



ST PETER'S
CATHOLIC SCHOOL

Headteacher: Ben Doyle MSc (Ed)

SERVING THE COMMUNITY SINCE 1936

***GCSE Candidate
Handbook***

2023-24

INTRODUCTION

St Peter's Catholic School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

AIM OF THIS HANDBOOK

The aim of this guide is to help you get through the examinations cycle by explaining the procedures and answering any questions that you may have.

Please read this booklet carefully and if you have any questions or are still not sure about anything then please come along to the Exams Office and ask – we are here to help you

EXAMINATION TIMETABLES

Towards the end of this handbook there is a generic examination timetable. However, you will be issued with a personalised timetable which you should check carefully. If there are any mistakes e.g. your name or date of birth etc. you **MUST** report it to the Exam Manager (Mrs Haskell) immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later on.

Check each exam date carefully, making note of whether they are a morning or afternoon exam. If there is an exam on your personalised timetable that you were not expecting to take you **MUST** inform the Exam Manager immediately, likewise if there is an exam that you were expecting to take that does not appear.

It is good practice to make copies of your personalised timetable and display it around your home so that your family also become familiar with when your exams are taking place.

EXAMINATION CLASHES

If you have a clash of exams, arrangements will be made for you to take these subjects one after the other. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'), so you will need to bring a packed lunch and a drink with you. Any clashes **SHOULD** have been picked up and resolved before you are given your individual timetable. You will be informed if you have any quarantine time in a separate letter. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. You will be informed of any special arrangements involving clashes before your exams.

If you notice an exam clash on your personalised timetable which has not been resolved, please see Mrs Haskell immediately.

THE RULES

Arrive on Time

Morning exams start at:

9:15am

afternoon exams start at:

1:30pm.



This is the time you should be at your desk ready to start writing. Therefore, aim to get to your venue **at least 15 minutes before** these start times.

If you are late, the exam board may not accept your work.

Arriving in plenty of time also gives you some breathing space to relax before you start writing.

If you know that you are going to be late e.g. car breaks down, please telephone the school office to let us know as soon as possible so that we can advise you as to what you should do.

WHAT YOU SHOULD BRING WITH YOU

Personalised Timetable

This has your venue and seat number printed on it so you will know where to sit. It is important to sit in the correct seat to ensure that you are given the right paper.

ID Card

You will be issued with an ID card which **MUST** be brought to every examination so that invigilators can identify you.

Equipment

You must ensure that you bring **all** equipment necessary for the exam. The school does not lend out any equipment, with the exception of a calculator breaking during an exam.

For all exams you should bring:

- 2 black pens (not gel pens)
- Pencil
- Ruler
- Eraser



Where required you should bring:

- Mathematical equipment (protractor, compass etc.)
- Calculator (see below)
- Coloured pencils
- Highlighters – these can be used to highlight sections in the question papers, but **NOT** in your answers

All equipment should be brought in a **CLEAR** pencil case or **CLEAR** plastic wallet

Calculators

You may use a calculator in all exams unless it specifically says that you can't.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be: <ul style="list-style-type: none">• of a size suitable for use on the desk;• either battery or solar powered;• free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: be able to offer any of these facilities: - <ul style="list-style-type: none">• language translators;• symbolic algebra manipulation;• symbolic differentiation or integration;• communication with other machines or the internet;
The candidate is responsible for the following: <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition• clearing anything stored in the calculator	During an examination a calculator must not give access to pre-stored information. This includes: <ul style="list-style-type: none">• databanks;• dictionaries;• mathematical formulas;• text. A calculator must not be borrowed from another candidate during an examination. Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements

Food and Drink

No food is allowed in any of the exam venues (unless you have a medical condition which the school is aware of). However, you may bring in a **clear** bottle of water, providing that the **labels have been removed** and there is **no writing on the bottle**. It should have a sports type lid to prevent spillages.

If your bottle does not comply with the above, it will be confiscated.

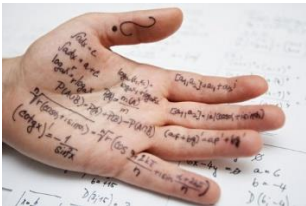
Water bottles should be placed on the floor under your desk.



WHAT YOU MUST NOT BRING INTO THE EXAM

Mobile phones, pagers, watches, organisers, music players, headphones, earphones, airpods or any type of electronic communication or storage device are not allowed in the exam room. The exam boards and St Peter's School do not allow you to bring any of these items into any exam room or into any room being used for 'quarantine'. You are strongly advised not to bring any such devices with you to school when you have an exam. If you bring these items into school, you will need to leave these, switched off, in your bag during the exam.

You must not have on you any other unauthorised material such as notes, books, dictionaries, writing on hands/arm etc.



If a mobile phone, pager or other electronic communication device is found in your possession during an exam or quarantine, **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate exam board. No exceptions will be made.

MINIMUM penalties imposed by the exam boards are as follows (without exception):

Device found on you and turned ON: disqualification from entire subject award

Device found on you and turned OFF: disqualification from that component

In summer 2022, 1845 individual students were penalised for having a mobile phone in their possession during an examination or quarantine period (an increase of almost 40% on 2019)

THE RULES

- School uniform **MUST** be worn at all times
- You **MUST** bring all of your own equipment
- Hair (shoulder length and longer) **MUST** be tied back before entering the exam venue (girls and boys)
- All unauthorised equipment **MUST** be either left in your bag or handed to an invigilator for the duration of the exam
- You are under exam conditions as soon as you enter the exam room
- Remember no talking, even when waiting for everyone to be seated. Talking to, or disturbing, other candidates is misconduct and will be reported to the exam board. Disturbing others could be talking, non-verbal communication, tapping your pen etc.
- You **MUST NOT** write anything on the question or answer book before being told to by the invigilator. This includes writing your name etc.
- Listen carefully to the invigilator's announcement and instructions. There could be notices from the exam board concerning the paper, if you are unsure about anything, put your hand up and ask.
- You **MUST** put your hand up if you have any issues, questions etc. and an invigilator will come to you.
- If you begin to feel ill or need the toilet during the exam, put your hand up and speak quietly to an invigilator. Nobody will be allowed to go to the toilet in the first or last 15 minutes of the examination, unless there is a known medical condition. No extra time will be given for toilet breaks, but may be given if you have to attend the medical room.
- You must not ask for any explanation of the questions, invigilators will not be able to help.
- You will not be allowed to leave the exam before the finish time stated on the board. This disturbs others and once you have left, you will not be able to return if you remember something that you should have written.
- You **MUST** inform the school on the day of the exam if you are too ill to attend. You will need written confirmation that you were ill and where possible obtain a doctor's letter.
- You **MUST** attend all exams that appear on your timetable. Misreading the timetable will not be accepted as a satisfactory reason for your absence. If you fail to attend an exam we will send you (or your parents) an invoice for the cost of the exam (approx. £50).

EMERGENCY EVACUATION

You will be told at the start of each exam what you should do on hearing the fire alarm. The process may vary slightly, depending on which venue you are in.

For all venues:

- You will be asked to stop writing
- A record of the time will be recorded by an invigilator
- You **MUST NOT** talk to or communicate with anybody during this time – you must remain under exam conditions
- If you are evacuated from the room, you must close your booklets and leave them on your desk
- You will then be taken to an evacuation point where you must remain with the invigilators under exam conditions
- When instructed, you will return to the exam venue in silence
- The time will be noted and you will be allowed to continue to work with the full time of the exam allowed
- The Exam Manager will then make a report to the exam board as appropriate

IMPORTANT

During the whole evacuation, you **MUST** remain under exam conditions. Any candidate found communicating or trying to communicate with others will be reported to the exam board for malpractice.

PROBLEMS

If you have any problems or issues before the exam, you should see either Mrs Haskell in the exam office or Mrs Gould.

If there is a problem or issue during the exam (you feel ill, you think there is a problem with the paper etc.) then raise your hand and an invigilator will come and talk to you

REMEMBER

It is your responsibility to check that you have the correct paper in front of you. If you are in any doubt, just ask.

Examination malpractice is any form of deliberate cheating in examinations which provides one or more candidates with an unfair advantage or disadvantage.

Some examples:

- Any action that can be seen as trying to communicate with another candidate during the exam
- Possession of any unauthorised materials/devices is malpractice, even if you do intend to use it
- Writing inappropriate or offensive material on an exam paper
- Disruptive behaviour
- Plagiarism – copying other people’s work for non-examined assessments.
- AI – using computer generated content (such as ChatGPT) without referencing the AI bot used. The reference should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Consequences

If you are involved in any malpractice there are penalties to pay. These include (but are not limited to):

A warning

Loss of marks for a unit/component

Disqualification from a unit/component or whole qualification

A ban from sitting exams for a set period of time.

The school does not impose these penalties, they are issued by the exam boards

In the Summer 2022 exam series, 4715 penalties were issued to exam candidates (up 57% on 2019)

1455 were given a warning

2075 received loss of marks

795 received a disqualification from a subject

Of the **4715**

1875 (40% of the penalties) were issued for bringing unauthorised materials into the exam room.

1398 were issued for possession of a mobile phone

35 were issued for plagiarism

230 were issued for inclusion of inappropriate, offensive or obscene materials

90 were issued for disruptive behaviour in the exam room

JCQ Instructions and regulations can be found on the school website at the address below:

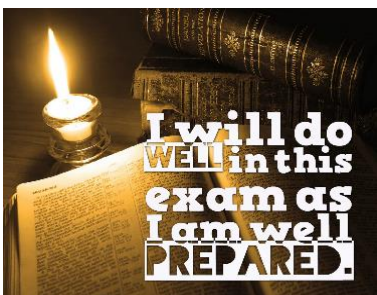
<https://www.st-peters.bournemouth.sch.uk/page/?title=Examinations&pid=87>

EXAM TECHNIQUES

- Arrive in plenty of time – arriving late may cause you to stress
- If you feel that you have forgotten anything, it may be just nerves. Take some deep breaths to help you stay calm
- Read the instructions; make sure you know how many questions to answer
- Take your time; read all the questions carefully until you understand exactly what is needed. Check the back page for questions as these often get missed.
- Look for key words before you start answering the question
- Remember to cross out any draft work you don't want marked – this should all be done on the answer paper.
- Write neatly
- Use the allocated marks to guide how much time you spend on each answer
- If you can't answer a question, move on to the next one and come back later
- Allow time to check back over your work

Do your best

Remember, this is your opportunity to apply all your hard work and show what you can do.



SUMMER 2024 GCSE & L1/2 EXAMINATION TIMETABLE

Date	AM/PM	Length	Exam Board	Component Code	Component Title
Thu 9 May	AM	105m	AQA	8063/1	GCSE Religious Studies
Thu 9 May	PM	105m	Pearson	1DR0 3A	GCSE Drama Set Text
Thu 9 May	PM	45m	Pearson	1IN0 1H	GCSE Italian Listening Higher
Thu 9 May	PM	60m	Pearson	1IN0 3H	GCSE Italian Reading Higher
Fri 10 May	AM	105m	AQA	8461/1F	GCSE Biology Paper 1 Foundation
Fri 10 May	AM	105m	AQA	8461/1H	GCSE Biology Paper 1 Higher
Fri 10 May	AM	75m	AQA	8464/B/1F	GCSE Combined Science Biology Paper 1 Foundation
Fri 10 May	AM	75m	AQA	8464/B/1H	GCSE Combined Science Biology Paper 1 Higher
Mon 13 May	AM	105m	Pearson	1ET0 01	GCSE English Literature
Tue 14 May	AM	35m	AQA	8658/LF	GCSE French Listening Foundation
Tue 14 May	AM	45m	AQA	8658/LH	GCSE French Listening Higher
Tue 14 May	AM	45m	AQA	8658/RF	GCSE French Reading Foundation
Tue 14 May	AM	60m	AQA	8658/RH	GCSE French Reading Higher
Tue 14 May	PM	105m	Pearson	1BS0 01	GCSE Business: Investigating Small Business
Tue 14 May	PM	45m	Pearson	1CN0 1H	GCSE Chinese Listening Higher
Tue 14 May	PM	65m	Pearson	1CN0 3H	GCSE Chinese Reading Higher
Wed 15 May	AM	120m	AQA	8145/1	GCSE History Paper 1 Option 1A/B + 1B/A
Wed 15 May	PM	90m	OCR	J277/01	GCSE Computer Science: Computer Systems
Thu 16 May	AM	90m	Pearson	1MA1 1F	GCSE Maths Paper 1 (non-calc) Foundation
Thu 16 May	AM	90m	Pearson	1MA1 1H	GCSE Maths Paper 1 (non-calc) Higher
Thu 16 May	PM	105m	AQA	8063/2	GCSE Religious Studies Paper 2A & 2Y
Fi 17 May	AM	105m	AQA	8462/1F	GCSE Chemistry Paper 1 Foundation
Fi 17 May	AM	105m	AQA	8462/1H	GCSE Chemistry Paper 1 Higher
Fi 17 May	AM	75m	AQA	8464/C/1F	GCSE Combined Science Chemistry Paper 1 Foundation
Fi 17 May	AM	75m	AQA	8464/C/1H	GCSE Combined Science Chemistry Paper 1 Higher
Fri 17 May	PM	75m	OCR	J384/01	GCSE Geography B: Our Natural World
Mon 20 May	AM	135m	Pearson	1ET0 02	GCSE English Literature Poetry
Mon 20 May	PM	80m	Pearson	1IN0 4H	GCSE Italian Writing Higher
Tue 21 May	AM	105m	Pearson	1CS0 01	GCSE Citizenship Paper 1
Tue 21 May	AM	75m	OCR	R067/01	CAMNAT Enterprise & Marketing
Tue 21 May	PM	75m	OCR	R057/01	CAMNAT Child Development
Tue 21 May	PM	90m	OCR	J277/02	GCSE Computer Science
Wed 22 May	AM	105m	AQA	8463/1F	GCSE Physics Paper 1 Foundation
Wed 22 May	AM	105m	AQA	8463/1H	GCSE Physics Paper 1 Higher
Wed 22 May	AM	75m	AQA	8464/P/1F	GCSE Combined Science Physics Paper 1 Foundation
Wed 22 May	AM	75m	AQA	8464/P/1H	GCSE Combined Science Physics Paper 1 Higher
Wed 22 May	PM	75m	AQA	8582/1	GCSE Physical Education Paper 1
Wed 22 May	PM	85m	Pearson	1CN0 4H	GCSE Chinese Writing Higher
Thu 23 May	AM	105m	Pearson	1EN0 01	GCSE English Language: Fiction & Imaginative Writing
Fri 24 May	AM	60m	AQA	8658/WF	GCSE French Writing Foundation
Fri 24 May	AM	60m	AQA	8658/WH	GCSE French Writing Higher

Date	AM/PM	Length	Exam Board	Component Code	Component Title
Mon 3 Jun	AM	90m	Pearson	1MA1 2F	GCSE Maths Paper 2 (calc) Foundation
Mon 3 Jun	AM	90m	Pearson	1MA1 2H	GCSE Maths Paper 2 (calc) Higher
Mon 3 Jun	PM	105m	Pearson	1CS0 02	GCSE Citizenship Paper 2
Mon 3 Jun	PM	75m	AQA	8582/2	GCSE Physical Education Paper 2
Tue 4 Jun	AM	35m	AQA	8698/LF	GCSE Spanish Listening Foundation
Tue 4 Jun	AM	45m	AQA	8698/LH	GCSE Spanish Listening Higher
Tue 4 Jun	AM	45m	AQA	8698/RF	GCSE Spanish Reading Foundation
Tue 4 Jun	AM	60m	AQA	8698/RH	GCSE Spanish Reading Higher
Tue 4 Jun	PM	120m	AQA	8145/2	GCSE History Paper 2B/A + 2A/A
Wed 5 Jun	AM	75m	OCR	J384/02	GCSE Geography B : People and Society
Wed 5 Jun	PM	105m	Pearson	1BS0 02	GCSE Business: Building a Business
Thu 6 Jun	AM	125m	Pearson	1EN0 02	GCSE English Language: Non-Fiction
Thu 6 Jun	PM	CONTINGENCY AFTERNOON			
Fri 7 Jun	PM	105m	AQA	8461/2F	GCSE Biology Paper 2 Foundation
Fri 7 Jun	PM	105m	AQA	8461/2H	GCSE Biology Paper 2 Higher
Fri 7 Jun	PM	75m	AQA	8464/B/2F	GCSE Combined Science Biology Paper 2 Foundation
Fri 7 Jun	PM	75m	AQA	8464/B/2H	GCSE Combined Science Biology Paper 2 Higher
Mon 10 Jun	AM	90m	Pearson	1MA1 3F	GCSE Maths Paper 3 (calc) Foundation
Mon 10 Jun	AM	90m	Pearson	1MA1 3H	GCSE Maths Paper 3 (calc) Higher
Mon 10 Jun	PM	60m	AQA	8698/WF	GCSE Spanish Writing Foundation
Mon 10 Jun	PM	75m	AQA	8698/WH	GCSE Spanish Writing Higher
Tue 11 Jun	AM	105m	AQA	8462/2F	GCSE Chemistry Paper 2 Foundation
Tue 11 Jun	AM	105m	AQA	8462/2H	GCSE Chemistry Paper 2 Higher
Tue 11 Jun	AM	75m	AQA	8464/C/2F	GCSE Combined Science Chemistry Paper 2 Foundation
Tue 11 Jun	AM	75m	AQA	8464/C/2H	GCSE Combined Science Chemistry Paper 2 Higher
Tue 11 Jun	PM	105m	AQA	8365/1	L2 Further Maths Paper 1
Wed 12 Jun	AM	90m	AQA	8236/W	GCSE Dance
Wed 12 Jun	PM	45m	Pearson	1PG0 1H	GCSE Portuguese Listening Higher
Wed 12 Jun	PM	60m	Pearson	1PG0 3H	GCSE Portuguese Reading Higher
Wed 12 Jun	PM	45m	AQA	8688/LH	GCSE Polish Listening Higher
Wed 12 Jun	PM	60m	AQA	8688/RH	GCSE Polish Reading Higher
Thu 13 Jun	PM	CONTINGENCY AFTERNOON			
Fri 14 Jun	AM	90m	OCR	J382/03	GCSE Geography B: Geographical Exploration
Fri 14 Jun	PM	105m	AQA	8463/2F	GCSE Physics Paper 2 Foundation
Fri 14 Jun	PM	105m	AQA	8463/2H	GCSE Physics Paper 2 Higher
Fri 14 Jun	PM	75m	AQA	8464/P/2F	GCSE Combined Science Physics Paper 2 Foundation
Fri 14 Jun	PM	75m	AQA	8464/P/2H	GCSE Combined Science Physics Paper 2 Higher
Mon 17 Jun	PM	75m	EDUQAS	C660U30-1	GCSE Music Component 3 Appraising
Tue 18 Jun	AM	120m	AQA	8552/W	GCSE Design & Technology
Tue 18 Jun	PM	80m	Pearson	1PG0 4H	GCSE Portuguese Writing
Tue 18 Jun	PM	75m	AQA	8688/WH	GCSE Polish Writing
Wed 19 Jun	AM	105m	AQA	8365/2	L2 Further Maths Paper 2
Wed 19 Jun	AM	105m	EDUQAS	C560UA0-1	GCSE Food Preparation & Nutrition
Wed 26 Jun	CONTINGENCY DAY				

IMPORTANT – EXAM CONTINGENCY ARRANGEMENTS

Summer 2024 contingency days

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable.

For the June 2024 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on **Thursday 6 June 2024** and **Thursday 13 June 2024**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 26 June 2024**.

Please could you therefore bear these dates in mind. Should any exams need to be moved to the contingency days your son or daughter **MUST** be available to attend, or they will be deemed absent and therefore not achieve a mark/grade for that component.