



**ST PETER'S**  
CATHOLIC SCHOOL

Headteacher: Ben Doyle MSc (Ed)

*SERVING THE COMMUNITY SINCE 1936*

***GCSE Candidate  
Handbook  
Examinations  
2024-5***

## 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.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered;</li><li>• free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> be able to offer any of these facilities: - <ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet;</li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition</li><li>• clearing anything stored in the calculator</li></ul>	<b>During an examination a calculator must not give access to pre-stored information. This includes:</b> <ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulas;</li><li>• text.</li></ul> <b>A calculator must not be borrowed from another candidate during an examination.</b>  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/smart 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 2024, 5230 individual students were penalised for having a mobile phone in their possession during an examination or quarantine period (an increase of over 25% on 2022)***

## 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. St Peter's School **MUST** report to the exam board any communication (verbal or non-verbal) by any candidate from the moment they 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 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 2024 exam series, 5230 penalties were issued to exam candidates (up 27% on 2022)**

**1850** were given a warning

**2350** received loss of marks

**1030** received a disqualification from a subject

Of the **5230**

**2145 (41.4% of the penalties)** were issued for possession of a mobile phone or other communication device

**151** were issued for plagiarism

**554** were issued for inclusion of inappropriate, offensive or obscene materials

**355** were issued for disruptive behaviour in the exam room



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

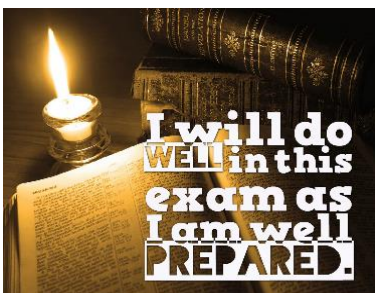
<https://www.st-peters.bournemouth.sch.uk/page/?title=Examinations&pid=87>

## 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 2025 GCSE & L1/2 EXAMINATION TIMETABLE

Morning				Date	Afternoon			
Code	Subject	Level	Duration		Code	Subject	Level	Duration
1DR0 03	Drama	GCSE	105m	Thursday 8 May	1CS0 01	Citizenship	GCSE	105m
					1GN0 1H	German Listening Higher	GCSE	45m
				Friday 9 May	1GN0 3H	German Reading Higher	GCSE	60m
					1BS0 01	Business	GCSE	105m
1ET0 01	English Literature Paper 1	GCSE	105m	Monday 12 May	J277/01	Computer Science	GCSE	90m
8361/1	FS Maths L1 P1	FS	30m		8361/2	FS Maths P2	FS	90m
8362/1	FS Maths L2 P1	FS	30m		8362/2	FS Maths P2	FS	90m
8063/1	Religious Studies	GCSE	105m	Tuesday 13 May	8461/1F	Biology Paper 1 Foundation	GCSE	105m
					8461/1H	Biology Paper 1 Higher	GCSE	105m
					8464/B/1F	Combined Science Biology Paper 1 Foundation	GCSE	75m
					8464/B/1H	Combined Science Biology Paper 1 Higher	GCSE	75m
J384/1	Geography	GCSE	75m	Wednesday 14 May				
1MA1 1F	Maths Paper 1 Foundation	GCSE	90m	Thursday 15 May	1CS0 02	Citizenship	GCSE	105m
1MA1 1H	Maths Paper 1 Higher	GCSE	90m		1GN0 4H	German Writing	GCSE	80m
8145/1	History	GCSE	120m	Friday 16 May	1BS0 02	Business Paper 2	GCSE	105m
8720R	FS English Reading L1	FS	60m		8720W	FS English Writing L1	FS	60m
8725R	FS English Reading L2	FS	60m		8725W	FS English Writing L2	FS	60m
8462/1F	Chemistry Paper 1 Foundation	GCSE	105m	Monday 19 May	8582/1	Physical Education Paper 1	GCSE	75m
8462/1H	Chemistry Paper 1 Higher	GCSE	105m					
8464/C/1F	Combined Science Paper 1 Foundation	GCSE	75m					
8464/C/1H	Combined Science Paper 1 Higher	GCSE	75m					
1ET0 02	English Literature Paper 2	GCSE	135m	Tuesday 20 May	J277/02	Computer Science	GCSE	90m
8658/LF	French Listening Foundation	GCSE	35m	Wednesday 21 May	R057/1	Child Development	CNAT	75m
8658/LH	French Listening Higher	GCSE	45m		8063/2	Religious Studies Paper 2	GCSE	105m
8658/RF	French Reading Foundation	GCSE	45m		R067	Enterprise & Marketing	CAMNAT	75m
8658/RH	French Reading Higher	GCSE	60m					
8463/1F	Physics Paper 1 Foundation	GCSE	105m	Thursday 22 May				
8463/1H	Physics Paper 1 Higher	GCSE	105m					
8464/P/1F	Combined Science Physics Paper 1 Foundation	GCSE	75m					
8464/P/1H	Combined Science Physics Paper 1 Higher	GCSE	75m					
1EN0 1	English Language Paper 1	GCSE	105m	Friday 23 May				
1IN0 01	Italian Listening Higher	GCSE	45m	Monday 2 June	8237/W	Dance	GCSE	90m
1IN0 03	Italian Reading Higher	GCSE	60m					
1PG0 1H	Portuguese Listening Higher	GCSE	45m	Tuesday 3 June	8688/LH	Polish Listening Higher	GCSE	45m
1PG0 3H	Portuguese Reading Higher	GCSE	60m		8688/RH	Polish Reading Higher	GCSE	60m
1RU0 1H	Russian Listening Higher	GCSE	45m					
1RU0 3H	Russian Reading Higher	GCSE	65m					
1MA1 2F	Mathematics (calculator) Foundation Paper 2	GCSE	90m	Wednesday 4 June				
1MA1 2H	Mathematics (calculator) Higher Paper 2	GCSE	90m					
8145/2	History Paper 2	GCSE	120m	Thursday 5 June	8658/WF	French Writing Foundation	GCSE	60m
					8658/WH	French Writing Higher	GCSE	75m
1EN0 02	English Language Paper 2	GCSE	125m	Friday 6 June	J384/02	Geography Paper 2	GCSE	75m
8463/2F	Biology Foundation Paper 2	GCSE	105m	Monday 9 June	8582/2	Physical Education Paper 2	GCSE	90m
8463/2H	Biology Higher Paper 2	GCSE	105m		1IN0 4H	Italian Writing Higher	GCSE	75m
8464/B/2F	Combined Science Biology Foundation Paper 2	GCSE	75m					
8464/B/2H	Combined Science Biology Higher 2	GCSE	75m					
8698/LF	Spanish Listening Foundation	GCSE	35m	Tuesday 10 June				
8698/LH	Spanish Listening Higher	GCSE	45m					
8698/RF	Spanish Reading Foundation	GCSE	45m					
8698/RH	Spanish Reading Higher	GCSE	60m					
1MA1 3F	Mathematics (calculator) Foundation Paper 3	GCSE	90m	Wednesday 11 June				
1MA1 3H	Mathematics (calculator) Higher Paper 3	GCSE	90m					
J384/3	Geography	GCSE	90m	Thursday 12 June	8365/1	L2 Certificate in Further Maths Paper 1	L2	105m
8462/2F	Chemistry Paper 2 Foundation	GCSE	105m	Friday 13 June	8668/WH	Polish Writing Higher	GCSE	75m
8462/2H	Chemistry Paper 2 Higher	GCSE	105m		1PG0 4H	Portuguese Writing Higher	GCSE	80m
8464/C/2F	Combined Science Chemistry Foundation Paper 2	GCSE	75m					
8464/C/2H	Combined Science Chemistry Higher Paper 2	GCSE	75m					
8463/2F	Physics Paper 2 Foundation	GCSE	105m	Monday 16 June				
8463/2H	Physics Paper 2 Higher	GCSE	105m					
8464/P/2F	Combined Science Physics Foundation Paper 2	GCSE	75m					
8464/P/2H	Combined Science Physics Higher Paper 2	GCSE	75m					
8698/WF	Spanish Writing Foundation	GCSE	60m	Tuesday 17 June	C560UA0-1	Food Preparation	GCSE	105m
8698/WH	Spanish Writing Higher	GCSE	75m					
8552/W	Design & Technology	GCSE	120m	Wednesday 18 June	8365/2	Level 2 Certificate in Further Maths	L2	105m

## **IMPORTANT – EXAM CONTINGENCY ARRANGEMENTS**

### **Summer 2025 contingency sessions**

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 **Wednesday 11 June 2025**. The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 25 June 2025**.

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.