e.g. name, date of birth, exam entry etc.) you MUST tell Mrs Saleh immediately.** Check each exam date carefully and check to see if the exam is in the morning or afternoon. Where relevant, check which tier you have been entered for (i.e. Higher or Foundation). If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell Mrs Saleh immediately.

## CLASHES

If you have a timetable clash, arrangements will be made for you to take these exams one after the other, as long as the total published exam time is not more than three hours or less. In this instance, you would be entitled to **a break between exams of a maximum of 20 minutes**. If the total time of exams is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you between exams so you will need to bring a packed lunch and drink with you. You may revise for your next exam during this supervision. Any clashes on your timetable should be picked up by the Exams Office and you will be notified in advance of arrangements by Mrs Saleh.

## DRINKS AND SWEETS

You are allowed to take into the exam room a drink of water in a clear plastic bottle with the label removed. Chewing gum or any other food or drinks are not allowed. You will not be able to leave the exam room to refill your bottle of water so please make sure you have enough for the whole exam time.

## **END OF THE EXAM**

The invigilators will collect your exam papers before you leave the exam room. Put any loose additional answer sheets in the order the questions were answered and insert them inside the exam paper. Absolute silence **MUST** be maintained during this time. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

## **EXAM REGULATIONS**

It is your responsibility to read and understand the exam boards' notices at the end of this information pack. A larger copy of some of these notices will be displayed outside every exam room and on the exam noticeboard on level 3.

## **LOCATION OF EXAMS AND SEATING PLAN**

The location of your exam will be displayed on the Exam Notice Boards on Levels 2 and 3 before your exam. Please check it to see which room your exam is in and where you are seated in the room. Please arrive at least 15 minutes before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you. Place your Exam ID card on your desk for the invigilators to check.

## **SPECIAL CONSIDERATION**

Special Consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for an application are bereavement (if a close relative or friend has passed away near the time of the exam) or illness or injury (you will usually need to provide a doctor's note). If, after an exam, you feel you have a good reason for applying for Special Consideration you should see or telephone Mrs Saleh as soon as possible within four days of the exam.

## **TIMES**

Public exams at East Barnet will normally start at 9.00 a.m. for morning papers or 1.30 p.m. for afternoon papers. Exceptions to this rule may occasionally be made to fit in with the school day but you will be notified well in advance if this is the case. If you are going to be late for an exam you **MUST** telephone school. If you are late one hour after the official start time of the exam, it is classed as very late. Official forms have to be completed and sent to the relevant board. You may be allowed to sit the exam but there is no guarantee that the exam board will mark it.

## **DRESS**

All candidates up to and including Year 11 should be wearing uniform.

## **WARNING**

All the exam boards have very strict rules and regulations. They make it clear that:

Their official exam 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 exam, as well as any other practice that could conceivably be seen as an attempt to deceive.

Your invigilators **MUST** stick to the rules and report to the Exams Officer anything they feel could be suspicious.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014





AQA

City &amp; Guilds

CCEA

OCR

Pearson

WJEC

### Information for candidates

#### For written examinations - effective from 1 September 2019

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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.
<b>D Instructions during the exam</b>	
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 <b>that you use for rough work</b> .
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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.
<b>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</b>	

## GCSE SUBJECTS & EXAM BOARDS Y11

SUBJECTS	BOARD	ENTRY CODE
English	Language (9-1)	Edexcel 1EN0
	Literature (9-1)	Edexcel 1ET0
Maths	Higher/Foundation (9-1)	Edexcel 1MA1
Science	Combined (Trilogy)	AQA 8464
	Biology	AQA 8461
	Chemistry	AQA 8462
	Physics	AQA 8463
Humanities	Geography	AQA 8035
	History	Edexcel 1HI0
	Religious Studies	AQA 8062
Physical Education	PE (9-1)	OCR J587
Languages	French	AQA 8658
	German	AQA 8668
	Spanish	AQA 8698
Technology	Engineering	OCR J322
	Engineering Design	OCR J831
	D&T	OCR J310
	Food Prep	AQA 8585
	Child Development	OCR J818
ICT	Computer Science	OCR J276
	Creative Media	Edexcel BDTK1
Expressive Arts	Art	Edexcel 1FA0
	Drama	AQA 8261
	Music	Edexcel 1MU0
Social Sciences	Business Studies	AQA 4130
	Sociology	AQA 4192
	Health & Social Care	Edexcel YNR65

OCR  
9 Hills Road  
Cambridge  
CB2 1PB

Edexcel  
The Lighthouse  
14 The Quays  
Salford Quays  
Manchester M50 3BF

AQA  
Stag Hill House  
Guildford  
Surrey  
GU2 7XJ

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.edexcel.org.uk](http://www.edexcel.org.uk)

[www.aqa.org.uk](http://www.aqa.org.uk)

SAM Learning  
Centre ID: EN4 EB

User ID: Date of birth followed by two initials e.g. 010185DJ

Password: Same as user ID

## GCSE SUBJECTS & EXAM BOARDS Y10

SUBJECTS		BOARD	ENTRY CODE
English	Language (9-1)	Edexcel	1EN0
	Literature (9-1)	Edexcel	1ET0
Maths	Higher/Foundation (9-1)	Edexcel	1MA1
Science	Combined (Trilogy)	AQA	8464
	Biology	AQA	8461
	Chemistry	AQA	8462
	Physics	AQA	8463
Humanities	Geography	AQA	8035
	History	Edexcel	1HI0
	Religious Education	AQA	8062
	Child Development	OCT	J818
Modern Foreign Languages	French	AQA	8658
	German	AQA	8668
	Spanish	AQA	8698
Technology	Engineering	AQA	8852
	Engineering Design	OCR	J831/J841
	D&T (9-1)	OCR	J310
	Food Prep	AQA	8585
ICT	Computer Science	AQA	8520
	Creative Media	Edexcel	BDTK1
Expressive Arts	Art	Edexcel	1FA0
	Drama	AQA	8261
	Music	Edexcel	1MU0
	Physical Education	OCR	J587
Social Sciences	Business Studies	AQA	4130
	Health & Social Care	Edexcel	YNR65

OCR  
9 Hills Road  
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Edexcel  
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14 The Quays  
Salford Quays  
Manchester M50 3BF

AQA  
Stag Hill House  
Guildford  
Surrey  
GU2 7XJ

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.edexcel.org.uk](http://www.edexcel.org.uk)

[www.aqa.org.uk](http://www.aqa.org.uk)

SAM Learning  
Centre ID: EN4 EB

User ID: Date of birth followed by two initials e.g. 010185DJ

Password: Same as user ID

# STUDY HINTS & TIPS

## 1. Give yourself enough time to study

Don't leave it until the last minute. While some students do seem to thrive on last-minute 'cramming', it's widely accepted that for most of us, this is not the best way to approach an exam. Set out a timetable for your study. Write down how many exams you have and the days on which you have to sit them. Then organize your study accordingly. You may want to give some exams more study time than others, so find a balance that you feel comfortable with.

## 2. Organize your study space

Make sure you have enough space to spread your textbooks and notes out. Have you got enough light? Is your chair comfortable? Are your computer games out of sight?

Try and get rid of all distractions, and make sure you feel as comfortable and able to focus as possible. For some people, this may mean almost complete silence; for others, background music helps. Some of us need everything completely tidy and organized in order to concentrate, while others thrive in a more cluttered environment. Think about what works for you, and take the time to get it right.

## 3. Use flow charts and diagrams

Visual aids can be really helpful when revising. At the start of a topic, challenge yourself to write down everything you already know about a topic - and then highlight where the gaps lie. Closer to the exam, condense your revision notes into one-page diagrams. Getting your ideas down in this brief format can then help you to quickly recall everything you need to know during the exam.

## 4. Practice on old exams

One of the most effective ways to prepare for exams is to practice taking past versions. This helps you get used to the format of the questions, and - if you time yourself - can also be good practice for making sure you spend the right amount of time on each section.

## 5. Explain your answers to others

Parents and little brothers and sisters don't have to be annoying around exam time! Use them to your advantage. Explain an answer to a question to them. That will help you to get it clear in your head, and also to highlight any areas where you need more work.

## 6. Organize study groups with friends

Get together with friends for a study session. You may have questions that they have the answers to and vice versa. As long as you make sure you stay focused on the topic for an agreed amount of time, this can be one of the most effective ways to challenge yourself.

## 7. Take regular breaks

While you may think it's best to study for as many hours as possible, this can actually be counterproductive. If you were training for a marathon, you wouldn't try and run 24 hours a day! Likewise studies have shown that for long-term retention of knowledge, taking regular breaks really helps.

Everyone's different, so develop a study routine that works for you. If you study better in the morning, start early before taking a break at lunchtime. Or if you're more productive at night-time, take a larger break earlier on so you're ready to settle down come evening.

Try not to feel guilty about being out enjoying the sunshine instead of hunched over your textbooks. Remember Vitamin D is important for a healthy brain!

## 8. Snack on 'brain food'

Keep away from junk food! You may feel like you deserve a treat, or that you don't have time to cook, but what you eat can really have an impact on energy levels and focus. Keep your body and brain well-fuelled by choosing nutritious foods that have been proven to aid concentration and memory, such as fish, nuts, seeds, yogurt and blueberries. The same applies on exam day - eat a good meal before the test, based on foods that will provide a slow release of energy throughout. Sugar may seem appealing, but it won't help when your energy levels crash an hour or so later.

## 9. Plan your exam day

Make sure you get everything ready well in advance of the exam - don't leave it to the day before to suddenly realize you don't know what you're supposed to bring. Check all the rules and requirements, and plan your route and journey time so as not to be late. You really don't want to arrive having had to run halfway!

## 10. Drink plenty of water

As a final tip, remember that being well hydrated is essential for your brain to work at its best. Make sure you keep drinking plenty of water throughout your revision, and also on the exam day.

## **Standard penalties according to levels of seriousness applied to candidates for malpractice in an examination:**

- 1** warning
- 2** loss of marks gained for a section
- 3** loss of all the marks gained for a component
- 4** loss of all the marks gained for a unit
- 5** disqualification from the unit
- 6** disqualification from all units in one or more qualifications taken in the series
- 7** disqualification from the whole qualification
- 8** disqualification from all qualifications taken in that series
- 9** barred from entering for examinations for a set period of time