Introduction

Welcome to this guide to taking your GCSEs. This booklet is for both pupils and parents. I hope you will find the information in this booklet useful throughout this summer.

You may have already taken some examinations and you will have noticed that there are certain procedures that have to be followed. Every candidate in every school throughout the country must adhere to the same rules and procedures, to make sure that every candidate is given the same information in the same way, to make it fair.

We have provided you with this guide to help give you a clear idea of what will happen in and around the room in which you sit your exam. If you understand how the examinations are run and know what to expect, it's less for you to worry about on examination day.

Please remember, although examinations are very important, they are not something to fear. Examiners *want* you to do well and we, as a school, will do what we can to help you do your very best on the day.

GCSE PROVISIONAL EXAM TIMETABLE SUMMER 2022

Date	a.m.	p.m.
Wednesday 11th May	Health & Social Care (BTEC) 21117K – Health and Wellbeing 2hrs resits	
Monday 16th May	Religious Studes A – Paper 1 8062 1hr 45mins (85 pupils)	Computer Science Paper 1 – Principles of Computer Science 1CP1 01 1hr 30mins (18 pupils)
Tuesday 17th May	Combined Science: Trilogy Biology Paper 1 8464 1hr 15mins (112 pupils) Biology Paper 1 8461 1hr 45mins (42 pupils)	
Wednesday 18th May	English Language Paper 1 8700/1 1hr 45mins (155 pupils)	German Listening 1GN0 1F – 35mins 1GN0 1H – 45mins German Reading 1GN0 3F – 45mins 1GN0 3H – 1hr (83 pupils)
Thursday 19th May	History Component 1 C100QS 2hrs (77 pupils) English Functional Skills Level 1 Reading 8720R 1hr (25 pupils)	Drama 8261/W 1hr 45mins (7 pupils) English Functional Skills Level 1 Writing 8720W 1hr (25 pupils)

Friday 20th May	Mathematics Paper 1 (Non-Calculator) 1MA1 1hr 30mins (154 pupils)	
Monday 23rd May	Geography A Paper 1: The Physical Environment 1GA0 01 1hr 30mins (80 pupils)	
Tuesday 24th May	French Listening 1FR0 1F – 35mins 1FR0 1H – 45mins (26 pupils) French Reading 1FR0 2F – 45mins 1FR0 2H – 1hr (26 pupils) Arabic Listening 1AA0 1H – 45mins (2 pupils) Arabic Reading 1AA0 3H – 1hr 5mins (2 pupils)	Physical Education – Physical Factors Affecting Performance J587/01 1hr (30 pupils)
Wednesday 25th May	English Lit. Paper 1 8702/1 1hr 40mins (155 pupils)	
Thursday 26th May	Spanish Listening 1SP0 1H – 45mins (1 pupil) Spanish Reading 1SP0 3H – 1hr (1 pupil)	Religious Studes A – Paper 2 8062 1hr 45mins (85 pupils)

Friday 27th May	Combined Science: Trilogy Chemistry Paper 1 8464 1hr 15mins (112 pupils) Chemistry Paper 1 8462 1hr 45mins (42 pupils)	Computer Science Paper 2 – Application of Computational Thinking 1CP1 02 2hrs ONSCREEN (18 pupils)
Monday 6th June	German Writing 1GN0 4F – 1hr 15mins 1GN0 4H – 1hr 20mins (83 pupils)	Arabic Writing 1AA0 4H – 1hr 25mins (2 pupils)
Tuesday 7th June	Mathematics Paper 2 (Calculator) 1MA1 1hr 30mins (154 pupils)	Geography A Paper 2: The Human Environment 1GA0 02 1hr 30mins (80 pupils)
Wednesday 8th June	English Lit. Paper 2 8702/2 1hr 45mins (155 pupils)	
Thursday 9th June	History Component 2 C100QS 45mins (77 pupils)	Combined Science: Trilogy Physics Paper 1 8464 1hr 15mins (112 pupils) Physics Paper 1 8463 1hr 45mins (42 pupils)
Friday 10th June	English Language Paper 2 8700/2 1hr 45mins (155 pupils)	Physical Education – Socio-cultural issues & sports psychology J587/02 1hr (30 pupils)
Monday 13th June	Mathematics Paper 3 (Calculator) 1MA1 1hr 30mins (154 pupils)	

Tuesday 14th June	Geography A Paper 3: Geographical Investigations 1GA0 03 1hr 30mins (80 pupils)	
Wednesday 15th June	Combined Science: Trilogy Biology Paper 2 8464 1hr 15mins (112 pupils) Biology Paper 2 8461 1hr 45mins (42 pupils)	Design and Technology 8552/W 2hrs (18 pupils)
Thursday 16th June		French Writing 1FR0 4F – 1hr 15mins 1FR0 4H – 1hr 20mins (26 pupils)
Friday 17th June	Spanish Writing 1SP0 4H – 1hr 20mins (1 pupil)	Polish Listening 8688 F – 35mins 8688 H – 45mins (2 pupils) Polish Reading 8688 F – 45mins 8688 H – 1hr (2 pupils)
Monday 20th June	Combined Science: Trilogy Chemistry Paper 2 8464 1hr 15mins (112 pupils) Chemistry Paper 2 8462 1hr 45mins (42 pupils)	
Tuesday 21st June		Dance 8236/W 1hr 30mins (12 pupils)
Wednesday 22nd June	Music Component 3 C660QS 1hr 15mins (8 pupils)	

Thursday 23rd June	Combined Science: Trilogy Physics Paper 2 8464 1hr 15mins (112 pupils) Physics Paper 2 8463 1hr 45mins (42 pupils)	
Monday 27th June	Polish Writing 8688 F – 1hr 15mins 8688 H – 1hr 20mins (2 pupils)	

Examinations – What You Need To Know

From the time that you enter the examination room, you are classed as being under 'examination conditions'. This means that you should not communicate with any other candidates in any way.

You must be silent at all times when you are in the exam room. You should only bring equipment into the exam room that is allowed eg. pen, pencils etc. You should not bring anything else into the room, including any revision notes or guides. These should be left in your locker before you go to the exam room. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room you have to be escorted at all times if you need to leave. You will only be allowed to leave in an extreme emergency and even then you will remain constantly supervised.

It is important that you sit at your allocated desk. Check the seating plan BEFORE you enter the room – if you cannot find your place on the plan, speak to an invigilator.
DO NOT SIT AT ANOTHER CANDIDATE'S DESK.
The seating plans are done to ensure that you receive the correct paper and that they are collected in the correct order.

An **invigilator** is someone employed and trained by the school to run the examination. They know the rules for conducting examinations very well and have been trained to deal with every possible situation that may arise during the examination. Invigilators are there to take care of any reasonable needs that candidates may have during the exam and they also have the power to cancel a candidate's papers if they suspect that any rules have been broken. Invigilators must be obeyed and shown respect, just as any other member of staff within the school.

Before the start of the exam, you will be asked to fill in the details on the front page of the exam paper – centre number, candidate number, surname and name. Use your full, legal name, no nicknames or abbreviated names are permitted. Your four digit candidate number will be given to you in advance of your exams – you can find it on your statement of entry and your individual timetable. You must remember this number for your external exams. If you have forgotten it, an invigilator can find out your number for you. Please also sign the paper where requested. Only open the examination paper when you are instructed to do so. Use your time wisely; you will not be allowed to leave the examination room if you finish early, so any time you have left after you have finished answering the questions should be used to check through your answers.

At the end of the exam the invigilators will collect your exam papers. Question papers, answer booklets and additional paper must **not** be taken from the exam room – everything that you write on must be handed in. **Absolute silence must be maintained until you are right outside the exam room.**

There are two posters which are displayed outside each exam room. Copies of each of these posters are included in this guide. Please read through them and be familiar with their contents.

Absence from Examinations

You must attend all exams that are allocated to you on your individual candidate timetable. If you are feeling ill on the day of an exam, you **must** telephone the school on 01772 743399 and speak to the Attendance Officer as soon as possible. You should try and sit the exam if at all possible. If you are feeling ill there are things that can be done to help you sit the exam.

If you are absent for an exam and have not completed a minimum of 25% of the total assessment **you will not be awarded a grade** for that subject. There are no opportunities for you to re-sit a paper at this school if you are absent from an exam so it is vital you are present and punctual for all of your exams.

If you are genuinely unfit to come in to school then you must telephone the attendance officer on the above number at the earliest opportunity. Only in exceptional circumstances will exam boards issue you with a grade for a paper you have missed (as long as you have completed 25% of the total assessment) and only if the application is supported by us as a school.

'Phoning in to say you have a sniffle or sore throat on the morning of an exam will be highly unlikely to be acceptable to the exam boards and ultimately they make the decision, not us!

Be Punctual!

Please ensure you allow enough time to get to school so that even if you are delayed for any reason e.g. traffic, you will still arrive in good time. You are **NOT** automatically entitled to any extra time should you arrive late for any of your exams. If you arrive more than one hour after the published start of any exam, the exam boards can **refuse to mark your paper**.

Some afternoon examinations may run on longer than the end of the school day. Please ensure that you make alternative travel arrangements for getting home on these occasions, as the school buses have to stick to the normal timetable.

Cheating

If you are caught attempting to cheat in any way in an exam, you **will** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the *Notice to Candidates* and includes:

- **Being in possession of a mobile phone**
- **Using unauthorised aids (including ipods, MP3 players and watches)**
- **Communicating with other candidates (by talking or in other ways)**
- **Copying from other candidates.**

Penalties for cheating can include disqualification from taking any exams during the rest of the year.

Be Prepared – What You Can and Cannot Take into an Examination

When you sit an examination, you are responsible for taking in the equipment you require to complete the paper. There are strict rules as to what you can and can't have with you:

Mobile phones, iPods, MP3 players, watches, pagers, reading pens and any other form of electronic communication devices must not be taken into the examination room. If you have your phone with you it must be switched off and left in your bag inside your locker. **You must not keep your phone with you, even if it is switched off.** If you wear a wrist watch, this must be taken off prior to the exam and put in your locker. You cannot bring a watch into the exam room with you. Make sure you bring your locker key to school on exam days so you can lock your belongings away safely. If you are found to have a phone in your possession a report must be sent to the examinations board and **you may have your paper cancelled, even if you made no attempt to use the phone**.

Equipment

You must not bring anything into the exam rooms except the equipment you need for that exam. You must provide all your own equipment, which should be in a clear plastic bag or pencil case. It is **YOUR** responsibility to have the correct equipment. School is under no obligation to lend you equipment if you fail to bring it with you.

The following equipment should be brought to every exam:

- 2 pens – only black (not gel pens)
- 2 pencils
- Ruler marked in millimetres
- Pencil sharpener (preferably one which catches the bits!)
- Rubber

For certain exams you may need the following:

- compasses
- protractor
- calculator (with a removable case)
- coloured pencils/crayons

You must do any rough work in the answer book provided. Cross out anything you do not wish to be marked. Highlighter pens **must not** be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **You are not allowed to use correcting fluid/pens/mice.**

Examinations that require a calculator are clearly marked on the front of the paper. You must not have the calculator case/cover with you when the examination starts – leave it in your bag. You must bring your own calculator if you need one – you are **not** allowed to use a mobile phone as a calculator.

You can bring a bottle of water in with you, but it must be in a **clear plastic bottle** with no label on.

Correct uniform must be worn for every examination.

BE PREPARED!

Toilet Breaks During Exams

Just as is normal during lesson time, you will **not** be allowed to leave the exam to go to the toilet. The only exception to this is if you have a toilet pass. You must bring your pass to each exam with you and then you can show it to an invigilator if you need to go to the toilet. They will escort you

in and out of the hall and you must remain in exam conditions. Any attempt to talk to another pupil whilst out of the exam room will be reported as malpractice.

Fire Drill During the Exams

If the fire alarm sounds during an exam please remain in your seat **in complete silence** until told to leave the exam room.

If you are told to leave the exam room

- leave your papers and equipment on your desk and follow instructions.
- You must not speak to any one – this could result in your paper being cancelled.
- Go to the meeting point, but keep in your exam group **NOT** your form group.
- When you return to the exam room, do not start your exam again until told to do so by the invigilator.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

Results

You will receive your results on **Thursday 25th August 2022.** You may come into school from 9:30am to collect your results. **Only you can collect your results**. Please do not send a friend or family member to collect them on your behalf as we will not be able to release your results to them.

The only exception to this is if you are unable to come in (for example, you are on holiday). We will then require you to write a letter to the school, declaring that you give permission for a friend or family member to collect them on your behalf and sign it. You must declare the full name of the person collecting them and then on the day that person must bring photographic identification of themselves (passport or driver's license).

We can also post your results home if you wish. To do, please send us a stamped addressed envelope and we will post your results home on Thursday 25th August. Please note this means that you will receive them **after this date**.

We are unable to send results via email or via telephone, so please do not ask us to do this.

Certificates

You will be invited to a presentation evening in October/November 2022 where you will be issued your certificates. If you are unable to make the presentation evening, we will keep your certificates in school for a **maximum of 12 months**. If you do not collect your certificates after 12 months they will be confidentially shredded. Please make every effort to come to the presentation evening to collect your certificates and then **keep them safe**. It is very difficult and very expensive for you to get duplicate copies of certificates from the exam boards and it is not something that the school can help you with if you lose them. **Your certificates are your responsibility.**

PENWORTHAM GIRLS' HIGH SCHOOL

ACCESS STATEMENT

As far as is reasonably practicable, Penwortham Girls' High School's examinations and SENCO departments will ensure:

- Lighting is appropriate for candidates
- Premises will meet legal and DDA requirements
- Adapted facilities are provided as necessary
- The needs of all students will be considered in the event of an emergency evacuation
- Evacuation procedures will be provided at the beginning of each exam
- Appropriate seating / seating arrangements will be arranged in line with the candidates needs

Access arrangements will be applied for and put in place according to the individual needs and with agreement of the Awarding Body.

OTHER INFORMATION

You can also find the following documents on the school's website, under the Exams section:

- Protocol for examination entries
- A video version of the Instruction for Candidates 2021/22
- School policy on internal appeals
- Protocol regarding re-sits and re-marks
- A copy of the GCSE timetable
- A copy of this booklet

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.

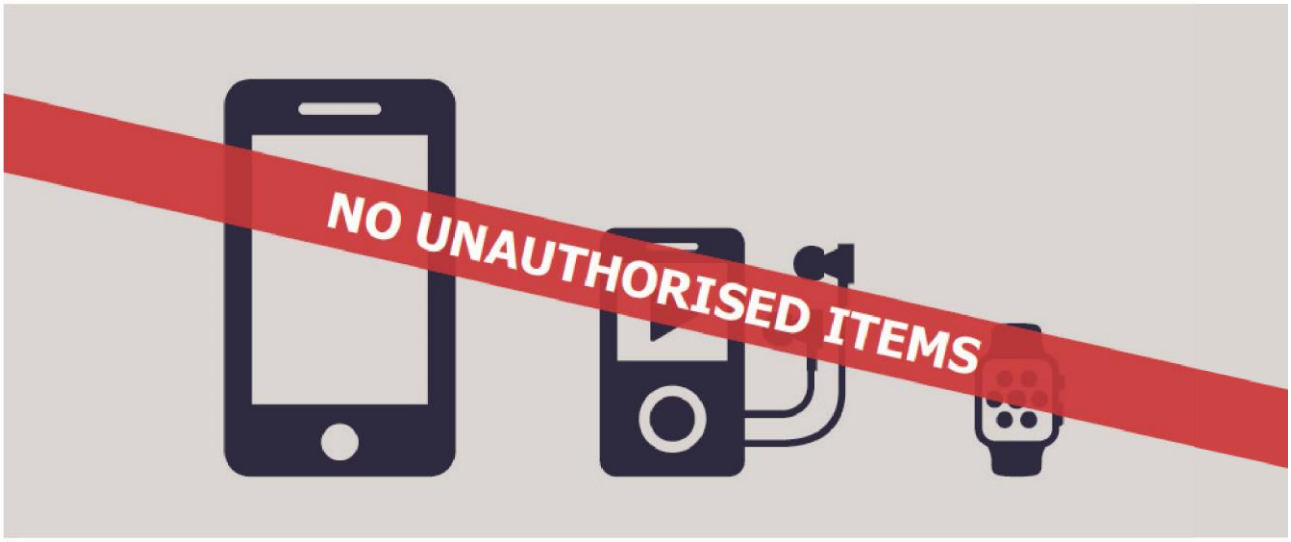
7. If you are confused about anything, only speak to an invigilator.

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.

©JCQ 2021 – Effective from 1 September 2021

NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, 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.