

St Bernadette Catholic Secondary School



The Class of 2015

Your Personal Information Guide

A step by step guide to everything you
need to know about your exams

Fossedale Avenue, Whitchurch, Bristol BS14 9LS

Tel: 0117 377 2050

Email: info@stberns.bristol.sch.uk

Presentation and submission of coursework

JCQ Instructions for conducting coursework 1 September 2014 to 31 August 2015

3.1 All coursework submitted for assessment **must** be the candidate's own work. Written material may be handwritten using black ink or where possible, word-processed. (Computers may be used unless stated otherwise in the awarding body's specification.)

3.2 A photocopy is acceptable when the coursework is submitted for more than one subject, unless stated otherwise in the specification. In this case it will be necessary to enclose a note to the moderator explaining why a photocopy has been submitted.

3.3 Where appropriate, work submitted may also include printouts/copies of presentations, charts, artefacts, photographs, letters, videos, recordings or transcripts of interviews, as well as witness statements from supervising teachers to record what a candidate has demonstrated. **In the event that videos or photographs/images of candidates are included as evidence of individual participation or contribution, heads of subjects must obtain the written consent of each candidate and parent/carer if appearing in a photograph or video.**

3.4 Coursework must include a title and, where relevant, a table of contents and a bibliography. Material included as appendices (such as tables of statistics, diagrams, graphs, illustrations, photographs, maps etc) will be given credit only if it is pertinent to the work and is referred to in the text.

3.5 Valuable illustrative materials should not normally be included with the work sent for moderation or external marking, but a note should be attached to the coursework confirming that the material was part of the original submission. Photographs of the material may be included if appropriate. If valuable or fragile illustrative materials have been sent for moderation or external marking, awarding bodies recommend that centres insure such material against damage or loss from the time of its despatch up to its return to the centre. **The awarding bodies accept no liability for the loss of, or damage to coursework that occurs during the moderation process or during despatch, transit or storage, or for problems that occur during the construction, submission and moderation of coursework in an electronic format.**

NB Candidates should be advised not to include any items of real or sentimental value e.g. photographs, certificates.

3.6 Where candidates produce coursework electronically their work must be backed-up regularly and stored securely on the centre's IT system. The centre must also take into account protection of the candidates' work from corruption.

3.7 For moderation or external marking purposes, typed or written work should be submitted on appropriately sized paper in a plain cover or folder, **together** with the cover sheets provided by the awarding body. The cover must be marked clearly with the candidate's name and number, the number of the centre, the specification title or code and the component/unit title or code. Bulky covers or folders must not be included. **If the coursework is word-processed, the candidate must ensure that his/her name, centre number and candidate number appears on each page as a header or footer.**

3.8 For Project Qualifications, the written report and all evidence specified by the awarding body should be securely attached to the candidate's record form so that the moderator can easily read the work and associated marks.

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Involvement of parents/carers

4.1 Parents/carers should encourage their children to spend time on their coursework and to think about it as early as possible. They should discuss with their children the planning and timing of the work.

4.2 Parents/carers may provide their children with access to resource materials and discuss the coursework with their children, but they must not give direct advice on what should or should not be included.

4.3 A child who needs more specific help should be encouraged to speak to his/her teacher.

Acknowledgement of sources

5.1 In many subjects candidates will need to use information from published sources (including the internet) when carrying out their coursework. However, candidates must not copy published material and claim it as their own work.

5.2 If candidates use the same wording as a published source, they must place quotation marks around the passage and state where it came from. Candidates **must** give detailed references even where they paraphrase the original material. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000 p 29). For material taken from the internet, the reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.bbc.co.uk/schools/16/sosteacher/history/40766.shtml>.

Candidates should be encouraged as a means of good practice to state the actual date when the material was downloaded.

5.3 Candidates must also include a bibliography which lists the full details of publications used to research and support their coursework, even where these are not directly referred to, for example: Morrison, A (2000) 'Mary Queen of Scots', London: Weston

Malpractice in coursework

6.1 Candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow their work to be copied;
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research)
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word-processed by a third person without acknowledgement.

These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied.

6.2 **If irregularities in coursework are discovered prior to the candidate signing the declaration of authentication** this should be dealt with under the centre's internal procedures and need not be reported to the awarding body. Details of any work which is not the candidate's own **must** be recorded on the authentication form supplied by the awarding body or other appropriate place.

6.3 **If irregularities in coursework are identified by a centre after the candidate has signed the declaration of authentication**, the head of centre must submit full details of the case to the relevant awarding body at the earliest opportunity.

ST. BERNADETTE CATHOLIC SECONDARY SCHOOL
INTERNAL APPEALS PROCEDURE

**Policy on Internal Assessments for Qualifications with
English and Welsh Awarding Bodies**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, St. Bernadette Catholic Secondary School is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conducts internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation.

A pupil or parent wishing to appeal against the procedure used in internal assessments should contact Mrs Gordon, or Mr Eley, [The Examinations Team], as soon as possible to discuss the appeal, and the school must receive a written appeal *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, the Examinations Team with an overview of examinations will conduct an enquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Pupils:

“If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer, Mrs Gordon, as soon as possible”.

Available on school website and from examinations officer.

City & Guilds

CCEA

Edexcel

OCR

WJEC



**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.
NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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

All JCQ Notice to candidates
can be found on the website
jcq.org.uk.

Attending Your Examinations

It is your responsibility to attend all your exams on the right day and at the right time.....

follow this checklist below

1. Display your exam timetable in a place where you can check it every day
2. Check exam notice board for the seating plan, know where you are seated.
3. Morning exams will start at **9am**
4. Afternoon exams will start between **1:15 and 2:00pm YOU MUST CHECK** on the start time for afternoon exams
5. Check with your teachers for the date and times of exams not on your timetable i.e. Drama, PE, and Language Orals.
6. Arrive at school for 8:30am ready for a prompt **9am** start
7. And for afternoon exams arrive by 12:45pm for a **1:15pm** start
8. **VERY IMPORTANT** check details of what equipment you need to bring for your exam, perhaps a calculator for your Maths Calculator paper! or coloured pencils for your Graphics paper, check with your teacher for any specific equipment needed.
9. Bring equipment in a clear pencil case or plastic bag, at least 2 BLACK pens, pencils, eraser, ruler, compass etc.
10. You cannot use, correcting pens, Gel Pens, fluid or tape or highlighter pens in your answer sheets, [but you may use them in your question paper]
11. Leave your mobile phone at home if possible or in your locker along with any valuable items, coats and bags can be left on the stage.
12. Line up outside exam hall, when told, enter the hall in silence and take your seat.
13. Be in full school uniform, Please do not embarrass yourself or the invigilators by provoking a discussion about correct school uniform, invigilators have been instructed to refuse admission to any student who is not in correct school uniform – **YOU HAVE BEEN WARNED!**
14. Please inform either Mrs Gordon or Mr Eley if you have a medical condition that we should be aware of, this will be treated in the strictest confidence. If you suffer from Asthma make sure that you have your inhaler with you at every exam.

Frequently asked questions

Q *What happens if I am late for my exam?*

A Get to school as soon as you can, you can ring the school to let us know that you are on your way, In exceptional circumstances you may be given the normal time limit to complete your exam but usually you will finish with everyone else.

Q *What if I am ill?*

A Telephone the school as soon as possible, then see a doctor and obtain a letter explaining why you are unable to sit the exam. The school will send this off to the relevant board, this may then help you to obtain a grade, if you do not have a doctor's letter you will be un-graded for that paper.

Q *What happens if I miss an exam?*

A Attendance at exams is essential, If you do not attend your exam you will not be awarded a grade, every year the school pays thousands of pounds in fees to the exam boards, each exam costs around £25, if you fail to attend your exam this cost will be passed onto you and your parents.

Q *What happens if I forget to take my mobile phone or I pod out of my pocket and it is discovered by an invigilator?*

A You will be disqualified from your exam, and possibly all other exams that you are entered for during that period. If you realise you still have your phone on you when you have entered the exam room, raise your hand and hand it to an invigilator, who will keep it safe until the end of the exam.

Q *How do I know where to sit?*

A Look on the examination notice board which is located on the corridor leading to Technology away from the dining area, you will see the seating plan for your year, this is where you will sit for most of your exams, occasionally where there is a small number of candidates we sit you closer together, you will be informed of these changes. Some students will take their exams in a classroom; they also will be informed of this.

Q *What if I have more than one exam at the same time?*

A Firstly don't worry, you will sit your exams under the normal regulations but most likely in a separate room, you will be allowed a short break between each exam, time to have a drink and something to eat and visit the bathroom, you will be supervised at all times and not allowed to communicate with other candidates.

Revision Techniques

How should you be revising?

That is the 6 million dollar question, second only to “what should I be revising?” and “why do all this revising?”

We all have different learning styles our brains take in and stores information in many different ways, They say planning is everything, so here are some tips to hopefully make the time you spend revising more productive.

Start by:

1. Writing down all your subjects that you need to revise for, and then number them in order of difficulty.
2. Next to each subject, write down the time and date of the exam.
3. Plan your revision using the timetable enclosed.
4. Fill in the things that you cannot change, i.e. mealtimes, family obligations, clubs etc.
5. Next fill in the times when you are mentally less with it, if you are really tired around 4:00pm don't try and revise your hardest subject for two hours! Instead schedule in some exercise.
6. Break up your difficult subjects with your easier subjects, when you break up the level of difficulty it makes it less boring, and you are less likely to get frustrated.
7. Very important fill in 15minute breaks every 60 to 90 minutes, use this time to grab a bite to eat, dance around to your favourite music [I know.... But it has been proven to relieve a lot of tension] or just kick back and chill!

Now you have your timetable sorted, let's get down to the important stuff.....

NOTES are meant to be short memory joggers for the things you have learnt in class, keep them as brief as possible, try using a few key words.

Next write down as much stuff as you can remember for each of your key word, see how they compare with your original notes?

The brain remembers and stores things in different ways, for example if you are studying WW1 why not try drawing them in a diagram, then discussing them with either your teacher or friend, you are more likely to remember information this way than if you do just one thing.

Use colour coding, spider diagrams or flow charts to make your notes more distinctive.

Test yourself.... This helps identify areas where you need to work more, you can access past papers online or get them from your teacher

Revision Techniques cont....

If you get stuck, move onto another topic; give your poor old brain a rest from that particular subject.

Test yourself.... You will be surprised by how much you really do know! You can then tick off them off your mental list and help you focus on what to do next!

If you feel stressed, talk to someone, you are not alone, everyone has or will experience exam stress and can sympathise with what you are going through [mine was my driving test] you never know they might even suggest a way of moving forward that you had not seen.

Breathing exercises will also help if you feel yourself becoming tense.

Exercise is really important, it helps the brain retain all the information you have shoved into it!

Get a good night sleep! At least eight hours, keep to a balanced, healthy diet and avoid drinking coffee which can cause stress and stomach cramps.

Use your revision guide on the next page to plan your time, if you require more planning sheets please see Mrs Gordon.

Key Terms in Exam Questions.....

Term	Explanation
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Account for	Explain the process or reason for something being the way it is
Analyse	Explore the main ideas of the subject, show why they are important and how they are related
Calculate	Find out by using mathematics
Comment on	Discuss the subject, explain it and give an opinion on it
Compare	Show the similarities [but you could also point out the differences]
Complete	Finish off
Conclude	Decide after reasoning something out
Contrast	Show the differences [compare & contrast questions are very common in exams, they want you to say how something is similar, plus also how it can be different]
Criticise	Analyse and then make a judgment or give your opinion. You can show both good and bad points [you could also refer to an expert opinion within this question]
Define	Give the meaning.... This should be short
Describe	To give a detailed account
Differentiate	Explore & explain the differences
Discuss	Explore the subject by looking at its advantages & disadvantages [pros & cons, for & against] Then give your judgment
Distinguish	Explain the difference
Enumerate	Make a list of the points under discussion

Term	Explanation
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Estimate	Guess the amount or value
Examine	Look at something closely
Explain	Describe giving reasons and causes
Explore	Look at something closely or investigate
Express	Put your ideas into words
Evaluate	Give your opinion by exploring both good & bad points, a bit like asking you to assess something, try to support your argument with an expert opinion
Give reasons for.....	Use words like <i>because</i> in your answer as you are explaining how or why.....
Identify	To recognise & prove something as being certain
Illustrate	Show by explaining and giving examples
Indicate	Make something known by pointing it out
Interpret	Explain the meaning of.. by using examples & opinions
Justify	Giving good reasons of your opinion, or reaching a conclusion
Outline	Concentrate on the main bits of the topic or item
List	An item by item record. This would normally be in note form, without any need to be descriptive
Prove	Give real evidence, <i>not your opinion</i> , which proves your argument and shows it to be true
Summarise	Give the main point of an idea or argument. Leave out any unnecessary details, which could confuse the issue

Important Information

Leaving School at the end of Year 11

As from the 30th of June you will cease to be in full time compulsory education until you enrol for a college course in September, and so you are able to gain full time employment from the 1st July.

Results Day.....

You will be able to collect your exam results from the school on **Thursday 20th August between 9am and 12 noon** in the Dining area. Staff will be there to hand you your results and help you if you have any queries.

If you know you will not be able to collect your results yourself, you have two options, one, you can bring a stamp to Mrs Gordon, who will then post your results home to you, or you can sign a declaration allowing your parent/carer[s] to collect them for you, **we cannot give your results to anyone else.**

Exam Certificates **this is really important.....**

An official certificate is the only authentic proof of passing your exams at particular grades; this certificate is an important document that must be kept safe, you may will need these for university or job interviews. Exam Boards will not provide a replacement for a lost certificate. If a certificate is accidentally destroyed [i.e. by fire, theft or flood] candidates may apply for a replacement certificate, the application must be supported by a statement from a relevant source. All this information is available on the exam board websites.

We are obliged to keep certificates for 12 months, we do however keep them for 24 months, and they are then destroyed.

You will be invited to a certificate presentation evening in November, where you and your parent/Carer[s] can celebrate your success, and collect your certificates.

Coursework

You will be able to collect your coursework on the Certificate Presentation Evening, If you are unable to attend this evening, please contact Mrs Gordon who will make arrangements for you to collect your coursework at a convenient time for you and your teacher. **Please do not just turn up at school without an appointment!**

N.B some coursework may be retained by the exam board and will not be available for collection the school will contact you when it is returned to us.

Unclaimed Coursework

We are sorry that any remaining coursework that have not been collected by the end of December will be disposed of, because of the shortage of storage space.

Useful tips.....

- 1 Get your bag ready with all the equipment you might need the night before, always have a spare pen, check whether you need any resources such as a calculator
- 2 Try to go to bed early the night before the exam
- 3 Arrive in good time for start of your exam
- 4 Always read the instructions carefully
- 5 Make sure you read through the whole paper before you start to write
- 6 As you read through the exam paper, circle the questions you want to answer or have to answer. Don't be afraid to write on the exam paper.
- 7 Do the question you feel most confident about first
- 8 Check how many marks are given for each question. This gives important information about how much detail is required
- 9 Before you start writing, work out how much time you have for each question. Don't spend too long on one question
- 10 Underline or highlight key words in a question. This can help you organise your answer
- 11 It is useful to plan a question before you begin to write. You may even get extra marks for this as it shows your thinking
- 12 Read through your answer afterwards and check you have answered all parts of the question
- 13 Stay calm, don't panic. Counting to ten or breathing deeply may help if your mind goes blank
- 14 Leave some time at the end of the exam to check through your work, at least ten minutes is useful
- 15 Think and organise your time positively. Do not leave things to the last minute
- 16 If it helps you work better, remember to take a bottle of water and/or some sweets in a clear plastic food bag so you will not disturb other candidates
- 17 If you are running out of time, show what you would have written in note form, e.g. as a list, bullet points or a Mind Map, showing your thinking can get you marks!

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 here apply to all examinations unless stated otherwise in an awarding body's subject-specific instructions.

Candidates..... know these regulations beforehand!

Calculators Must Be:

1. Of a size suitable for use on the desk
2. Either battery or solar powered
3. No lids, cases or covers

Candidates' are responsible for the following:

1. The calculator's power supply
2. The calculator's working condition

Calculators Must Not:

3. Be designed or adapted to offer any of these facilities:
 - Language translators
 - Symbolic algebra manipulation
 - Symbolic differentiation or integration
 - Communication with other machines or internet
4. Be borrowed from another candidate during the exam for any reason
5. Have retrievable information stored in them this includes:
 - Databanks
 - Dictionaries
 - Mathematical formulas
 - text



GCSE Revision Planner

Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

JCQ

April 2007