



ST BERNARD'S CATHOLIC HIGH
SCHOOL

CENTRE NUMBER: 36449

INSTRUCTIONS
TO
CANDIDATES

GCSE & OTHER
EXTERNAL EXAMINATIONS

SUMMER 2024

INTRODUCTION

It is the aim of St Bernard's Catholic High school to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will provide information which is helpful for you and your parents or carers. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (examination boards) set down very strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is posted on the exam noticeboard outside the Sports Hall, a copy of which is at the back of this booklet.

Some of the questions you may have could be answered at the back of this booklet in the Frequently Asked Questions. **If there is anything you do not understand or any question that has not been addressed PLEASE ASK.**

Please ensure that we have at least one up-to-date contact number for you.

Please complete the form attached with your own mobile number which will allow us to contact you directly if there are any changes or problems with the exams.

INSTRUCTIONS TO CANDIDATES
FOR ALL EXTERNAL EXAMINATIONS.

GCSEs and other examinations begin 7th May 2024. A general timetable is included with this information. (Some of your exams may take place before this for Fine Art, Textiles and Languages).

If you are unsure of the level of entry (Higher or Foundation), please check with your subject teacher or with Mrs Hopper in plenty of time before the day of the examination so that you will be sure which paper you are due to take.

From the end of 24th May 2024 Examination Study Leave comes into effect and a revision programme will be in place.

This means that you will be expected in school for revision sessions in your subjects and for your examinations.

When you are in school, other than for an examination, you must sign in and out at Reception in the usual way as a safety provision.

Remember: Full school uniform must be worn during the examination period whenever you are in school.

**ANY PROBLEMS?
See Mrs Hopper**

Your candidate number and Centre number are printed on your timetables. You will need to learn your candidate number as you will need to fill this in on all your exam papers.

Our official title for examination purposes is:-

**St Bernard's Catholic High School
The Centre Number is:- 36449**

ALL MORNING EXAMS WILL BEGIN AT 9.00AM
ALL AFTERNOON EXAMS WILL BEGIN AT 1.30PM UNLESS INDICATED OTHERWISE ON
YOUR TIMETABLE

You need to be seated at your desk for the examinations to start at these times; therefore, you need to be in school at least 10 minutes beforehand to enable a prompt start.

Candidates who arrive late for an exam can still be admitted but may not receive any additional time. We also have to report this to the exam boards and they may refuse to mark your paper depending on the time you arrive for your exam.

Take only what you need for the examination to the examination room with you. The examination room will be the Sports Hall unless your timetable states otherwise. Special Arrangement examinations will be taking place in various rooms so please check the notices outside Rachel's office carefully so you know where you need to be.

On the day of the examination session,
CHECK YOUR EXAM TIMETABLE CAREFULLY.
Be sure that you know if your exam is in the morning or afternoon.

In any instances where you may have a clash of exams Mrs Hopper will meet with you to discuss arrangements for this.

Remember:- on some days you will have exams in both morning and afternoon sessions.

EXAMINATION HALL REGULATIONS

Some things are not allowed on or near your desk during the exam. These are:-

Bags, Coats, Books, Revision notes, Pencil Cases (unless transparent), Calculator Cases and Drawing Instrument Cases, Drinks bottles (unless transparent)

These must be left in the area(s) indicated by the examination invigilator. Pencil cases (unless transparent) and calculator lids cannot be left under your exam desk, they **MUST** be stored with your bag.

A Mobile Phone signal will get you disqualified from the exam and may result in you being banned for the exam season and maybe for future seasons.

Mobile devices can be used to cheat and can seriously disrupt the examination. Please remember to check all pockets and hand in mobile phones.

THEY ARE NOT ALLOWED IN THE EXAMINATION ROOM.

Please try not to bring phones into school at examination times. Similarly any potential technological/web enabled sources of information are not allowed.

Watches (including Smart Watches) are not allowed in the examination room.

If you do bring any of these items into school they MUST be left in your bag or handed to an invigilator.

There is NO ALTERNATIVE to this. Mobile phones etc MUST NOT be brought into the examination room. The Examination Boards are adamant about this. We are obliged to inform Boards of ALL breaches of examination security – this includes a phone ringing on the front desk if handed in to the invigilators.

Please read Annex A regarding calculator regulations.

EQUIPMENT LIST

Although pencil cases are provided in the majority of exams we may not always have enough equipment to give to everyone.

As a minimum you **MUST HAVE:**

Black pens (it is advisable to have at least 2)

Pencil

Ruler

Rubber

Protractor

Compass

Scientific Calculator

“Tippex” or other correcting fluids may not be used in examinations.

Red pens may not be used in written papers, even for underlining.

Highlighters can only be used to highlight questions and must not be used in your answers.

Please remember all examination papers must now be completed in **BLACK** ink or **BLACK** ball point pen.

WHAT TO DO IF YOU ARE ILL

If you cannot attend an examination because of illness, **you can NOT take the exam the next day or next week etc.** This is not like a mock examination situation.

So:-

1. Contact School as soon as possible by phone **01709 828183**.
2. Speak to or leave a message for Rachel or Mrs Hopper. Remember to leave your number. We will get back to you.
3. You will be asked to fill in a Self-Certification form which indicates that you were too unwell to attend the exam. In some cases, you may be asked to provide medical evidence.
4. Return the form, with evidence, if required, as soon as possible and we can apply to the examination boards for special consideration. However, this is not a guarantee that the exam board will apply special consideration to your exam and you must have completed 25% of the subject course.

ON THE DAY OF AN EXAMINATION

1. Try to be in school with time to spare. Allow plenty of time for your journey. If you are in a rush you will not be at your best. Make sure you are in the examination room at least 10 minutes before the start time. The exams will start at 9.00am & 1.30pm, (1.00pm for certain exams) you should be sat at your desk ready to begin at this time and it is not the time you should be arriving in school.
2. Before leaving home ensure that you are equipped for the examination, e.g. pens, pencils, ruler, rubber, calculator etc.
3. When you arrive for a session, find your place for the particular examination and sit quietly until the exam begins.
4. Keep calm. Listen to any instructions.
5. Do not rush into answers without thinking. Answer the questions, ensuring that you are not “wandering from the point”.
6. Work neatly. You want the examiner on your side.
7. Keep an eye on the time. The allowed time for the particular paper is a good indication as to how long it should take. Most students will need all the time allowed to do justice to the questions and have some time to check answers at the end.
8. Marks awarded for particular questions are often indicated on the question paper and are a good guide to the time which should be spent answering that question.
9. Say a private prayer before you start.

**IF YOU ARE UNSURE OF ANYTHING PLEASE ASK THE INVIGILATORS BUT REMEMBER
YOU MUST NOT SHOUT OUT.**

GCSE EXAMINATIONS TIMETABLE. SUMMER 2024

Language speaking tests, Fine Art and Art Textiles exams take place before the main exam season. Your teacher will inform you of when these exams are taking place.

If you are uncertain of anything on your individual timetable when you receive it then contact Mrs Hopper in school. **Do NOT** rely on rumours or what your friends consider to be correct.

SUMMER 2024 TIMETABLE

Date	Session	Subject
Tues 7th May	AM	Health & Social Care
	PM	Construction Technology
Thurs 9th May	AM	R.E. Paper 1
	AM	Sport (BTEC)
Fri 10th May	AM	Biology Paper 1
Mon 13th May	AM	English Literature Paper 1
	PM	Media Paper 1
Tues 14th May	AM	French Listening & Reading
	PM	Business Paper 1
Wed 15th May	AM	History Paper 1
	PM	Computer Science Paper 1
Thurs 16th May	AM	Maths Paper 1 (Calculator)
	PM	R.E. Paper 2
Fri 17th May	AM	Chemistry Paper 1
	PM	Geography Paper 1
Mon 20th May	AM	English Literature Paper 2
	PM	Media Paper 2
Tues 21st May	PM	Computer Science Paper 2
Wed 22nd May	AM	Physics Paper 1
	PM	PE Paper 1
Thurs 23rd May	AM	English Language Paper 1
Fri 24th May	AM	French Writing
Mon 3rd June	AM	Maths Paper 2 (non- calculator)
	PM	PE Paper 2
Tues 4th June	AM	Spanish Listening & Reading

	PM	History Paper 2
Wed 5th June	AM	Geography Paper 2
	PM	Business Paper 2
Thur 6th June	AM	English Language Paper 2
Friday 7th June	AM	R.E. Paper 3
	PM	Biology Paper 2
Mon 10th June	AM	Maths Paper 3 (Calculator)
	PM	Spanish Writing
Tues 11th June	AM	Chemistry Paper 2
Fri 14th June	AM	Geography Paper 3
	PM	Physics Paper 2
Tues 18th June	AM	D.T.
Wed 19th June	AM	Food Prep

All students need to be available up to and including 28th June 2024 in case the exam board contingency days need to be used.

AFTER THE EXAMINATIONS

BOOK RETURNS

You should return any text books that belong to school as soon as possible as these will be needed in September. You may be charged for any books that are not returned.

NOTIFICATION OF RESULTS

Results will be available for collection on Thursday 22nd August 2024 from 9.00am to 11.00am.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written permission to Mrs Hopper **BEFORE** results day.

Candidates who do not collect their results on Thursday 24th will receive them through the normal post.

No results will be given out over the telephone or sent by e-mail unless previously agreed with Mrs Hopper.

POST RESULTS ADVICE

If you need post-results advice, Careers staff and St Bernard's staff will be available on results day. We will also ask you to complete details of your destination after St Bernard's (i.e. further education, employment).

GCSE CERTIFICATES

Students will be notified about how to collect their examination certificates once these are received in school, which is normally in October/November.

DON'T FORGET - Results Day is

Thursday 22nd August 2024.

You can collect your results from school on that day

between

9.00am and 11.00am

GOOD LUCK!

ANNEX A

Using Calculators

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

Calculators must be:

- *of a size suitable for use on the desk;
- *either battery or solar powered.

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; (An invigilator may give a candidate a replacement calculator)
- *have retrievable information stored in them, this includes:-
 - Databanks;
 - Dictionaries;
 - Mathematical formulas;
 - Text.

The candidate is responsible for the following:

- *the calculator's power supply;
- *the calculator's working condition.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break during which they will be supervised then they will sit the second subject paper. Mrs Hopper will discuss this with you once final timetables have been issued.

Q. What do I do if I think I have the wrong paper?

You will be asked at the start of every exam to check you have the right tier paper. If you think something is wrong put up your hand and tell the invigilators immediately.

Q. What do I do if I forget my Candidate Number?

Candidate numbers are printed on the top of your timetable, it is a good idea if you try and learn this, however, there will be a candidate card on your desk for every exam that has your candidate number on.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 36449 and will be clearly displayed in all examination rooms.

Q. What do I do if I have an accident before the exam?

Inform the Exams Officer (Mrs. Hopper) at school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain a medical note (from your GP or the hospital) in case we need to make a request for Special Consideration on your behalf.

Q. What is Special Consideration?

This is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents and students must be aware that they will be required to provide evidence to support the application and that any adjustment is likely to be small and no feedback is ever provided by the exam boards.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the exam and you feel this may have affected your performance.

Q. If I'm late, can I still sit the exam?

Provided you are not more than 1 hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You must not enter the exam room without permission once the exam has started. It may not be possible to allow you any extra time if you start the exam late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school **MUST** inform the exam board and it is possible

that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if any delays do occur you will still arrive on time.

Q. If I miss the exam can I take it on another day?

No. Timetables are set and regulated by the exam boards and you must attend on the given date and time.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only). For maths, pencils will be needed for diagrammatic work. For some exams you will need a calculator, a 30cm ruler, pencil sharpener, rubber, compass and protractor. You are responsible for providing your own equipment for exams. You must not attempt to borrow from another student during the exam.

Q. What items are allowed into the exam room?

Only material listed on question papers are permitted into the exam room and students who are found to have any material that is not allowed will be reported to the appropriate exam board. Bags and coats are not permitted to be on or near your desks and must be left in the designated areas. Do not bring any valuables into school with you when you attend for an exam. No food is allowed in the exam room. You may bring in a drink but this has to be in a transparent bottle with any labels removed.

Mobile phones etc **MUST NOT** be brought into the exam room, even if they are switched off, please leave them at reception.

Watches of any kind are now not allowed in the examination room.

Q. Why can't I bring my mobile phone into the exam room?

Being in possession of a mobile phone, iPod, Smart Watch etc is regarded as cheating and is subject to severe penalties from the exam boards.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the exam room for at least one hour after the published start time of the exam. It is not the school's policy to allow students to leave the exam room early as this is disruptive to others. A student may not leave the exam room without the permission of the invigilators.

Q. What do I do if I don't get the grades I need for college?

Careers and teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult your subject teacher to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up. Review requests must be submitted to the exams office by Monday 11th September 2023. You must complete a Candidate consent form and you may be asked to pay for the review.

CONTACT NUMBERS

Please complete the details below, detach this page and return to Mrs. Hopper via Reception as soon as possible.

Name: _____ Form: _____

Mobile Phone contact number: _____

These details will enable us to send a reminder direct to your phone about your exams. It will also help us to contact you directly if any problems arise during the exam period.