



# Ringwood School

## EXAM CANDIDATE HANDBOOK

SUMMER 2024



Centre Number:

58833

Candidate Number:



Page 3/4	GCSE Exam timetable Summer 2024
Page 5/6	GCE Exam timetable Summer 2024
Page 7	Personal Data
Page 8	Coursework Assessment / NEA- Information for Candidates
Page 9	The exams: Information for Candidates- timings / bag rooms / room information
Page 10	Equipment needed
Page 11	During exams
Page 12	Lateness and Absence; Emergency Evacuation
Page 13	Malpractice
Page 14	JCQ Guidance: On your exam day
Page 15	Results Days
Page 16	Appendix 1: Form for permission for results to be collected
Page 17	Appendix 2: Disallowed Items poster
Page 18	Appendix 3: JCQ: Warning to candidates poster
Page 19	Appendix 4: JCQ Using social media
Page 20-22	Appendix 5: Use of calculators
Page 23	Appendix 6: Use of AI in assessments



## Y11 GCSE Exam timetable May and June 2024

		AQA	GCSE	Drama	15/11/2023	
		AQA	GCSE	Food	TBA	
		AQA	GCSE	Art & Textiles	25/4 - 26/4	
		AQA	GCSE	Photography	23/4 - 24/2	
		Pearson	BTEC	Media	15/1 - 8/5	
		AQA	GCSE	Languages speaking tests	26/4 - 3/5	
Monday 1st						
BANK HOLIDAY						
Week 1						
Wednesday 8th May	AM	Pearson	BTEC	Enterprise - Marketing & Finance for Enterprise	BEN03	2h
Thursday 9th May	AM	OCR	GCSE	RS: Christianity	J625/01	1h
	PM	AQA	GCSE	Drama	8261/W	1h 45m
Friday 10th May	AM	AQA	GCSE	Combined Science: Trilogy Biology Paper 1	8464B 1F	1h 15m
					8464B 1H	
			GCSE	Biology Triple Paper 1	8461 1F	1h 45m
				8461 1H		
Week 2						
Monday 13th May	AM	AQA	GCSE	English Literature Paper 1	8702/01	1h 45m
	PM	OCR	Camb Net	Sports Studies: Contemporary issues in Sport	R184	1h 15m
Tuesday 14th May	AM	AQA	GCSE	French Listening and Reading Foundation	8658/LF	35m
						8658/RF
	PM	AQA	GCSE	French Listening and Reading Higher	8658/LH	45m
Wednesday 15th May	AM	Pearson	GCSE	Business Paper 1	8132/1	1h 45m
	PM	OCR	GCSE	History: Paper 1: Thematic study and historic environment	1H1A 10-13	1h 15m
Thursday 16th May	AM	Pearson	GCSE	Computer Science - Computer Systems - Paper 1	J277/01	1hr 30m
	PM	OCR	GCSE	Mathematics Paper 1 (Non- Calculator)	1MA1 F	1h 30m
Friday 17th May	AM	AQA	GCSE	RS: Religion philosophy and ethics in the modern world from a Christian perspective	J625/06	2h
						8464/C/1F
			GCSE	Combined Science: Trilogy Chemistry Paper 1	8464/C/1H	1h 15m
			GCSE	Chemistry Triple Paper 1	8462/1F	1h 45m
	PM	AQA	GCSE	Geography Paper 1: Living with physical environment	8462/1H	1h 45m
				8035/1	1h 30m	
Week 3						
Monday 20th May	AM	AQA	GCSE	English Literature Paper 2	8702/2	2h 15m
Tuesday 21st May	PM	OCR	GCSE	Computer Science - Computational thinking, algorithms and programming	J277/02	1h 30m
		WJEC	L1/2	Engineering - Solving Engineering Problems	5799U30-1	1h 30m
Wednesday 22nd May	AM	AQA	GCSE	Combined Science: Trilogy Physics Paper 1	8464/P/1F	1h 15m
						8464/P/1H
			GCSE	Physics Triple Paper 1	8463/1F	1h 45m
	PM	AQA	GCSE	Physical Education Paper 1	8463/1H	1h 45m
		OCR	Camb Net	IT: IT in the digital world	8582/1	1hr 15m
				R050	1h 30m	
Thursday 23rd May	AM	AQA	GCSE	English Language Paper 1	8700/1	1h 45m
Friday 24th May	AM	AQA	GCSE	French Writing	8658/WF	1h
						8658/WH
HALF TERM						
Week 4						
Monday 3rd June	AM	Pearson	GCSE	Mathematics Paper 2 (Calculator)	1MA1 2F	1h 30m
	PM	AQA	GCSE	Physical Education Paper 2	1MA1 2H	1h 30m
Tuesday 4th June	AM	AQA	GCSE	Spanish Listening and Reading Foundation	8582/2	1h 15m
						8698/LF
			GCSE	Spanish Listening and Reading Higher	8698/RF	45m
					8698/LH	45m
				8698/RH	1h	



	PM	Pearson	GCSE	History Paper 2: British depth & period study	1H10 2A-2W	1hr 45m			
Wednesday 5th June	AM	AQA	GCSE	Geography Paper 2 : Challenges in the human Environment	8035/2	1h 30m			
	PM	OCR	Camb Nat	Health & Social Care: Principles of care in health and social care settings	R032	1h 15m			
		AQA	GCSE	Business Paper 2	8132/2	1h 45m			
Thursday 6th June	AM	AQA	GCSE	English Language Paper 2	8700/2	1h 45m			
	PM			Contingency Afternoon					
Friday 7th June	PM	AQA	GCSE	Combined Science: Trilogy - Biology Paper 2	8464/B/2F	1h 15m			
					8464/B/2H	1h 15m			
				Biology Tripple Paper 2	8461/2F	1h 45m			
					8461/2H	1h 45m			
<b>Week 5</b>									
Monday 10th June	AM	Pearson	GCSE	Mathematics (calculator) Paper 3	1MA1 3F	1h 30m			
					1MA13H	1h 30m			
	PM	AQA	GCSE	Spanish Writing	8698/WF	1h			
Tuesday 11th June	AM	AQA	GCSE	Combined Science: Trilogy - Chemistry Paper 2	8464/C/2F	1h 15m			
					8464/C/2H	1h 15m			
				PM	Pearson	GCSE	History Paper 3: Modern depth study	8462/2F	1h 45m
								8462/2H	1h 45m
Wednesday 12th June				NO EXAMS					
Thursday 13th June	AM			NO EXAMS					
	PM			Contingency Afternoon					
Friday 14th June	AM	AQA	GCSE	Geography Paper 3: Geographical applications	8035/3	1h 30m			
	PM	AQA	GCSE	Combined Science: Trilogy - Physics Paper 2	8464/P/2F	1h 15m			
					8464/P/2H	1h 15m			
				Physics Triple Paper 2	8463/2F	1h 45m			
				8463/2H	1h 45m				
<b>Week 6</b>									
Monday 17th June	PM	Pearson	GCSE	Music: Component 3 : Appraising	1MU0 03	1h 45m			
Tuesday 18th June	AM	Pearson	GCSE	Design And Technology : Component 1: Timbers	1DT0 1F	1h 45m			
	PM	OCR	FSMQ	Additional Mathematics	6993	2h			
Wednesday 19th June	AM	AQA	GCSE	Food preparation and nutrition	8585/W	1h 45m			
Wednesday 26th June				<b>CONTINGENCY DAY</b>					



A Level 2024						
March TBC		Pearson	A Level	Drama Exam		
17th - 19th April		AQA	A Level	Art, Photography & Textiles		
1st - 2nd May		Pearson	BTEC	Responding to a commission		
Friday 19th April		Pearson	A Level	Spanish speaking exam		
Thursday 25th April		Pearson	A Level	French speaking exam		
Week 1						
Monday 13th May	PM	OCR	CTEC	Sports Studies - Body systems and the effects of physical activity Y12	5827/01	1h 30m
Tuesday 14th May	AM	AQA	A Level	Business Paper 1	7132/1	2h
Wednesday 15th May	AM	AQA	A Level	Economics Paper 1	7136/1	2h
	PM	OCR	CTEC	Sport Studies: Sports organisation & development- resits	5827/03	1h
Thursday 16th May	AM	AQA	A Level	Geography Paper 1	7037/1	2h 30m
Friday 17th May	AM	AQA	A Level	Psychology Paper 1	7182/1	2h
Week 2						
Monday 20th May	AM	OCR	A Level	Sociology Paper 1: Socialisation culture and identity	H580/01	1h 30m
	PM	AQA	A Level	Economics Paper 2	7136/2	2h
Tuesday 21st May	AM	AQA	A Level	Business Paper 2	7132/2	2h
Wednesday 22nd May	AM	AQA	A Level	Psychology Paper 2	7182/2	2h
	PM	Pearson	A Level	Further Maths Paper 1	9FM0 01	1h 30m
Thursday 23rd May	AM	AQA	A Level	History Paper 1 (options A to L)	7042/1A-L	2h 30m
	PM	AQA	A Level	English Language Paper 1	7702/1	2h 30m
		Pearson	A Level	Music Technology: Component 3: Listening and analysing	9MT0 03	1h 30m
Friday 24th May	AM	OCR	A Level	English Literature Paper 1	H472/01	2h 30m
		OCR	A Level	Physical Education: Physiological factors affecting performance	H555/01	2h
		Pearson	A Level	Physics Paper 1	9PH0 01	1h 45m
HALF TERM						
Week 3						
Monday 3rd June	AM	AQA	A Level	Geography Paper 2	7037/2	2h 30m
	PM	Pearson	A Level	Further Maths Paper 2	9FM0 02	1h 30m
		AQA	A Level	Psychology Paper 3	7182/3	2h
Tuesday 4th June	AM	OCR	A Level	Sociology Paper 2 : Researching and understanding social inequalities	H580/02	2h 15m
		OCR	A Level	Geology Paper 1	H414/01	2h 15m
		Pearson	BTEC	Media Representations - Year 12/resit	31668H	2h
Wednesday 5th June	PM	Pearson	A Level	Maths Paper 1: Pure Mathematics 1	9MA0 01	2h
		OCR	A Level	English Literature Paper 2	H472/02	2h 30m
		OCR	A Level	Physical Education: Psychological factors affecting performance	H555/02	1h
	AM	Pearson	A Level	Music Technology : Component 4 Producing & Analysing	9MT0 04	2h 15m
		Pearson	A Level	Design & Technology Component 1	9DT0 01	2h 30m
Thursday 6th June	PM	Pearson	A Level	Biology Paper 1 : The Natural Environment	9BN0 01	2h
		AQA	A Level	Physics Paper 2	9PH0 02	1h 45m
		AQA	A Level	Business Paper 3	7132/3	2h
	AM	Pearson	A Level	Drama and Theatre : Theatre Makers in Practice	9DR0 03	2h 30m
	PM		Contingency Afternoon			
Friday 7th June	AM	Pearson	A Level	Spanish: Paper 1: Listening, reading and translation	9SP0 01	2h
		AQA	A Level	English Language Paper 2	7702/2	2h 30m
	PM	AQA	A Level	Economics Paper 3	7136/3	2h
		AQA	A Level	History Paper 2 (options A to T)	7042/2N	2h 30m
Week 4						
Monday 10th June	AM	OCR	A Level	Chemistry: Fundamentals of chemistry	H433/01	2h 15m
		OCR	A Level	RS Paper 1 : Philosophy of religion	H573/01	2h
		Pearson	A Level	French Paper 1: Listening, reading and translation	9FR0 01	2h
Tuesday 11th June	PM	AQA	A Level	Computer Science Paper 1 (options A to E)	7517/1D	2h 30m
		OCR	A Level	Sociology Paper 3: Debates in contemporary society	H580/03	2h 15m
	PM	Pearson	A Level	Mathematics Paper 2: Pure Mathematics 2	9MA0 02	2h



Wednesday 12th June	PM	OCR	A Level	Geology Paper 2	H414/02	2h 15m	
Thursday 13th June	AM			No exams			
	PM			Contingency Afternoon			
Friday 14th June	AM	Pearson	A Level	Biology Paper 2: Energy Exercise and Co-ordination	9BN0 02	2h	
	PM	Pearson	A Level	Further Maths Paper 3B Further Statistics 1	9FM0 3B	1h 30	
<b>Week 5</b>							
Monday 17th June	AM	Pearson	A Level	Spanish Paper 2:Written response to works and translation	9SP0 02	2hr 40m	
		Pearson	A Level	Physics: Paper 3: General and Practical Principles in Physics	9PH0 03	2h 30m	
	PM	OCR	A Level	Geology Paper 3: Practical skills in geology	H414/03	1h 30m	
		OCR	A Level	Religious Studies Paper 2 : Religion and ethics	H573/02	2h	
Tuesday 18th June	AM	OCR	A Level	Physical Education: Socio-cultural issues in physical activity and sport	H555/03	1h	
		OCR	A Level	Chemistry : Scientific literacy in Chemistry	H433/02	2h 15m	
	PM	AQA	A Level	Computer Science Paper 2	7517/2	2h 30m	
Wednesday 19th June	AM	Pearson	A Level	French Paper 2: Written response to works and translation	9FR0 02	2h 40m	
		Pearson	A Level	Biology Paper 3: General and Practical Applications in Biology	9BN0 03	2h	
Thursday 20th June	AM	OCR	A Level	Religious Studies Paper 3 : Developments in Christian thought	H573/03	2h	
	PM	Pearson	A Level	Mathematics: Paper 3: Statistics & Mechanics	9MA0 03	2h	
Friday 21st June	AM	OCR	A Level	Chemistry: Practical skills in Chemistry	H433/03	1h 30m	
	PM	Pearson	A Level	Further Maths Paper 3D: Decision Mathematics 1	9FM0 3D	1hr 30m	
<b>Week 6</b>							
WEDNESDAY 26th June	AM	Contingency Day					
	PM						



## Personal Data:

In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Each awarding body is a separate organisation. You have received a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

### Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you



## Coursework assessments / NEA (Non-Examined Assessments): Information for Candidates

This section of the Handbook tells you about some things that you must and must not do when you are completing coursework / Non-Examined Assessment. Coursework / NEA components assess candidates' skills, knowledge and understanding that may not readily be assessed by timed written papers. Coursework will take many different forms.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher. In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

**The regulations state that: 'the work which you submit for assessment must be your own' and 'you must not copy from someone else or allow another candidate to copy from you'.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. 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, p29).

For material taken from the internet, your 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005). **If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### Good practice when preparing your coursework:

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. **Don't leave it lying around** where someone can find it or share it with anyone, including posting it on social media. You **must** always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. **Don't be tempted to use pre-prepared online solutions – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.





## Coursework / NEA assessments information for candidates continued...

### Plagiarism:

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation

### Informing candidates of their internal marks for NEA / Coursework:

All students should be informed of their marks for any NEA / coursework which they complete. If students want to appeal any of their marks, they must follow the schools' Internal Appeals process. A copy of this policy can be found on our website. Please remember marks are subject to change as a result of the Awarding Body's external moderation process.

### Complaints:

If a candidate would like to make a complaint, the school's Complaints Policy can be found on the website.

## The exams: Information for Candidates

### The timing of your exams:

Unless told otherwise, morning exams will start at 8:40am and afternoon exams will start at 1:00pm. This is the time students will be admitted into exam rooms. It is students' responsibility to be outside of their exam rooms before this time.

### Bag rooms:

Exams will take place in The Barn will have bag rooms assigned to them so students can leave their bags before making their way to the exam room. The Bag Room information will be emailed to all students before exams; it will also be available at Student Reception and will be displayed outside the Exams Office.

### Room and Seat number information:

It is candidates' responsibility to check the venue and the seat number they have been assigned for each exam. This information will also be displayed on the notice board outside the Exams Office on the day of the exam.



## Information for Candidates continued...

### What equipment you must bring to the exams:

A minimum of 2 black ball point pens / biros (blue is not permissible in public exams)

HB pencil

Ruler and eraser

Plus all equipment essential for maths / science exams

### Which equipment you may bring to exams:

Pencil sharpener

Highlighters / gel pens (only for use on questions NOT as part of your answer)

Water in clear water bottles with no labelling or writing

Calculators

Protractors / compasses

Coloured pencils

If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs. Please see Appendix 6

### Which equipment you must not bring to exams:

Any drink (other than water) or food (unless agreed for medical reasons)

Mobile phones

Watches of any type

iPods / ear phones / airpods

Any unauthorised written materials including notes

Correction pens / correction fluids

### Identification of candidates during exams:

All candidates must bring photo identification to all exams to enable invigilators to check the identification of all candidates. For students in year 12 and year 13, this must be your school lanyard which should be placed on your exam desk. For students in Year 10 and year 11, you will be provided with a Photo ID card. If you forget this or misplace it, a spare card can be collected from the Exams Office. It is your responsibility to bring your ID to every exam and to place it face up on the exam desk.



### At the beginning / during the exam:

Enter the exam room in silence. From the moment you are inside an exam room, you must communicate only with the invigilators / staff; a failure to do so is considered suspected malpractice by the exam boards.

Always listen to the invigilator. Always follow their instructions.

Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.

Write your legal name on any answer booklets.

Do not open the question paper until you are instructed that the exam has begun.

Remember to write your answers within the designated sections of the answer booklet.

Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work

If you drop anything on the floor, do not pick it up. Raise your hand and an invigilator will come and help you.

### Advice and help during the exam:

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.

You must not ask for, and will not be given, any explanation of the questions.

### At the end of the exam:

If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

Do not leave the exam room until told to do so by the invigilator.

Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Wait for the invigilators to tell you that you may leave the exam room.

Leave the exam room in silence; you are in exam conditions until you are outside of the exam room.

**Please remember that unless you have a toilet pass, you will not be permitted to leave the exam to go to the toilet, in order to avoid disrupting other candidates.**



### **Lateness / absence:**

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate will be considered very late if he/she arrives: a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination; b) after the awarding body's published finishing time for an examination that lasts less than one hour

### **What to do if you think you will be late:**

Phone school, giving your name, the exam you are due to sit, the reason for lateness and an anticipated time of arrival. If you arrive before the exam has started, go straight to the exam room. If you arrive after the exam has started, go straight to Main Reception where a member of staff will come and meet you.

### **What do to if you may be absent from an exam due to illness:**

Phone the school to let us know. Make sure you get a doctor's note, covering the time / day of the exam. This may enable the school to apply for Special Consideration. If you just feel under the weather, it is always better to sit the exam. You could provide a Doctor's Note in this circumstance, as again it may mean the school can apply to the Awarding Body for Special Consideration to be applied to the exam paper. The school cannot decide whether you are well enough to come in and sit an exam; the candidate / parents and carers must decide what the best course of action is.

### **In the event of an emergency evacuation**

#### **The invigilators will:**

Instruct candidates to stop writing, put down their pens

Evacuate the examination room in line with the instructions given by the appropriate authority

Advise candidates to leave question papers, scripts and all belongings in the examination room. Candidates must close their answer booklet

Candidates to leave the room in silence under supervision; there should be no discussion about the examination

Proceed to the established evacuation point, on the front field where additional staff will be available to help supervise the candidates.

On receiving the "all clear" the supervised candidates will return to the examination room. The exam will continue and re start, when all candidates are ready.

Ofqual (the Exams Regulator) has produced a guide aimed at students called 'Coping with Exams Pressure'. You can find the guide here: <https://www.gov.uk/government/publications/coping-with-exam-pressure-a-guide-for-students/coping-with-exam-pressure-a-guide-for-students>



## Malpractice:

Attempted or actual malpractice will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their account of events/actions before any final decision is made. If the candidate accepts that malpractice has occurred, he/she may be given the opportunity to repeat the assignment. If malpractice is confirmed following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate



## On your exam day

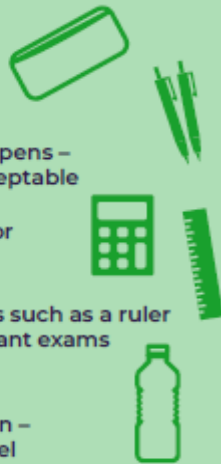
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



### **Results Days:**

On the published Results Days in August, school will be open between 9am and 11 am for you to come and collect your results. If you need to nominate someone to collect your results on your behalf, you must complete the form at the back of this Handbook – Appendix 2 and hand it or email to the Exams Office at [examadmin@ringwood.hants.sch.uk](mailto:examadmin@ringwood.hants.sch.uk) prior to Results Days in the summer. Any nominated person will need to bring a form of photo identification with them. Without this, results will not be released. Alternatively, please provide the school with an A4 Stamped Addressed Envelope and we will post results to you on Results Days. Results will not be emailed.

### **Post Results services:**

Details of the services available will be available on the school website, including access to scripts; reviews of results and appeals procedures. There will also be paper copies of this information included in the results envelope. Here you will be informed about the deadlines and fees for the services. Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided if you are no longer a student at Ringwood School.

### **Collection of exam certificates:**

Information will be put on the school website regarding when certificates are available to collect; this is usually around mid / end of November. Only in exceptional circumstances and by arrangement will certificates be posted. It is the responsibility of the candidates to check when their certificates are available and to make arrangements to collect them from the main school reception. Certificates will be kept for 12 months after first being available for collection. After this, certificates may not be retained. Please contact the exams office in the first instance who will advise whether the school still has the relevant certificate or whether the candidate will need to contact the Awarding Body to arrange for a replacement certificate. This will be at the candidate's expense.



## Appendix 1

### Candidate permission form

### Results collection

#### Results day(s):

GCE - Thursday 15 August 2024

GCSE - Thursday 22 August 2024

The normal arrangements for collecting results are in person between 9am and 11am

Uncollected results will be posted out at the end of results day by 1st class mail to the address held on our system<sup>1</sup>. If you require your results to be collected by someone on your behalf, please complete the box below.

Candidate name			
<input type="checkbox"/> I give permission for my representative <u>insert name of representative here</u> to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Candidate signature		Date	

<sup>1</sup> Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Completed forms should be returned to Hannah Clarke – exams Officer by 19<sup>th</sup> July





## Appendix 2



AQA

City & Guilds

CCEA

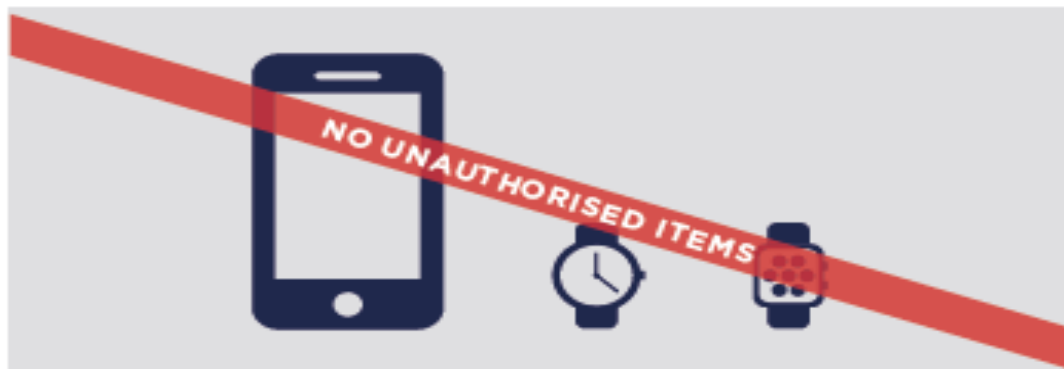
OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.



### Appendix 3

### Appendix 4



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. **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.**

Effective from 1 September 2022



## Appendix 4



### Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

**If you do any of the above activities, you may:**

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)



Appendix 5

GCSE Exams Summer  
2024


How to clear memory (reset) on Casio scientific  
calculator

(This will also ensure the "D" is displayed at the top of  
the calculator screen)

1

Casio fx-83GT (old model)

1. Press "Shift", then "9"
2. Press "3"
3. Press "="
4. Press "AC"



2

Casio fx-83GT X (Classwiz)

1. Press "Shift", then "9"
2. Press "3"
3. Press "="
4. Press "AC"



3

Casio fx-83GT CW (new model)

1. Press "Settings"
2. Use arrow key to move  
down to "Reset"
3. Press "EXE"
4. Use arrow key to move  
down to "Initialize All"
5. Press "EXE"
6. Press "EXE"



4



## A Level Exams Summer 2024

How to clear memory (reset) on Casio scientific calculator

How to switch on "Exam Mode" on graphical calculators

5

The following two slides provide information on how to set up the most common calculators used by our A Level students.

A Level maths teachers have spoken with students to ensure they know how to set up their own individual calculators.

6

### Casio fx-991EX (Classwiz)

1. Press "Shift", then "9"
2. Press "3"
3. Press "="
4. Press "AC"



7

New operating system

### Casio FX-CG50 (Graphical)

The calculator must be **switched off**, then use the following instructions to enter "exam mode":

- 1) Press the following three buttons **at the same time**: 1, ' and A/C
- 2) The screen will say you are "Entering UK Exam Mode" – you will need to select "Yes" when prompted to activate the exam mode.



When the calculator is in exam mode, the screen will have a **purple** border around it and will have an R flashing in the top right-hand corner.

The exam mode lasts for 12 hours and will switch off automatically after this.

8



The following two slides provide information on some alternative models of calculator that could be used by A Level students.

There may be some graphical calculators which run on an old operating system, however the calculators will look identical and it is not possible to tell which operating system just by looking at the calculator. The instructions for "Exam Mode" are different based on the operating system.

The majority of our students should have the newer operating system and therefore should follow the instructions on Slide 8. Please try these instructions first.

We will aim to provide some spare calculators on the day that are set up in "Exam Mode" in case of emergencies!

9

## Casio fx-991 CW (new model)

1. Press "Settings"
2. Use arrow key to move down to "Reset"
3. Press "EXE"
4. Use arrow key to move down to "Initialize All"
5. Press "EXE"
6. Press "EXE"



10

Old operating system

## Casio FX-CG50 (Graphical)

Use the following instructions to enter "exam mode":

[STEP 1]  
Press [SHIFT], [AC] (OFF).

[STEP 2]  
Press [cos], [7], [AC]  
at the same time.

[STEP 3]  
Press [F1], [F2].



When the calculator is in exam mode, the screen will have a green border around it and will have an R flashing in the top right-hand corner.

The exam mode lasts for 12 hours and will switch off automatically after this.

11



# AI and Assessments

## A quick guide for students



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

- #### 3 Declare it's all your own work
- When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!

Know the rules  
Talk to your teachers  
Reference clearly







# WELCOME BACK