



Year 11 GCSE Examinations
Handbook
2024

Welcome to your GCSE handbook.

This handbook will walk you through the GCSE process and what is expected of you during the examinations and the appeal process post results.

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**GCSE Timetable Summer 2024
FINAL**

May	AM	PM
7th	Health & Social Care Health & Wellbeing 120 m	No exam
9th	Religious Studies P1 Study of religions, beliefs, teaching & practices 105m	Drama: Component 3 (90m) Italian (H Listening 45m Reading 60m) Italian (F Listening 35m Reading 45m)
10th	Biology P1 Triple Science H/F 105m Biology P1 Combined Science H/F 70m	No exam
May	AM	PM
13th	English Literature P1: Shakespeare & Post-1914 Literature 105m	<ul style="list-style-type: none"> • Economics • P1: Introduction to Economics 90m • Media P1 90m
14th	French (H Listening 45m Reading 60m) French (F Listening 35m Reading 45m)	<ul style="list-style-type: none"> • Business P1: Investigating Small Business 105m • Ancient History P1 (2 hours) The Persian Empire & Greek depth study Chinese (H Listening 45m Reading 65m) Chinese (F Listening 35m Reading 50m)
15th	History P1: Thematic study and historic environment 75m	Computer Science P1 Comp. systems 90m
16th	Mathematics P1 (Non-Calculator) H/F Tier 90m	Religious Studies P2: Thematic studies 105m
17th	Chemistry P1 Triple Science H/F 105m Chemistry P1 Combined Science H/F 70m	Geography P1: Living with the physical environment 90m
May	AM	PM
20th	English Literature 135m P2: 19th Century Novel & Poetry since 1789	Media P2 90m Italian (H Writing 80m) Italian (F Writing 75m)
21st	Economics P2: National and International Economics 90m	Computer Science P2 Comp' thinking, Algo' & prog' 90m
22nd	Physics P1 Triple Science H/F 105m Physics P1 Combined Science H/F 70m	Physical Education P1: The human body and movement in physical activity and sport 75m Chinese (H Writing 85m) Chinese (F Writing 80m)
23rd	English Language P1: Fiction and Imaginative Writing 105m	<ul style="list-style-type: none"> • Ancient History P2 - (2 hours) Foundations Rome & Rome • ICT in Society 80m

Summer Exams 2024

24 th	French (H Writing 80m) French (F Writing 75m)	No exam
June	AM	PM
3 rd	Mathematics P2: (Calculator) H/F 90m	Physical Education P2: Socio-cultural influences and wellbeing in physical activity and sport 75m Russian (H Listening 45m Reading 65m) Russian (F Listening 35m Reading 50m)
4 th	Spanish (H Listening 45m Reading 60m) Spanish (F Listening 35m Reading 45m)	History - P2: British depth study and period study 105m
5 th	Geography P2: Challenges in the human environment 90m	Business - P2: Building a Business 105m
6 th	English Language P2: Non-Fiction & Transactional Writing 125m	Contingency Afternoon
7 th	No exam	Biology P2 Triple Science H/F 105m Biology P2 Combined Science H/F 70m
June	AM	PM
10 th	Mathematics P3 (Calculator) H/F Tier 90m	Spanish (H Writing 80m) Spanish (F Writing 75m)
11 th	Chemistry P2 Triple Science H/F 105m Chemistry P2 Combined Science H/F 70m	<ul style="list-style-type: none"> • History P3: Modern depth study 80m • Further Maths P1 105m
12 th	Dance P1 Dance Appreciation 90m Japanese (H Listening 45m Reading 65m) Japanese (F Listening 35m Reading 50m)	No exam
13 th	No exam	Contingency Afternoon
14 th	Geography P3: Geographical applications 90m	Physics P2 Triple Science H/F 105m Physics P2 Combined Science H/F 70m
June	AM	PM
17 th	Russian (H Writing 85m) Russian (F Writing 80m)	Music –Understanding Music 90m
18 th	No exam	No exam
19 th	<ul style="list-style-type: none"> • Food Preparation & Nutrition P1 105 • Further Maths P2 105m • Japanese (H Writing 85m / F 80m) 	No exam
20 th	No exam	No exam
21 st	No exam	No exam
June	AM	PM
Weds 26 th	Contingency Day	

Individual examination timetable

All dates and times of your GCSE exams can be found on your individual timetables. Your timetable needs to be studied very carefully. Please check the tier you have been entered for (Foundation = F or Higher = H). Any queries need to be discussed with your **teacher immediately**.

Immersion timetable

In preparation for your exams we have produced an individualised immersion timetable for each student. The sessions on this timetable replace normal lessons and are compulsory.

These sessions are not in place of your revision. They are designed to be used for last minute advice and targeted support with key points.

JCQ Instructions for conducting examinations

The conditions under which the school must conduct exams are contained in a 75 page document produced by the Joint Council for Qualifications (JCQ). These are national instructions on how to conduct examinations and need to be followed. One of the roles of the invigilator is to ensure that these rules are followed. Unfortunately there is no “tweaking” of the rules and if an invigilator spots an infringement they must advise the lead invigilator who then advises the Exams Officer, who will then advise the examining body. Incidents usually result in the candidate being awarded a score of zero and receiving a warning as to their future conduct.

Your mock examinations were run in accordance with JCQ rules.

It is your responsibility to:

- Ensure that you arrive at your exam at the correct time. Your timetable tells you the start time and which room to go to.
- Make sure that you are appropriately dressed in the correct school uniform, including a blazer.
- Contact the Examinations Officer as soon as possible if there is an emergency on the day. The Examinations Officer will discuss with you your options as the examination dates cannot be moved.
- Bring the correct equipment with you for the exam. You may only use black biro only. Coloured pencils are only to be used for drawings, maps etc. Highlighters can only be used on the question paper, not on your answer booklets. You cannot use Tippex; mistakes should be crossed through. You cannot have chewing gum, sweets or any other food or drinks. Your pockets must be empty. You may have a transparent bottle of water without labels or writing.
- Make sure you have made adequate arrangements to get home. You will not be allowed to leave early. You may find some of your exams extend past the normal end of school day. The length of each exam is on the GCSE timetable.
- It is your responsibility to make sure that your calculator meets the awarding bodies' regulations.
- It is your responsibility to read the exam paper from back to front. Please check that what you think is the last page is in fact the last page.
- Ensure that you understand the warnings given to you in this booklet on pages 9, 13 and 14. For clarity this includes **any** device, such as a Fitbit, that can be paired with a phone, outside the exam room.
- Ensure that you read and understand pages 11-12, "Information for candidates".

The Examination Day

You must be present and ready to start the exam in full school uniform at the time stated below.

Morning Exams: **8:20am for an 8:40am start**

Afternoon Exams: **1:00pm for a 1:20pm start**

Some of you have clash exams and will have different start times listed on your timetable to those of your peers. A clash is where two or more exams have been scheduled to take place at the same time. If you have a clash exam, you will have already been advised. It is important to remember that you are under exam conditions for the entire period from the first exam to the last exam, even during your rest breaks.

Candidates who arrive late

JCQ has a concept of **late** and **very late**. You will be considered **late** if you arrive after all the other candidates have entered the exam hall. You will be considered **very late** if you arrive:

- More than one hour after the published starting time for an examination which lasts one hour or more.
- After the awarding body's published finishing time for the examination for an examination that is less than one hour long.
- If you are very late, there will be a number of forms to complete and you will be warned that the awarding body may decide to not accept your script.

Both types of late have consequences. **If you are late, or very late, you **must not** go directly in to your exam room as this could invalidate your exam. You must report to reception and ask to see the Exams Officer. Stay in reception until you are met by the Exams Officer.**

If you know you are going to be late, please contact the school to alert us of your estimated arrival time as soon as you are able.

Authorised Equipment allowed in exam room

EQUIPMENT MUST BE IN A CLEAR CASE

- BLACK pen
- Spare BLACK pen
- Pencil
 - Coloured pencils may only be used for diagrams, maps, charts etc. unless the instructions printed on the front of the paper state otherwise
- Ruler
- Eraser

For Maths and Science exams you also need:

- Calculator
- Protractor
- Compass

USING CALCULATORS

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

be designed or adapted to offer any of these facilities: -

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;*
- have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

*An invigilator may give a candidate a replacement calculator

DRINKS – WATER ONLY

Taking drinks in to an examination room is at the Centre's discretion.

Water is allowed in the examination room; however this is on the condition that all labels are removed from the container and that the container is transparent, has no writing on it and has a lid. The drinks container must be placed on the floor, under the candidate's desk and with the lid on when not being used.

TECHNOLOGICAL/WEB ENABLED EQUIPMENT - WARNING

- Anyone caught with a mobile phone, iPod, mp3 player, watch, Fitbit, AirPods, earbuds or similar technology will be disqualified from the exam by the exam board, even if they are turned off. You could also be disqualified from all other exams that run with that board.
- You must not bring any technological equipment into the exam hall (except a calculator when it is permitted).

GENERAL WARNING

- Talking or communicating in any way is forbidden. This applies to all types of communication, not just verbal. You put yourself and others at risk of your exam being cancelled, and risk getting no marks for other exams.
- You are not allowed to leave the exam room. You cannot leave early even if you have finished so please do not ask. Students are expected to go to the toilet prior to the examination.
- An examination is treated as “in progress” from the time the candidates enter the room until all of the scripts have been collected.
- The moment you step in to the exam room you are in examination conditions. **Any** communication with anyone other than an invigilator will result in your paper being cancelled.
- You are in examination conditions until you are outside after the exam has finished. Please be considerate of those with extra time when you are outside the exam room and leave in absolute silence.

Mobile phones

A note from Ofqual to all Heads of Centres

We have seen an increase in the number of students being issued with a penalty for breaching the rules, albeit that they might not have intended to use their phone during the exam. We have asked students why this is happening and some have told us they are unwilling to hand in their phones in case they are lost or damaged.

Ash Manor phone procedures

Please leave your phone at home or switched off in your school bag. If you do not have a bag, you may hand your phone (which must be turned off) in to the invigilators on the way in to the exam room and before the start of the exam.

An invigilator will be collecting phones. On handing your phone to the invigilator, your phone will be placed in a collection box identified by a number. You will be handed a corresponding numbered token.

At the end of the exam you will return your token to an invigilator who will swap your token for your phone.

Prior to the exam beginning, the lead invigilator will ask you to hand your phone in if you have not already done so. This will be your final chance to hand your phone in. Please do so. A phone is an unauthorised item, possession of which is a serious offence, and could result in your disqualification from the examination and your overall qualification.



Information for candidates

Written examinations

With effect from 1 September 2023

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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.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 have a watch, the invigilator will ask you to hand it to them.
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:
 - (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 formulae;
 - (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.

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
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. **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
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, including those used for rough work.

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:
 - (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.

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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA

City & Guilds

CCEA

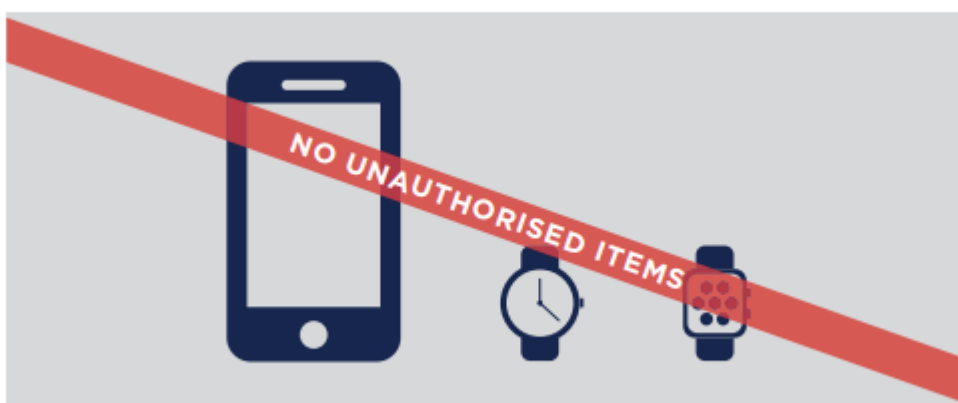
OCR

Pearson

WJEC

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.



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. **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.

Effective from 1 September 2022




On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

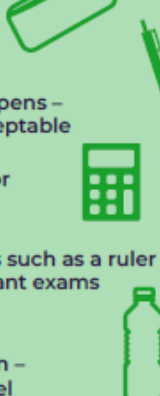
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023

Results Day

Results Day is Thursday 22nd August.

You will be able to collect your results from 10am-12pm.

Please note your results will need to be collected by you, or by someone appointed by you. If you want someone else to pick the results up on your behalf, you must put the request in writing and advise the Examinations Officer in advance of the day. Your appointed person must provide their photo ID.

The school cannot provide results over the telephone or via email. Should you want your results posted to you, you must provide the Examinations Officer (via main reception) with a pre-stamped and addressed envelope. The school is not responsible should your results get lost in the post.

Senior staff will be available in the Main Hall on results day.

Access to Scripts (ATS) and Reviews of Marking (ROM)

On results day we will ask you to sign an ATS form. Some boards have made scripts available on-line to senior teaching staff. Signing an ATS form allows your teachers to look at your papers and make an informed decision about whether to request a ROM.

In a Review of Marking, scripts are **not** re-marked: scripts are **reviewed** to see whether the correct marking scheme has been applied and whether there are any clerical errors when adding up your score.

It is important to understand that your grade can go up, remain the same or go down following a ROM.

If your teachers feel your paper would benefit from a ROM, you will be contacted to sign that you understand the risk and that you are happy for a ROM to proceed.

EMERGENCY EVACUATION EXAMS

- STOP WRITING AND CLOSE YOUR BOOKLETS
- FOLLOW THE INSTRUCTIONS FROM THE INVIGILATORS
- THE ASSEMBLY POINT IS THE ASTRO TURF UNLESS YOU ARE DIRECTED OTHERWISE
- IF THE ASTRO TURF IS UNSAFE, THE INVIGILATORS WILL ADVISE YOU OF A NEW ASSEMBLY POINT
- LEAVE ALL QUESTION PAPERS AND SCRIPTS ON YOUR DESK
- LEAVE THE ROOM IN SILENCE
- DO NOT COLLECT YOUR PERSONAL BELONGINGS
- DO NOT RUN
- REMAIN WITH YOUR EXAMINATION GROUP FOR THE REGISTER
- YOU MUST NOT COMMUNICATE WITH ANY OTHER CANDIDATE
- YOU WILL REMAIN UNDER EXAM CONDITIONS AT ALL TIMES
- DO NOT RE-ENTER THE EXAM ROOM UNTIL INSTRUCTED TO DO SO
- YOU WILL BE GIVEN THE FULL TIME TO COMPLETE YOUR EXAM
- THE EXAM BOARD WILL BE NOTIFIED OF THE INCIDENT

Good Luck everyone



All the staff at Ash Manor School wish you the very best of luck and every success with your examinations. If you need any advice, help or support with any aspect of the GCSE examinations, please contact Mrs Green or Mrs McGill at school and they will be more than happy to help.

Contact details

Exams Manager:

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School:

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