



ST PETER'S
CATHOLIC SCHOOL

Headteacher: Ben Doyle MSc (Ed)

SERVING THE COMMUNITY SINCE 1936

6th Form

Candidate Handbook

2024-25

Exams

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 period 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.

Identification

You **MUST** wear your lanyard with ID card on to all examinations to enable invigilators to identify you.

Equipment

You must ensure that you bring all equipment necessary for the exam. The school cannot be expected or relied upon to lend equipment.

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.

<p>Calculators must be:</p> <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.	<p>Calculators must not: be able to offer any of these facilities: -</p> <ul style="list-style-type: none">• language translators;• symbolic algebra manipulation;• symbolic differentiation or integration;• communication with other machines or the internet;
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition• clearing anything stored in the calculator	<p>During an examination a calculator must not give access to pre-stored information. This includes:</p> <ul style="list-style-type: none">• databanks;• dictionaries;• mathematical formulas;• text. <p>A calculator must not be borrowed from another candidate during an examination.</p> <p>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</p>

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. Please do not bring in glass water bottles due to the risk of broken glass if dropped or knocked over.

If your bottle does not comply with the above, you will not be allowed to take it into the exam room.

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 devices 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 any prohibited item 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

- Appropriate and modest clothing **MUST** be worn at all times
- Hoodies **MUST NOT** be worn to any exam – you **will** be asked to remove them
- You **MUST** bring all of your own equipment
- Hair (shoulder length and longer) **MUST** be tied back before entering the exam venue (all students)
- All unauthorised equipment **MUST** be left in your bag or with a friend not sitting 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 30 minutes of the examination, unless there is a known medical condition, or at a time when other exams are finishing and candidates are leaving the room. No extra time will be given for toilet breaks (unless you have a toilet pass or permitted supervised rest 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. £100).

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 Mr Atkins/Mrs Camilleri in the 6th form centre.

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.

MALPRACTICE

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
- Disruptive behaviour
- 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
- 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:

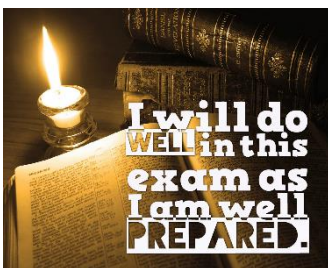
<https://www.st-peters.bournemouth.sch.uk/page/?title=Examinations&pid=87>

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 GCE & L3 EXAMINATION TIMETABLE

Morning				Date	Afternoon			
Code	Subject	Level	Duration		Code	Subject	Level	Duration
31525H	Sport: Fitness Training	BTEC	150m	Thursday 1 May				
				Monday 12 May				
9EC0 01	Economics Paper 1: Markets & Behaviour	GCEADV	120m					
7191/1	Sociology AS	GCE AS	90m					
7037/1	Geography	GCEADV	150m	Tuesday 13 May				
583501	Business (Year 12) Unit 1	CTEC	120m					
9BS0 01	Business	GCEADV	120m	Wednesday 14 May	9ET0 01	English Literature	GCEADV	135m
1350/1	L3 Mathematical Studies	L3	90m		5831/3 02	Health & Social Care Unit 2	CTEC	90m
				Thursday 15 May	31524H	Sports: Anatomy	BTEC	90m
9PS0 01	Psychology Paper 1	GCEADV	120m	Friday 16 May	5831/3 03	Health & Social Care Unit 3	CTEC	90m
583502	Business Unit 2 (Year 12)	CTEC	90m					
				Monday 19 May	9EC0 02	Economics	GCEADV	120m
7192/1	Sociology	GCEADV	120m		5831/3 04	Health & Social Care Unit 4 (Re-sit)	CTEC	120m
7191/2	Sociology AS	GCE AS	90m					
9BS0 02	Business Paper 2	GCEADV	120m	Tuesday 20 May	9FM0 01	Further Maths Paper 1	GCEADV	90m
7237/W	Dance	GCEADV	150m		9PL0 01	Politics	GCEADV	120m
				Wednesday 21 May	583503	Business Unit 3	CTEC	90m
9TU0 01	Turkish	GCEADV	90m		7702/1	English Language	GCEADV	150m
9PS0 02	Psychology Paper 2	GCEADV	120m	Thursday 22 May	7037/2	Geography Paper 2	GCEADV	150m
1350/2	L3 Certificate in Mathematical Studies	L3	90m		583306	Health & Social Care Unit 6 (Year 13)	CTEC	90m
9ET0 02	English Literature	GCEADV	75m		9FM0 02	Further Maths Paper 2	GCEADV	90m
9PG0 01	Portuguese	GCE ADV	150m	Friday 23 May				
7687/1	Polish	GCEADV	150m					
7042/1	History Paper 1	GCEADV	150m	Monday 2 June				
7582/1	Physical Education	GCEADV	120m					
7408/1	Physics	GCEADV	120m					
				Tuesday 3 June	9TU0 02	Turkish	GCEADV	160m
7552/1	D&T: Product Design Paper 1	GCEADV	150m					
7562/1	D&T: Fashion & Textiles Paper 1	GCEADV	150m					
9DR0 03	Drama	GCEADV	150m	Wednesday 4 June	7702/2	English Language Paper 2	GCEADV	150m
					9MA0 01	Maths Paper 1	GCEADV	120m
7692/1	Spanish Paper 1	GCEADV	150m	Thursday 5 June	583307	Health & Social Unit 7	CTEC	90m
					7402/1	Biology Paper 1	GCEADV	120m
7582/2	Physical Education	GCEADV	120m	Friday 6 June	9PL0 2	Politics Paper 2	GCEADV	120m
7192/2	Sociology	GCEADV	120m					
				Monday 9 June	7042/2	History Paper 2	GCEADV	150m
9EC0 03	Economics	GCEADV	120m					
				Tuesday 10 June	A660U30-1	Music	GCEADV	135m
7652/1	French Paper 1	GCEADV	150m		9BS0 03	Business Paper 3	GCEADV	120m
9PS0 03	Psychology Paper 3	GCEADV	120m	Wednesday 11 June	A120U10-1	Religious Studies Paper 1	GCEADV	120
7408/2	Physics Paper 2	GCEADV	120m		CONTINGENCY AFTERNOON			
7405/1	Chemistry Paper 1	GCEADV	120m	Thursday 12 June	9MA0 02	Maths Paper 2	GCEADV	120m
7562/2	Fashions & Textiles Paper 2	GCEADV	90m					
7552/2	Product Design Paper 2	GCEADV	90m	Friday 13 June	7192/3	Sociology	GCEADV	120m
7687/3	Polish	GCE ADV	150m		9FM0 3B	Further Maths	GCEADV	90m
9PL0 03	Politics Paper 3	GCEADV	120m	Monday 16 June				
7692/2	Spanish Paper 2	GCEADV	120m					
9ET0 03	English Literature Paper 3	GCEADV	135m	Tuesday 17 June	A120U20-1	Religious Studies Paper 2	GCEADV	120m
9PG0 03	Portuguese: Listening, Reading, Writing	GCEADV	135m	Wednesday 18 June				
9TU0 03	Turkish: Listening, Reading, Writing	GCEADV	135m	Thursday 19 June	9MA0 03	Maths Paper 3	GCEADV	120m
				Friday 20 June	9FM0 3D	Further Maths 3D	GCEADV	90m
7402/2	Biology Paper 2	GCEADV	120m					
7405/2	Chemistry	GCEADV	120m					
7652/2	French	GCEADV	120m					
7408/3	Physics	GCEADV	120m					
7402/3	Biology Paper 3	GCEADV	120m					
7405/3	Chemistry Paper 3	GCEADV	120m					
A120U30-1	Religious Studies Paper 3	GCEADV	120m					