



**Examinations
Guidance Booklet
For
Students & Parents/Carers
SUMMER 2019**

GCSE & A LEVEL EXAMINATION TIMETABLE SUMMER 2019

Comprehensive Revision and Intervention Programme will be available and will be published soon!

Please speak to your teachers about further revision and intervention opportunities.

| Exam Date | Time | Key: | GCSE Examinations | Duration |
|--|------|------|---|------------|
| | | | A Level Examinations | |
| Week beginning 1st April 2019 | | | | |
| 02/04/2019 | 9am | | Drama: External Drama Practical Examination with Moderator | All Day |
| 8th - 22nd April 2019 – EASTER HOLIDAYS | | | | |
| Week beginning 22nd April 2019 | | | | |
| 26/04/2019 | 9am | | Physical Education Full: Practical Performance | |
| | 9am | | Physical Education Full: Practical Performance | |
| | 9am | | Physical Education Short: Personal Exercise Programme | |
| Week beginning 29th April 2019 | | | | |
| 30/04/2019 | 9am | | Art & Design: Externally Set Assignment Day 1 | 5 hours |
| 01/05/2019 | 9am | | Art & Design: Externally Set Assignment Day 2 | 5 hours |
| Week beginning 13th May 2019 | | | | |
| 13/05/2019 | 9am | | Computer Science: Paper 1 - Computer systems | 1 hr 30min |
| 14/05/2019 | 1pm | | Combined Science: Paper 1 - Biology (F & H) | 1 hr 15min |
| | 1pm | | Science Triple Biology: Paper 1 - Biology (F & H) | 1 hr 45min |
| 15/05/2019 | 9am | | Physical Education Full: Paper 1 - Fitness And Body Systems | 1 hr 45min |
| | 9am | | Physical Education Short: Paper 1 - Theory | 1 hr 30min |
| | 1pm | | English Literature: Paper 1 - Shakespeare and the 19th century novel | 1 hr 45min |
| 16/05/2019 | 9am | | Science Triple Chemistry: Paper 1 - Chemistry (F & H) | 1 hr 45min |
| | 9am | | Combined Science: Paper 1 - Chemistry (F & H) | 1 hr 15min |
| | 1pm | | Computer Science: Paper 2 - Computational thinking, algorithms and programming | 1 hr 30min |
| 17/05/2019 | 1pm | | Drama: Paper 1 - Understanding drama | 1 hr 45min |
| | 1pm | | Physical Education Full: Paper 2 - Health and Performance | 1 hr 15min |
| Week beginning 20th May 2019 | | | | |
| 20/05/2019 | TBC | | Spanish: Speaking test (F & H) | 30min |

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| 21/05/2019 | 9am | Mathematics: Paper 1 - Non-calculator (F & H) | 1 hr 30min |
| | 1pm | Geography: Paper 1 - Living with the physical environment | 1 hr 30min |
| 22/05/2019 | 9am | Spanish: Paper 1 - Listening (F) | 35 mins |
| | 9am | Spanish: Paper 3 - Reading (F) | 45 mins |
| | 9am | Spanish: Paper 1 - Listening (H) | 45 mins |
| | 9am | Spanish: Paper 3 - Reading (H) | 1hr |
| | 1pm | Combined Science: Paper 1 - Physics (F & H) | 1 hr 15min |
| | 1pm | Science Triple Physics: Paper 1 - Physics (F & H) | 1 hr 45min |
| 23/05/2019 | 9am | English Literature: Paper 2 - Modern texts and poetry | 2hr 15min |
| | 1pm | A-level English Literature : Paper 1 - Love through the ages | 3hrs |
| 24/05/2019 | 9am | A-level Music Technology: Component 3 - Listening and Analysing | 1 hr 30min |
| | 1pm | Enterprise & Marketing: Paper 1 - Enterprise and marketing concepts | 1 hr 30min |
| Week beginning 27th May 2019 – HALF TERM | | | |
| Week beginning 3rd June 2019 | | | |
| 03/06/2019 | 9am | A-level English Literature A-level: Paper 2 - Texts in shared contexts | 2hr 30min |
| | 9am | A-level Spanish: Paper 1 - Listening, Reading & Writing | 2hr 30min |
| 04/06/2019 | 9am | English Language: Paper 1 - Explorations in creative reading and writing | 1 hr 45min |
| 05/06/2019 | 9am | Spanish: Paper 4 - Writing (F) | 1hr |
| | 9am | Spanish: Paper 4 - Writing (H) | 1 hr 15min |
| | 9am | Electronics: Component 1 - Written | 1 hr 30min |
| | 1pm | A-level Music Technology: Component 4 - Producing And Analysing | 2hr 15min |
| | 1pm | Geography: Paper 2 - Challenges in the human environment | 1 hr 30min |
| 06/06/2019 | 9am | Mathematics: Paper 2 - Calculator (F & H) | 1 hr 30min |
| 07/06/2019 | 9am | English Language: Paper 2 - Writers' viewpoints and perspectives | 1 hr 45min |
| | 9am | A-level Spanish: Paper 2 - Writing | 2hrs |
| | 1pm | Science Triple Biology: Paper 2 - Biology (F & H) | 1 hr 45min |
| | 1pm | Combined Science: Paper 2 - Biology (F & H) | 1 hr 15min |
| Week beginning 10th June 2019 | | | |
| 11/06/2019 | 9am | Mathematics: Paper 3 - Calculator (F & H) | 1 hr 30min |
| 12/06/2019 | 9am | Combined Science: Paper 2 - Chemistry (F & H) | 1 hr 15min |
| | 9am | Science Triple Chemistry: Paper 2 - Chemistry (F & H) | 1 hr 45min |
| | 1pm | Electronics: Component 2 - Application | 1 hr 30min |
| 13/06/2019 | 9am | Geography: Paper 3 - Geographical applications | 1 hr 15min |
| 14/06/2019 | 9am | Combined Science: Paper 2 - Physics (F & H) | 1 hr 15min |

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| | 9am | Science Triple Physics: Paper 2 - Physics (F & H) | 1hr 45min |
| Week beginning 17th June 2019 | | | |
| 17/06/2019 | 9am | Music Technology: Examination 1 - Practical Paper | 2hrs |
| 17/06/2019 | Y13 Graduation Event at Global Academy | | |
| 18/06/2019 | 9am | Music Technology: Examination 2 - Written Paper | 2hrs |
| 18/06/2019 | Y13 Leavers Celebration Evening - TBC | | |
| 21/06/2019 | Year 11 Prom at Global Academy | | |
| Week beginning 24th June 2019 | | | |
| 26/06/2019 | Contingency Day (i.e. exams may be put on this day in the event of a National or Local emergency). | | |

GCSE & A LEVEL

COURSEWORK DEADLINES

SUMMER 2019

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|-------------------------------------|---|
| Year 11 Coursework Deadlines | |
| 29th March 2019 | Y11 Business and Enterprise RO66 Coursework Deadline |
| 30th April 2019 | Y11 Drama Coursework |
| 10th May 2019 | Y11 Music Technology Coursework Deadline |
| 24th May 2019 | Y11 Final Media Project Deadline |

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| Year 12 and Year 13 Coursework Deadlines | |
| 21st June 2019 | Y12 Final Media Project Deadline |
| 14th June 2019 | Y13 Final Media Project Deadline |

Provisional Exam Results

A Level Provisional exam results are available for collection on **Thursday 15th August 2019 10am – 12pm.**
A Level Provisional exam results will also be available on **Thursday 22nd August 2019 10am – 12pm.**

GCSE Provisional exam results are available for collection on **Thursday 22nd August 2019 10am – 12pm.**

Key Information

Introduction

Global Academy aims to ensure exams run as smoothly as possible for all our students. We hope this booklet will provide you with informative and helpful information and advice to assist you in all of your exams. Please read the booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams. There are a number of rules and regulations for exams that you must be aware of, most of which are set by Exam Boards. The school is required to ensure that the regulations are followed. We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand please contact Rina Golhar, the Examinations Officer. Also, if you are worried or concerned about something you can either speak to your Form Tutor or your Progress Leader.

Before your examinations

In April, you will receive your individual candidate exam timetable for your Summer Exams. Please check your timetable carefully. If there are mistakes (e.g. name, date of birth, exam entry etc.) you must inform Rina Golhar, the Examinations Officer immediately as certificates will be prepared with these personal details. The name that appears on your exam entries will appear on your certificates, so it must be the name that is on your passport, or other official paperwork. Check each exam and tier of entry and ensure everything is correct on your timetable. If you have any queries you must speak to your class teacher as soon as possible so that any changes can be made before the day of the exam.

Clashes

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens an invigilator will supervise you in between exams and you must bring food and drink with you. During this time, you will not be allowed access to your mobile phone, however you will be able to revise for your next exam. You will be informed of any clash arrangements before your exams commence. If you have a clash on your exam timetable which has not been resolved, you must inform Rina Golhar.

Candidate Number/Centre Number

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer/question booklets in your exams. You will also be required to enter the school centre number on all your exam answer/question booklets. The school centre number is **12941**. Students must ensure that they are wearing their lanyards during all examinations as this allows invigilators to easily identify students using their photo ID.

Dates and times of examinations

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive at least **20 minutes** before the start of your examination. Morning exams start at 9:00am and afternoon exams start at 1:00pm, unless you are informed otherwise.

Absence

Please telephone the schools main reception on **0203 019 9000**, if you are unable to attend your exam due to illness, are absent through a genuine emergency or you have been delayed getting to school for the start of an exam. Please ensure you telephone by 8:30am for morning exams and 12:30pm for afternoon exams. If you are absent due to illness and have a medical note, please pass it to Rina Golhar, Examinations Officer.

Global Academy has always tried to make contact with home where students have failed to attend an exam in case there has been an oversight or misreading of the timetable. Unfortunately, due to the increasing number of exams, the school is **no longer able to guarantee** that this will continue. Exams not taken by a student will be awarded a 0 (zero) mark.

Special Consideration

If unusual circumstances (such as a family bereavement), are likely to affect the performance of your child in one or more exams you should contact the school as soon as possible: exam boards sometimes take these matters into consideration when marking the papers but there is a deadline for when this can be processed by exams officers and you must inform them before the end of the exam series.

Lateness

If you are late for an exam the school will try to give you the full time allowance as long as an invigilator is available. But if you are more than an hour late your exam paper may not be accepted by the Exam Board. If you are late for an exam, please report to Reception.

Uniform / Dress code

Students must wear **full uniform** and **student lanyards** to all examinations. Outdoor jackets, scarves and hats cannot be worn. Only items you require for your exam are to be taken into your exam room. Bags and other materials must be placed in your locker prior to the exam. Mobile phones/electronic devices/smart watches must be handed to an invigilator for safekeeping and will be returned after the exam has finished.

Mobile Phones and other Electronic equipment

Any unauthorised materials or equipment e.g. iPods, mobile phones, MP3/4 players, pen drives, wrist watches for example iWatches, FitBits or smart watches **must not be taken to your exam desk**.

Possession of unauthorised material is breaking the rules and you will be subject to a penalty and possible disqualification. Therefore, mobiles/electronic devices must either be left at home, or placed in your locker prior to the exam.

Equipment

It is **your responsibility** to bring all your own equipment and any resources required to your exam.

Borrowing from other candidates is NOT allowed when you are in the exam room. You should bring your equipment in a clear plastic bag or clear pencil case.

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams, check equipment needed with your teacher for each exam – if you are unsure bring the following with you:

- Compass
- Protractor
- Calculator
- Coloured Pencils

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in **black ink**, except for drawings or rough notes.

Food and Drink

You are only allowed to take water into the exam room in an unlabelled clear bottle. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

Calculators

A calculator can be used in all exams unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam, check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations. For your Maths and Science Papers school will provide you with a scientific calculator for use on the appropriate paper.

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

If you are unsure about any of the above, please ask an invigilator or teacher to check.

Seating plans/Exam Rooms

Seating plans for Exams will be displayed on the noticeboard in the Atrium and in the Exam Room. You should check your seat number before you go into the exam room. You are to enter the exam room **in silence and in single file**.

Conduct in the Exam Room

As soon as you enter the exam room you are under exam conditions.

- You must not communicate with any of your fellow students. If there is any communication between students it will be assumed that you are cheating and be treated accordingly.
- You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand 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 (for example if you need the toilet or feel unwell).
- Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the exam paper that you need to know about.
- Before you start, check that you have the correct question paper and an answer booklet and the date and time are correct. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer.
- Invigilators are only there to run the exam in accordance with the JCQ Regulations.
- If you have any queries, don't be afraid to put your hand up and ask for assistance but the invigilators are not allowed to give assistance with any part of the exam paper.
- You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must take time to check your exam paper through and sit in silence.
- Please do not write on examination desks or write or draw anything other than exam answers in your question/answer booklet. If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.

End of the exam

- If you finish before the time allowed for the exam, carefully check all your answers.
- Make sure your name and candidate number are on every piece of paper used.

- At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore remember to cross through any rough work you do not want to be marked.
- Invigilators will collect your exam papers before you leave the exam room.
- If there is any communication it will be assumed that you are cheating and will be treated accordingly.
- You will be dismissed from the exam row by row and will be told which exit to use.
- You must remain in complete silence until you have left the exam room.

Emergency evacuation

In the event of an emergency for example a fire drill the following must be carried out in complete silence: If the fire alarm goes off firstly do not panic.

- You must stop writing and remain seated and listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble.
- Leave all your equipment in the exam room.
- You must leave the room in complete silence and must not speak to fellow students.
- When you return to your exam room do not start writing until the invigilator informs you to do so
- The invigilator will make a note of the time of the interruption and how long it lasted
- You will be allowed the full working time set for the examination

Inappropriate candidate behaviour policy (Malpractice)

Inappropriate behaviour is any behaviour deemed to compromise the smooth delivery or undermine the integrity of an examination. Inappropriate behaviour (before, during or after the examination) includes, but is not confined to the following:

- Talking to, copying from, or in any way colluding with, another candidate in the examination room
- Possessing unauthorised material (books, notes, documents etc.) in the examination room
- Removing unauthorised material from the examination room (question papers, answer books, scrap paper etc.)
- Failing to abide by the instructions of an invigilator
- Disruptive and/or aggressive or abusive behaviour
- Acting in any way, either intentionally or otherwise, that compromises or threatens to compromise the integrity of the examination.
- Failure to report to the invigilator any clearly observed instances or suspicions of cheating by any other candidate.

In the event that inappropriate behaviour is suspected:

The presumption is that the candidate is innocent unless appropriate evidence and due process shows the candidate has demonstrated inappropriate behaviour.

Examination Invigilators carry out **careful monitoring and observation** throughout each examination.

Candidate behaviour considered suspect or inappropriate is recorded and logged during the exam for subsequent investigation.

In the case of abusive or disruptive behaviour, the student/s exam may be terminated and the candidate/s escorted from the premises.

Investigation

Invigilators will complete a report detailing the inappropriate behaviour, action taken and candidate's response, on reading this report the Exams Officer and Senior Staff will make an informed decision and complete a malpractice report to the exam board if necessary.

A letter will be sent to the candidate setting out the evidence and requesting a response.

The candidate will be allowed two weeks to respond to the letter.

Provisional Exam Results

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GCSE Provisional exam results are available for collection on **Thursday 22nd August 2019 10am – 12pm.**

A Level Provisional exam results will also be available on **Thursday 22nd August 2019 10am – 12pm.**

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative), they must bring a signed letter of authorisation from you giving them permission to pick up your exam results and also proof of their own identity. Results **CANNOT**, under any circumstances be given out over the telephone or via email. If for any reason you cannot collect your results personally or send in a nominated representative. We are able to post out results upon receipt of an A5 stamped self-addressed envelope which must be left at the main reception. Certificates will be available in November to be collected from the Exams Officer.

Enquiries about Results

Review of marking: Teachers and HoD's will look at the grade boundaries when the results are published and if they feel that you are close to the boundary and your grade may change they will instruct the Exams Officer to apply for a re-mark and school will cover the cost of this re-mark. If you would like to query a mark/grade upon receipt of your exam results you should contact either your teacher, or the Examinations Officer. More information about reviews of marking and deadlines will be given to you with your exam results.

Please be aware that when marks are reviewed, grades can go down as well as up.

Exam tips for the day of your exam!!

- Eat a good breakfast
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get to school
- Take all the equipment you need for each exam, including extra pens and pencils
- Go to the toilet beforehand!
- Read all the instructions carefully before starting the exam and ask the invigilator if anything is unclear
- Read through the questions before you start writing and make sure you are clear as to how many questions you are required to answer
- If you are stuck on a question move onto the next. You can always come back to it later
- Plan how much time you will need for each question
- Never leave a question unanswered. Even if you write an answer in the last minute of the exam, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess
- Leave time to read through and check your answers before the exam finishes

Frequently Asked Questions

Q. What time do examinations start?

Morning exams start at 9:00 – arrive by 8:40am at the latest. Afternoon exams start at 1:00pm – arrive by 12:40pm at the latest.

Q. What happens if I have a clash? (2 exams at the same time)

The Examinations Officer (Rina Golhar) will speak to you and arrange which exam you will take first. If you have to take one in the morning and one in the afternoon you will be supervised in between.

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

Invigilators will ask you to check your paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I am late?

Report to Reception and wait to be escorted into the exam room. If you are more than 1 hour late your exam paper may not be accepted by the Exam Board.

Q. What do I do if I am ill on the day of an examination and miss the exam?

Your parent/carer must contact the school as soon as possible to inform of your absence. You must get a doctor's note or you will get a mark of 0 (zero) for that paper.

Q. Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator but will not be allowed any extra time.

Q. If I miss an examination can I take it on another day?

No. Timetables are regulated by Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. If you do not, you will not be allowed into the exam. Hats, scarves and outdoor jackets must not be worn in the exam room. Bags must be left at the back of the exam room.

Q. Can I leave the exam when I have finished?

No. You must use the full time allowance and check your paper thoroughly. You will only be allowed to leave when all the exam papers have been collected and you have been dismissed by an invigilator.

Q. How do I know how long the exam is?

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The start and finish time of the exam will be displayed on the white board in your exam room.



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| 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. 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 for all candidates to see.

Effective from 1 September 2014



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**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.