

December 2017

**Please take home to Parents/ Carers**

## **YEAR 11 GCSE EXAMINATIONS 2018**

This letter contains important information about exams and controlled assessments. Please read it carefully and keep it for future reference.

Please find enclosed with this letter the following documents:

- January 2018 trial exam timetable (*bottom of this letter*)
- Individual summer 2018 GCSE exam timetable
- Joint Council for Qualifications (JCQ) Information for candidates for
  - written exams,
  - non-examination assessments,
  - Controlled assessments
  - privacy notice
  - Warning to Candidates

### **Please ensure that your son:**

- Revises thoroughly before the exams. We recommend that he starts his revision as soon as possible. You can help by providing a quiet place for him to study at home.
- Checks his timetable every day to make sure he does not miss an exam.

### **ACCESS ARRANGEMENTS**

Some students are entitled to extra help, known as *access arrangements*, to help with their exams.

The most common form of extra help is extra time. This is normally granted to students whose reading and/or writing speeds are assessed to be well below average. There are, however, a range of other *access arrangements* available. Students with a visual impairment may have enlarged scripts or scripts in braille. Students assessed as having difficulty with concentration may have a prompter. Students with medical problems may be entitled to rest breaks. Students who are unable to write may be able to use a word processor or, if they cannot type, they may be able to use a scribe. This is by no means an exhaustive list but I hope it gives you an idea of the type of help available.

Most *access arrangements* need to be approved by exam boards several months in advance and need to be supported by evidence such as an assessment by an Educational Psychologist. In general, exam boards are reluctant to approve arrangements which differ from the candidate's normal way of working. So, for example, if a student with writing difficulties has had this formally assessed and has been using a word processor throughout the course, then an exam board is very likely to approve the use of a word processor during exams. If, on the other hand, an application for the use of a word processor is made (perhaps supported by an Educational Psychologist's assessment) but the student has produced hand-written work throughout the course then the exam board will be unlikely to approve the request.

It is very important that you contact Mrs Dickenson in the Additional Intervention Team as soon as possible if you think your son may be entitled to *access arrangements* and is not already being given extra help. If he is very slow at reading or writing, has significant difficulties maintaining concentration, or has any other problems that mean he may be entitled to *access arrangements* these are only likely to be approved where we have formally assessed your son's needs and arranged for appropriate help during his course. Of course there are exceptions. If, for example, your son broke his arm a week before an exam and was unable to write, then emergency *access arrangements* would be made.

## **SPECIAL CONSIDERATION**

Special consideration can be granted where some problem occurs **just before or during** an exam which prevents a candidate from performing to his full potential, or in exceptional circumstances taking an exam. Special consideration is intended to compensate a candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

Please do not confuse "special consideration" with *access arrangements*. If you are aware of a problem well before the exam, then you should contact Mrs Dickenson as soon as possible to see if *access arrangements* are appropriate.

If a problem occurs **just before or during** an exam, then you should contact the exams office immediately after the exam as we need to make a "special consideration" application within seven days of the exam. Please provide us with any supporting documentary evidence that you may have. Exam boards will only accept requests for special consideration submitted by the school's Examinations Officer.

## **INTERNAL ASSESSMENT APPEALS PROCEDURE**

If you wish to appeal against the assessment process used for your son's controlled assessments or coursework then please contact our Exams Secretary who will provide you with a copy of our Appeals Procedure.

## **JANUARY 2018 TRIAL EXAMS**

**Trial GCSE exams will take place in the first week of term 3 from Wednesday 3rd to Wednesday 10th January 2018 inclusive.** Trial exams are important because they provide a focus for revision and an opportunity to experience formal examinations.

## **SUMMER 2018 GCSE EXAMS**

External GCSE exams will start in mid-May 2018 and continue until the end of June 2018.

Your son's individual exam timetable is enclosed with this letter. It is very important that he checks his timetable carefully and informs the Exams Secretary if there are any errors. For exams that have tiers (foundation or higher) please note that your son's exam tier may change following the results of the trial exams.

Please do not book any family holidays until the examination period is over. If your son is returning to NSB Sixth Form, the Sixth Form induction days are on *Wednesday 27<sup>th</sup> June and Thursday 28<sup>th</sup> June 2018*.

GCSE Modern Language oral and Expressive Arts practical examinations will be timetabled from early March 2018. Confirmation of these dates will be given to your son during term 3.

## **CONDUCT DURING EXAMS**

Students will not be allowed to take an exam or controlled assessment unless they are dressed in school uniform. Mobile phones, smart watches and any devices capable of storing data or receiving messages are not allowed in the exam or controlled assessment room. Any such devices must be handed in to Student Services before the exam starts.

Please note that possession of a mobile phone or other prohibited device during a GCSE exam, even if switched off with no evidence of any attempt to use it, must be reported to the exam board. In such cases, the usual outcome is for the student to receive zero marks for that particular paper. Possession of a mobile phone during the trial exam will be regarded as a serious breach of school rules and dealt with accordingly.

Pupils are encouraged to bring water but it must be in a small clear plastic bottle with any labels removed. No other food or drink is allowed except by prior arrangement (for example if a candidate has diabetes). Pencil cases must be transparent – a clear plastic bag will do.

Candidates must bring essential equipment such as a black pen, a pencil and ruler. Where necessary they must also bring their own maths equipment such as a pair of compasses and a calculator.

Exams are supervised by external invigilators. Any inappropriate behaviour will be reported to a senior member of staff and appropriate action will be taken.

## **PLAGIARISM**

The regulations state that:

“The work which you submit for assessment must be your own”;

“You must not copy from someone else or allow another candidate to copy from you”.

Teachers will issue guidance to students on the nature of plagiarised work and how to avoid plagiarism.

If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

## **PUNCTUALITY**

Students should arrive 10 minutes before the scheduled start of a GCSE exam. This allows for all candidates to be seated, for instructions to be given out, for candidates to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or exam paper before the scheduled start of the exam.

## **LEAVING EARLY**

Pupils are not allowed to leave before the end of an exam. Candidates with extra time do not have to take the extra time.

## **EXAM RESULTS**

GCSE exam results will be issued to students on **Thursday 23<sup>rd</sup> August 2018**. Students are advised to come in on results day where, in addition to the pleasure of sharing their success with friends, there will be staff available to offer advice if necessary.

GCSE results are the property of the student and as such cannot be given to family or friends without the student's permission.

If a student is unable to collect their GCSE results in person they have the following options:

1. Give a self addressed envelope (including stamp) to Reception before 23rd August. The results will be put in the post during the afternoon of 23rd August.
2. Nominate another person to collect their results. The student will need to write a letter giving permission and the name of the person collecting their results. Please hand this letter in to Reception before 23rd August. The person collecting the results must bring identification with them, e.g. Drivers Licence.

## **ENQUIRIES ABOUT RESULTS**

If a student under-performs in a GCSE exam and there is reason to believe an error was made in the marking of an exam script, or if a student is within a few marks of a grade boundary, then he can apply for a review of marking of one or more scripts. There is a fee for this service, but if the remark is recommended by the school then the school will usually pay the fee.

The student will have to sign a consent form stating that he understands that his grade could be reduced following a re-mark. There will be a letter enclosed with the results explaining the procedure.

**Mr P Livingstone**  
Examinations Officer

To: Parents/ carers of all students taking examinations

## **IMPORTANT NOTICE - MOBILE PHONES AND EXAMS**

### **Exam Board Regulations**

The Joint Council for General Qualifications rules that govern the administration of public examinations state that:

“You must not take into the exam room: 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”

This is irrespective of whether these devices are switched on or off. If a candidate is found in possession of any such devices (including inside their bag) we are obliged to report this to the awarding body. The candidate may then be disqualified from the current exam and the overall qualification.

### **Northampton School for Boys Arrangements**

To comply with this regulation we insist that all mobile phones (or other prohibited devices) are handed in to Student Services before every examination.

**Mr P Livingstone**  
Examinations Officer

## Trial Exam Timetable, from Wednesday 3<sup>rd</sup> January 2018

### Venue

- Exams take place in the Sports Hall except where stated otherwise. Pupils with *Access Arrangements* may take exams elsewhere. Individuals will be informed.
- Expressive Arts Assessments take place in classrooms.
- **Mobile phones and “smart” watches are not allowed in the exam or assessment room.** Pupils must hand these in to Student Services before going to registration.

### Start Times

Exams start after registration at 9:05 am and 2:15 pm except on Monday 8<sup>th</sup> Jan when there will be no afternoon registration as exams start early at 2:05 pm. Pupils should arrive at the exam room ten minutes before the start.

### Year 11

- When Y11 pupils are not taking assessments they attend lessons as normal.
- Triple Science pupils take their first Science exam on Wednesday 3<sup>rd</sup> Jan and the second on either Tuesday 9<sup>th</sup> or Wednesday 10<sup>th</sup> January depending on whether they study the subject as an Enhancement or Technology option.
- Where pupils are scheduled to take two (or more) exams at the same time they should see Mr Payne in the Exams Office before Friday 8<sup>th</sup> December to make arrangements

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### Year 12

Year 12 attend lessons as normal as they do not have any trial exams.

### Year 13

- When Y13 pupils are not in exams they should revise at home.
- Art and Photography assessments will take place during periods 1 to 5 on Wednesday 10<sup>th</sup> Jan. Anyone doing RE will need to rearrange that exam.
- Music assessments will be arranged by subject teachers. They will take place in normal lesson slots either during the exam period or shortly afterwards.
- There are two exams in both French and Spanish. These take place in C23 and continue through morning break as shown on the timetable.
- Where pupils are scheduled to take two (or more) exams at the same time they should see Mr Payne in the Exams Office before Friday 8<sup>th</sup> December to make arrangements.

<b>Wednesday 3<sup>rd</sup> January 2018</b>		
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>
09:05	Y11 English Language (1hr 45min)	223
	Y13 Economics (2hrs)	39
	Y13 English Language (2hrs 30min)	28
10:30 am	Y13 Spanish Paper 1 in C23 (2hrs 30 min)	9
2:15 pm	Y11 Science 1 (1hr 15min) (double and triple)	223
	Y13 Gov and Politics (1hr 30min)	18
	Y13 Mathematical Studies P1 (1hr 30min)	3
	Y13 Further Maths FP2 (1hr 30min)	14

<b>Thursday 4th January 2018</b>		
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>
9:05 am	Y11 English Literature (1 hr 45min)	223
	Y13 Further Maths S1 (1hr 30 min)	14
	Y13 Psychology (2hrs)	73
11:00 am	Y13 Spanish Paper 2 in C23 (2 hrs)	
2:15 pm	Y11 French/Spanish Reading P3 (Fnd 45 mins, Hgh 1hr)	158
	Y11 Food Technology (1hr 45min)	15
	Y11 Statistics (Foundation: 1hr 30min, Higher 2hrs)	50
	Y13 Mathematical Studies P2 (1hr 30min)	3
	Y13 Chemistry (1hr 30min)	57

<b>Friday 5th January 2018</b>		
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>
9:05 am	Y11 Maths 1 (1hr 30min)	223
	Y13 English Literature (3 hrs)	36
	Y13 Computer Science 1 (2hrs 30min)	11
	Y13 DT (2 hrs)	12
	Y13 Geography (2hrs 15min)	38
2:15 pm	Y11 French/Spanish Writing P4 (Fnd 1 hr, Hgh 1 hr 15 min)	158
	Y11 not doing French or Spanish go to lessons as normal.	
	Y13 Biology (1hr 30min)	67
	Y13 PE (1 hour)	23
	Y13 Further Maths M1 (1hr 30min)	14

<b><u>Monday 8th January 2018</u></b>		
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>
9:05 am	Y11 History (2hrs)	123
	Y11 Geography (1hr 45min)	100
	Y13 Computer Science 2 (2hrs 30min)	11
	Y13 Drama (3hrs)	20
10:30 am	Y13 French Paper 1 in C23 (2hrs 30min)	11
Please note that there is no afternoon registration. Arrive at the exam room at 1:55 pm.		
2:05 pm	Y11 Maths 2 (1hr 30min)	223
	Y13 Physics (1hr 30min)	53

<b><u>Tuesday 9th January 2018</u></b>			
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>	
9:05 am	Y11 ENHANCEMENT OPTIONS:		
	Art and Photography in rooms C3 & C28 periods 1 to 5	25 + 24	
	Music and Drama in rooms C29 & C26 periods 1 and 2	17 + 17	
	Y11 RE (1hr 30min)	34	
	Y11 Dance (1hr 30min)	14	
	Y11 PE (1hr 15min)	61	
	Y11 Triple Science (paper 2) (1hr 15min)	31	
	Y13 History (2hrs 15min)	55	
	Y13 PE (2hrs)	23	
	Y13 Sociology (2hrs)	15	Total 233
11:00 am	Y13 French Paper 2 in C23 (2hrs)	11	
2:15 pm	Y13 Maths C3 (1hr 30min)	94	Total 94

<b><u>Wednesday 10th January 2018</u></b>		
<b>Start time</b>	<b>Year, subject and duration</b>	<b>No. of pupils</b>
9:05 am	Y11 TECHNOLOGY OPTIONS:	
	Y11 Computer Science (1hr 30min)	56
	Y11 Design Technology (2hrs)	106
	Y11 Triple Science (paper 2) (1hr 15min)	61
	Y13 RE (2 hrs)	12
	Y13 Art & Photography in lessons period 1 to 5*	36
	*See subject teachers for details	
2:15 pm	Y13 PE (1 hour)	23
	Y13 Maths M1 (1hr 15min)	94