

EAST BARNET SCHOOL



"I want to learn"



GCSE & AS/A Level Exam Information for 2023-2024

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.**

If you test positive for covid, proof of the positive result; i.e. a photo of the test, must be forwarded to the Exams Officer at bsaleh@eastbarnetschool.com as soon as possible.

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. Digital **and** analogue watches are also prohibited.

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 2023 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.

MALPRACTICE

If you are caught for the following in an exam, you will be reported to the exam boards. "Malpractice" 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 malpractice 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. Arrangements will be in place for their secure storage. 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.

WATER BOTTLES

Water bottles must be clear and contain only water (no fruit juices) and placed on the floor beneath the desk. All labelling must be removed.

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 or Mrs Kedziora in the International Hub.

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 during briefing before the exam, and on the Exam Notice Board on Level 3. 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 and 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 the 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.

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

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	AQA	8852
	D&T	OCR	J310
	Food Prep	AQA	8585
	Child Development	OCR	J809
ICT	Computer Science	OCR	J277
	Creative Media	Edexcel	BDTK1
Expressive Arts	Art	Edexcel	1FA0
	Drama	AQA	8261
	Music	Edexcel	1MU0
Social Sciences	Business Studies	AQA	8132
	Sociology	AQA	8192
	Health & Social Care	Edexcel	RHS3

OCR
9 Hills Road
Cambridge
CB2 1PB

www.ocr.org.uk

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

www.edexcel.org.uk

AQA
Stag Hill House
Guildford
Surrey
GU2 7XJ

www.aqa.org.uk

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 by 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