



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

# A Guide to External Examinations

## Dates of GCSE Examinations

GCSE examinations start from Monday 15 May 2023 and will finish Wednesday 21 June 2023. All pupils who are taking GCSE examinations **must** be available throughout this period including 28 June 2023.

## Conduct of Examinations

1. Examinations will commence promptly. Morning sessions will start at 9.00am. Afternoon sessions will normally commence at 1.00pm. **Check the starting time carefully.** If you are late, your work may not be accepted.
2.
  - a) Before warm up sessions commence, go to registration as normal
  - b) for an afternoon session, be ready 15 minutes before the starting time
  - c) for examinations in the sports hall – line up in single file and enter in silence
  - d) for examinations in specialist rooms – wait quietly outside the room until required
3. You must wear **full** school uniform, usual expectations apply (**no** make-up or jewellery). **You will not be allowed to take an examination unless you are wearing full school uniform correctly.**
4. You are not allowed to bring into the examination any material or equipment not authorised by the Examination Board.
5. Mobile phones, smartwatches, watches, iPods or air pods are not permitted in the Examination Centre. They **must not** be carried on your person. If you carry a mobile phone or wear a smartwatch/watch you will be reported to the Examination Board and your paper will be cancelled.
6. Calculators are required for certain examinations. Check with your subject teacher.
7.
  - a) You should provide for yourself a **full and proper set of equipment** for each examination. As a minimum this would include: -
    - 2 black pens, 1 HB pencil, 30cm ruler
    - Calculator (only for certain exams)
    - Maths Equipment: compass, protractor, set square (for maths only)
    - Highlighters may only be used to highlight part or all of the question. Highlighters **must not** be in used in your answers.
    - Tippex/Liquid Paper and red and green pens are **not allowed**.You **must not** borrow anything from another candidate during the examination.
  - b) You may use a clear plastic bag to hold your set of equipment. If you do use a plastic bag please ensure that it does not bear any designs.
8. You may bring water into the examination to drink. The water must be in a clear plastic bottle and the school cannot take responsibility for any damage to examination papers caused by water spillage.
9. No eating or chewing is allowed. The examination desks are provided to ensure you have the best chance to achieve. They are to be kept clean. The seat numbers should not be defaced in any way.
10. **Total Silence** is required in the Examination Room at **all** times. You must remain silent from when you enter the Examination Room until you have left the Examination Room at the proper completion of the examination.
11. You are **forbidden** to communicate in any way or to seek assistance from other pupils.

12. If you try to use any unfair practice, or break the rules in any way, we are required to report you to the Examination Board. You could be disqualified from all your subjects.
13. **Candidate Name:** It is essential that you enter your legal name correctly on the front of the examination paper.
14. **Candidate No:** Learn your candidate number and make sure you put it on every examination paper.
15. **Certificate Name:** you will receive your certificates with your legal name on. It is important that you have checked your statement of entry.

### **Examination Timetable and Seat Numbers**

Check your examination timetable carefully. Check where the examination is taking place. You have been given a seat number for each examination. You **must not** sit anywhere else.

### **Absence from Examinations**

If you are absent from an Examination, you must produce a medical certificate within three days. Otherwise, you will have to pay for the examination – approximately £50.00 per subject. In certain circumstances when one part of an examination is missed through illness, the Examining board may award a grade on the evidence of a medical certificate.

### **Fire Drill**

We do hope that no fire alarms go off during the exam period. However, if one does go off these instructions must be followed in **complete silence**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **must** be at least one metre away from the students in front and behind you.
4. You will be told where to go. You will have to be kept separate from the rest of the school.
5. When you return to your exam room, do not start writing until the invigilator tells you to do so. You will be allowed the correct time to complete the examination.

**Listen carefully to instructions and do not panic.**

### **In the Examination**

1. When you are seated at your desk **DO NOT** turn the exam paper over until you are instructed to do so.
2. Listen carefully to everything the invigilator says. He/she has important instructions to give you.
3. If you do not understand the instructions, **ask**.

4. Write your full name (as on your entry statement) and your examination number on the first page.
5. Do not write in the margins of the examination paper.
6. Do not use graffiti or use obscene language. This will result in the cancellation of your paper.
7. Make sure you know how many questions you have to answer and whether the paper has sections (these details will be shown on the front sheet of the question paper).
8. Read through the whole of a question before starting to answer.
9. Make sure you answer compulsory questions and the correct number of questions overall.
10. Underline the key words in the question to help you keep to the point in your answer.
11. Do not waste time by repeating the question in your answer.
12. If you feel your answer is incomplete, leave sufficient space below, so you can come back to it later and keep it all together.
13. With structured questions, answer all the parts – each part carries marks – do not leave any blank spaces.
14. Write down the answers the examiner has asked for, not all the things you can possibly tell the examiner on the subject. For example, if you are asked to list three items, list three – you will not get extra marks for listing more.
15. Help your examiner by numbering your answers clearly. Show all your working on your answer book. If you make a mistake, do not rub out – cross through with a single line.
16. Make your sketches and drawings good-sized, label them clearly and include all essential points.
17. If you start to run out of time, write short accurate notes instead of sentences.
18. If you have the time, read through your answers. Don't forget you will lose marks for inaccurate spelling, punctuation and grammar. **Check carefully.**

### **Return of textbooks/equipment**

You must return all textbooks, library books and equipment to school. You should return the textbooks and revision sheets for each subject on the final day of that examination, you will be issued with a textbook clearance list. Each department will sign the list when you have returned all books, worksheets and equipment to them.

**You will not receive your results if the textbooks clearance list is not completed and returned to your Head of Year before you leave school.**

### **Examination Results**

Examination Results are expected in school on Thursday 24 August 2023. It is school policy that; Results can only be obtained either by;

- a) Personal application between 9.00 am and 11.00 am on Thursday 24 August 2023.  
Or
- b) Leaving a stamped addressed envelope with Ms Shelts before you leave school.

### **Collection of coursework**

Coursework which has been submitted for examinations may not be collected until 31 October 2023. If you need your coursework, you must collect it in November or December 2023. It cannot be kept indefinitely.

### **Presentation of Certificates**

Certificates will be presented in November 2023 at our Presentation Evening. You will receive an invitation. If you are unable to attend, try to arrange for someone else to collect your certificates. It is important that you receive them and they are kept safely. The Examination boards charge a fee for replacement certificates.

### **Retention of certificates**

The school will retain uncollected certificates for a period of three years after the examination series has finished. However, a printout of results will be issued.

### **School Website**

There is further information on the school website under the section: Key Information < Exam Information.

You will find:

- GCSE Timetable
- A Guide to External Examinations (this document)
- JCQ Warning Notice
- JCQ Mobile Phone Notice
- Internal Appeals Procedure
- Social Media Information
- Privacy notice for candidates

### **WARNING**

Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.