



St Mary's CE High School

'Aspire - Challenge - Succeed'

Examination Arrangements Year 11

2018

1. CANDIDATE INFORMATION

Candidate Number:	Centre Number: 17225
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Make a note of your candidate number in the space above – you will need this and the centre number in every examination.

2. GCSE/BTEC/CAMBRIDGE NATIONAL GRADES

Successful candidates at GCSE will be awarded a grade for each subject on a scale from 9 to 1 except for Product Design, Arabic, Italian, Greek and Polish which are still awarded on a scale from A* to G.

BTEC and Cambridge National grades are awarded at Level 1 – Distinction, Merit or Pass and Level 2 - Distinction*, Distinction, Merit or Pass.

3. EXAMINATION REGULATIONS

A copy of the 'Notice to Candidates' which is issued jointly by Examining Boards, is included in this booklet. All candidates should read this carefully and take note that failure to adhere to any of the examination rules or regulations could lead to them being disqualified from all subjects.

Examination regulations are strict regarding equipment that may be taken into the examination room. Please note that only material that is listed in question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or subject concerned.

Coats and bags must be left in your locker – they must not be brought to the examination room.

MOBILE PHONES AND ELECTRONIC ITEMS – IMPORTANT NOTICE

Strict regulations are in force regarding **mobile phones and other electronic items, including smart watches**. They must not be brought into the examination room and should be left in your locker. Students found in possession of mobile phones or other electronic equipment during examinations must be reported to the examination board and could be vulnerable to an accusation of cheating. iPods and MP3/4 players also should not be brought into the examination room under any circumstances (see attached 'Notice to Candidates')

All **analogue wrist watches** brought in to the examination room must be removed prior to the start of the exam and placed on the candidate's desk. **Smart watches are not permitted in the examination room.**

Religious clothing in cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

No food is allowed in the examination room. Plain, non-fizzy water is allowed in a clear plastic bottle (i.e. with the label removed).

All **equipment** must be in a clear pencil case or placed directly onto the examination desk.

Any queries regarding your examinations should be addressed either to the subject teacher or to the Examinations Officer.

4. ABSENCE FROM EXAMINATIONS

In the event of absence, candidates or their parent/carer **must** telephone the school (01992 629124 or 01992 642918/01992 412643) before the start of the exam.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. If special consideration is to be requested for absence, medical or other appropriate evidence is required in all cases. For the award of a grade by special consideration, where a student misses an examination through illness or personal misfortune, normally a minimum of 50% of the total assessed units for that subject must be completed.

Parents/carers are reminded that entry fees will be charged in full if students fail to attend an examination and do not produce a medical certificate.

5. EXAMINATION ARRANGEMENTS AND EQUIPMENT

Students must note the dates and times of all their examinations (as shown in this booklet and on their Statements of Entry) They should report to the examination room no later than 15 minutes before examinations are due to start. Students must be equipped with two **black** pens, two pencils, an eraser and a ruler as a minimum. No equipment will be lent.

For Maths exams you will also need a compass, protractor, a ruler (and a calculator in those papers where your statement of entry shows that a calculator is required) and you will also need a calculator for Science examinations. In examinations where the use of calculators is allowed, students should make sure they conform to the examination regulations. If in doubt, students should consult their Maths teacher.

Full school uniform (**including your student card and lanyard**) must be worn by all students attending examinations.

6. NOTIFICATION OF RESULTS

Results will be available on Thursday 23 August and candidates may collect them from the Student entrance between 09.30 am and 11.30 am on that day. Alternatively, they may be collected from the school office after the start of term.

Statements of Results cannot be given to anyone else (including parents or carers) without written authorisation from the candidate. If you wish someone else to collect your results on your behalf, you should complete the form at the end of this booklet and inform them that they must also bring identification with them. Results will not be given to anyone else unless these criteria are met.

Candidates who would prefer their results to be posted must give an A5 sized stamped addressed envelope to the Examinations Officer by the last day of the summer term.

7. EXAMINATION CERTIFICATES

Examination certificates usually arrive in school by the beginning of December and leavers will receive a letter regarding the arrangements for collection or posting of certificates.



Authorisation for collection of exam results

GCE Results: Thursday 16 August 2018

GCSE Results: Thursday 23 August 2018

Please complete the table and sign the declaration for your exam results to be collected by someone other than yourself.

The person collecting your certificates must bring this signed authorisation and identification with them.

St Mary's CE High School reserves the right to refuse to release examination results unless all criteria is met.

Name of Student	
Date of Birth	
Year of Examinations	
Person authorised to collect results on behalf of the student	

To the Exams Officer, St Mary's CE High School, Cheshunt

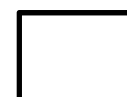
Please accept this completed document as evidence I authorise the named person to collect my examination results.

Signature: _____

Print name: _____

Date: _____

Office use only: ID Checked (Please initial)



**YEAR 11
EXAMINATION TIMETABLE**

YEAR 11 TIMETABLE SUMMER 2018

Date	Time	Level	Exam	Room	Time	Level	Exam	Room
Mon 14 May	09:00	GCSE	Computer Science J276/01 1h30	Hall	13:30	GCSE	Religious Studies Paper 1 8062 1h45	Hall
Tues 15 May	09:00	GCSE GCSE	French Listening 8658 0h35(F) 0h45(H) French Reading 8658 0H45 (F) 1h(H)	Hall	13:30	GCSE GCSE	Biology B J257/03 1h45 Combined Science – Biology J260 1h45	Hall
Wed 16 May	09:00	GCSE GCSE	Physical Education 8582/1 Paper 1 1h15 Turkish – Writing A844/01 1h	Hall	13:30	GCSE	Religious Studies Paper 2 8062 1h45	Hall
Thu 17 May	09:00	GCSE GCSE	Chemistry B J258/03 1h45 Combined Science – Chemistry J260 1h45	Hall	13:30	GCSE	Computer Science J276/02 1h30	Hall
Fri 18 May	09:00	GCSE	French Writing FND 8658/WF 1h French Writing HGH 8658/WH 1h15	Hall	13:30	GCSE GCSE	Drama – Theatre makers IDR0/03 1h30 Physical Education 8582/2 Paper 2 1h15	Hall
Mon 21 May					13:30	GCSE	Turkish Listening A841/01 0h50	Hall
Tues 22 May	09:00	GCSE	English Literature paper 1 8702/1 1h45	Hall	13:30	GCSE	Geography B J384/01 1h15	Hall
Wed 23 May	09:00	GCSE GCSE GCSE	Italian Listening unit 1 46301H 45m Italian Reading unit 2 46302H 50m Core Maths C2 6664/01 1h30 (5)	Hall	13:30	GCSE GCSE	Physics B J259/03 1h45 Combined Science – Physics J260 1h45	Hall
Thurs 24 May	09:00	GCSE	Maths Paper 1 1MA1 (Non calculator) 1h30	Hall	13:30			Hall
Fri 25 May	09:00	GCSE	English Literature Paper 2 8702/2 2h15	Hall	13:30	GCSE	Textiles Unit 1 45701 2h	Hall
Mon 4 June	09:00	GCSE	History Paper 1 1H10/10 1h15	Hall				
Tues 5 June	09:00	GCSE	English Language Paper 1 8700/1 1h15	Hall	13:30	GCSE	Geography B Paper 2 J384/02 1h15	Hall
Wed 6 June	09:00	GCSE GCSE	Spanish Listening 8698 0h35(F) 0h45(H) Spanish Reading 8698 0h45(F) 1h(H)	Hall	13:30	GCSE	Turkish Reading A843/01 1h	Hall
Thu 7	09:00	GCSE	Maths 1MA1/2 Paper 2	Hall				

Date	Time	Level	Exam	Room	Time	Level	Exam	Room
June			(Calculator) 1h30					
Fri 8 June	09:00	GCSE	English Language Paper 2 8700/2 1h45	Hall	13:30	GCSE	History Paper 2 1H10/22 1h45	Hall
Mon 11 June	09:00	GCSE GCSE	Biology B J257/04 1h45 Combined Science J260 1h45	Hall	13:30	GCSE	Geography B J384/03 1h30	Hall
Tue 12 June	09:00	GCSE	Maths Paper 3 1MA1 (Calculator) 1h30	Hall	13:30	GCSE	History Paper 3 1H10/31 1h20	Hall
Wed 13 June	09:00	GCSE	Chemistry B J258/04 1h45	Hall	13:30			Hall
Thu 14 June	09:00	GCSE GCSE	Spanish Writing FND 8698/WF 1h Spanish Writing HGH 8698/WH 1h15	Hall	13:30	GCSE	Food Prep and Nutrition 8585/W 1h45	Hall
Fri 15 June	09:00	GCSE	Physics J259/04 1h45	Hall	13:30	GCSE	Polish Listening 46851 50m	Hall
Mon 18 June	09:00	GCSE GCSE	German Listening 8668/LH 45m German Reading 8668/RH 1h	Hall	13:30	GCSE GCSE	Arabic Listening 5AR0101 45m Arabic Reading 5AR0301 55m	Hall
Tue 19 June								
Wed 20 June	09:00	GCSE GCSE	Polish Reading 46852 1h Polish Writing 46854 1h	Hall	13:30	GCSE	Arabic Writing 5AR0401 1h	Hall
Thu 21 June	09:00	GCSE	German Writing 8668/WH 1h15	Hall				
Fri 22 June	09:00	GCSE	Product Design 45551 2h	Hall				



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Information for candidates
For written examinations - effective from 1 September 2017

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.

A Regulations – Make sure you understand the rules	
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 must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: 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 must not 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 Information – Make sure you attend your exams and bring what you need	
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 must 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.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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	Fill in all the details required on the front of the question paper and/or the answer booklet before 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 that you use.
E Advice and assistance	
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
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.
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.	



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**Information for candidates
For on-screen tests – effective from 1 September 2017**

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: 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.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
<p>This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</p>	