



FREDERICK GOUGH SCHOOL

PUBLIC EXAMINATION INFORMATION
BOOKLET
FOR PARENTS AND PUPILS
YEARS 9 TO 11

2011-2012

Dear Parents and Pupils

Experience in recent years has shown the need for information to be shared regarding examination administration. We now have pupils in Years 8, 9, 10 and 11 sitting some form of public exam, usually GCSE. In this booklet we want to share with you, both parents and pupils, the issues that we need to consider in preparation for the examinations. As a result the first section is addressed to parents while the second part is information for the pupils.

STATEMENTS OF ENTRY

When the school enters your son/daughter for an exam they/you will receive a Statement of Entry and you will be asked to check the personal and subject information. Please pay careful attention to the spelling of the student's name, the date of birth and the subject entries. If you feel any of the information is incorrect, please contact the school immediately. The majority of GCSE entries will be made during the early part of the Spring term but it is possible that entries may be made in the Autumn term for an exam/unit in either November or January.

Included in this booklet, on Page 7, is a draft copy of the GCSE entries examination letter which the school will require you as parents/carers to return to us, signed, in February. By signing it parents are accepting legal responsibility for the costs of the examinations, if any are missed. Please do not return the slip on this example letter. The final letters will be sent to you, probably just after the February half term holiday. We expect a return slip from every family of our pupils where an entry has been made.

EXAMINATION TIMETABLE

On the centre pages of this booklet is a timetable for examinations taking place this year. Pupils are responsible for identifying which examinations they will be sitting. For Year 11 only exact timings for these exams will be included in a revision timetable being prepared by Mr Dalton and which will be given to pupils in Spring 2012. In other exam situations pupils will be notified through their class teacher or Curriculum Leaders.

Please look carefully at the exam timetable making sure you understand and note the different colour codes for each year group.

BTEC

Some students may be entered for the BTEC qualification. Subjects where BTECs apply are Art, Drama, Dance, PE, Science, Travel and Tourism, Hairdressing and Work Skills. Please ask your son/daughter whether they are following one or more of these courses. If they are, then there is no final examination in that subject and there will be no reference to it in the formal summer examination timetable (please see centre pages). As you probably know, depending on the level of BTEC entered (ie Diploma/Certificate) then a pupil can achieve up to four possible passes at the equivalent of GCSE grade.

OCR NATIONAL QUALIFICATION IN ICT

All Year 10 and 11 pupils study ICT as part of their curriculum. They will be entered for this qualification which is a work related qualification. There is, like BTEC, no final summer examination. All assessment is ongoing and because of the different levels, class teachers will be giving pupils a different deadline for each of the Units, depending on the course they are actually following. The final deadline for Year 11 will be the last day before the Easter holiday, Friday 30 March 2012. As with BTEC, there will be no reference to it in the formal summer exam timetable shown on the centre pages.

YEAR 11 CONTROLLED ASSESSMENTS

Final deadlines for controlled assessments to be completed are as follows:

Geography – Friday 30 November 2011
History – Friday 21 October 2011
English Language and Literature – Friday 16 March 2012
Child Development - Monday 19 March 2012
Food Technology - Monday 26 March 2012
Textiles – Monday 26 March 2012
Resistant Materials – Friday 30 March 2012
Systems and Control – Friday 30 March 2012
Graphic Products – Friday 30 March 2012
Electronic Products – Friday 30 March 2012
Music: Composition 2 - Friday 16 December 2011
 Ensemble Performance – Friday 30 March 2012
Languages – Friday 30 March 2012
ICT – final deadline Friday 30 March 2012 (see previous item)

Please note there is no controlled assessment/coursework in Maths or Religious Studies for Year 11.

RULES AND REGULATIONS

A copy of the Notices to Candidates regarding their conduct during written examinations, on-screen tests and when they are completing controlled assessments are reproduced in this booklet for your information, Pages 10 to 13. These are produced by the Joint Council for Qualifications on behalf of all the Examination Boards and the rules have to be followed to the letter. When a student breaks the rules we are obliged to complete a report for the Board. In all cases the student loses their marks for the Paper in question but they could also lose their marks for the whole qualification, so it is vital that the students understand that they must follow the Code of Conduct. This is explained to them at the beginning of each exam.

In respect of controlled assessment we have a Policy for querying the procedure relating to internally assessed controlled assessment marks for GCSE and BTEC qualifications. This is available to you on request.

In cases of enquiries about results, where the school does not uphold a request for such an enquiry or consequent appeal a similar procedure to that mentioned above will be carried out. Any enquiry about a result will have to be lodged with the exam board by 20 September 2012.

In the last few years you will have seen from the national headlines that plagiarism (cheating) is a big issue with the exam boards. Please read that section in the JCQ notices to candidates very carefully (Pages 12 and 13).

GENERAL INFORMATION

Please remember that all students need to bring:

Pen Pencil Ruler
Calculator for Science Papers and the Maths Calculator Paper

Please note that calculators must comply with regulation C2 of the Notice to Candidates.

If a pencil case is brought into the exam room it must be made of **clear plastic**.

Students are not allowed to bring into the examination room:

Mobile Phones, iPods, MP3/4 Players, and any other products with an electronic communication/storage device or digital facility.

Tippex Highlighter Pens or Gel Pens to write answers with but you can use them to highlight information on the question paper.

The school cannot take responsibility for any phone that goes missing when handed in. It would be better not to bring a phone in the first place.

Students should make sure they have a copy of the Exam Timetable and that they arrive on time for each exam. All coats and bags are to be left in the lockers. Students should wait outside the Gyms until they are called into the examination rooms.

Candidates will not sit in the same seat for all exams. Candidates in Year 11 will know which room they are in from the school's Revision Timetable issued by Mr Dalton. Other candidates will know via the department concerned.

If you have any queries please contact the Examinations Officer Mrs Broome in the main office.

YEAR 11 MOCK EXAMS

The first few weeks after Christmas (Wednesday 4 January – Friday 20 January 2012) will be taken up with mock exams in most subjects in lesson time except for the mock in Maths (Maths Methods, Unit 2) which will be held in the school hall before Christmas.

The Maths mock paper will be sat by pupils in the Yellow and Green Pathways during Periods 1 and 2 on Tuesday 6 December. Pupils in the Blue Pathway will sit their Maths mock exam during Periods 1 and 2 on Wednesday 7 December. Pupils should go to the hall immediately after registration on the morning of their mock exam, ready for a 9.00 am prompt start. Please do not bring bags and coats. Pupils should wait outside the hall in Maths teaching sets, in alphabetical registration order, to make seating easier. You will be called into the hall as soon as possible.

On the morning of Tuesday 24 January there is an actual GCSE Biology Written Assessment, which counts towards your final grades and in the afternoon there is the actual Geography Sustainable Decision Making paper. In the same week there is the actual GCSE Chemistry (morning of Thursday 26 January). The actual Physics paper is on the afternoon of Monday 30 January. **You must make sure you know if you are taking these exams. Please check with your teachers whether you have been entered for these actual exams.**

Use the blank grid in your planner to draw up your own timetable over the mock exam period. Your subject teachers will tell you in which lessons you will be having an exam and you should write this in the appropriate space on the grid.

Y10 MATHS MOCK EXAM

Please note that Y10 will be sitting a mock in Maths Applications Unit 1. The Maths mock paper will be sat by pupils in the Blue Pathway during Periods 1 and 2 on Monday 5 December. Pupils in the Yellow and Green Pathways will sit their Maths mock exam during Periods 1 and 2 on Thursday 8 December.

Remember, exam entries for the summer will take place almost immediately after the mocks. Your mock performances might well decide your level/tier of entry. So think You need to do your best.

- 1 Make sure you know which papers you are taking. If you are not sure, **ASK** your subject teacher.
- 2 **Bring all necessary equipment (eg pen, pencil, ruler, eraser, calculator) with you to the examination room. Do NOT expect to borrow things that you should have brought for yourself. Always look at your timetable carefully.**
- 3 **Do NOT bring bags or coats to the gym.** Leave them in your locker.
- 4 **Mobile Phones, iPods, MP3/4 Players, and any other products with an electronic communication/storage device or digital facility must not be taken into an examination under any circumstances.**
- 5 When you enter the examination room you must do so in silence. Look out for your name label and sit down, face forwards, and wait for your instructions.
- 6 At the end of the examination, you must remain seated and in silence until told to move. When you are told to leave, clear the entrance to the gyms as quickly as possible.
- 7 When you leave the examination room, leave the furniture tidy. Push your chair under the desk and make sure that it is left where you found it.
- 8 If you have missed a mock examination, see your subject teacher.
- 9 Work hard and do your best. We wish you well!

S K Royle
Assistant Headteacher

February 2012



Frederick Gough School

A specialist language college

Headteacher: *B D Lawrance BSc (Hons) MSc NPQH*

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Dear Parent/Guardian

GCSE EXAMINATIONS 2011/12 AND BTEC REGISTRATIONS

Accompanying this letter is a statement indicating the GCSE examinations for which your son or daughter has been entered and any BTEC courses on which they have been registered. I would request that you check the entries carefully and contact the school immediately if you feel that any of the information is incorrect.

All examination fees are paid for by the school out of the financial budget but I must point out that we have the legal right to recover any wasted money if a pupil fails to attend an examination. This does not apply, of course, if difficult family circumstances arise or a pupil is ill, but in the latter case a doctor's note would be appreciated in order to substantiate the reason for absence. Non-attendance rarely occurs, but as the average cost of entry is £31 for any full course being sat this year and with individual units varying between £6.70 and £15.20 per unit, the school anticipates a total entry bill in excess of £100,000. We cannot, therefore, afford to waste money.

In order to help our organisation, it would be appreciated if you could complete the form below and ask your son/daughter to return it to his/her form tutor as soon as possible.

Thank you for your co-operation in this matter.

Yours sincerely

B Lawrance
Headteacher

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FREDERICK GOUGH SCHOOL EXAMINATIONS 2011/12

Pupil's name Form

- * I have noted the examination entries and agree that they are correct.
- * I understand that if my son/daughter fails to sit an examination for reasons other than medical or difficult family circumstances, then the school has the legal right to recover the examination fees.

Signed Date

GCSE TIMETABLE 2011/12

Exams being sat by Year 11 are marked with * Exams being sat by Year 10 are marked with +

Exams being sat by Year 9 are marked with ^ Some exams are being sat by a mixture of year groups

These examinations take place over a period of time before the main set of examinations	
8 November - morning	ENGLISH: Paper 1 *
11 November - afternoon	ENGLISH: Paper 2 *
10 January - morning	ENGLISH Language Units 1 and 2 *
11 January - morning	MATHS Methods Unit 1 (re-sits) *
13 January - afternoon	ENGLISH Literature Unit 1 + (re-sits) *
16 January - morning	MATHS Applications Unit 1 +
19 January - afternoon	MATHS Methods Unit 2 *
24 January - morning	BIOLOGY Unit 1 (re-sits) and Unit 2 Written Assessments *
24 January - afternoon	GEOGRAPHY Sustainable Decision Making *
26 January - morning	CHEMISTRY Unit 1 (re-sits) and Unit 2 Written Assessments *
30 January - afternoon	PHYSICS Units 1 (re-sits) and Unit 2 Written Assessments *
Week commencing 14 March	MUSIC Creative Task *
8 May - morning	FUNCTIONAL SKILLS Writing and Reading Papers + ^
BTEC ART, DRAMA, DANCE, PE, SCIENCE and TRAVEL AND TOURISM and OCR Nationals in ICT - these subjects are continuous assessment throughout the year. * +	
ENTRY LEVEL - Maths and Spanish take place in lesson * English 21 March – morning +	
ENGLISH FUNCTIONAL SKILLS - controlled test between 31 October and 25 November. ^	

**As per the last year there will be no study leave for Year 11.
They will be expected to follow the Y11 Revision Programme to be put in place by Mr Dalton.**

WEEK 1	AM	PM
14 May	MUSIC: Listening *	FRENCH: Listening (Full Course) * ^
15 May		RE: Religion and Life (Full and Short Course) *
16 May		DT: Food Technology *
17 May	FRENCH: Reading (Full & Short Course) * ^	RE: Religion and Society (Full Course) *
18 May		

WEEK 2	AM	PM
21 May	SCIENCE: Biology Units 2 & 3 Written Assessment *	SPANISH: Listening (Full Course) *
22 May	ENGLISH LITERATURE Unit 1 re-sits +	
23 May		
24 May	SCIENCE: Chemistry Units 2 & 3 Written Assessment *	ENGLISH LITERATURE Unit 2 *
25 May		SPANISH: Reading (Full & Short Course) *

WEEK K 3	AM	PM
28 May		CHILD DEVELOPMENT *
29 May	ENGLISH LANGUAGE UNITS 1 and 2 re-sits *	DT: Graphic Products * RUSSIAN: Listening & Understanding * RUSSIAN: Reading and Understanding *
30 May		SCIENCE: Physics Units 2 & 3 Written Assessment *
31 May		
1 June		

HALF TERM

WEEK 4	AM	PM
11 June		Maths Methods Unit 1 +
12 June	SCIENCE: Biology Unit 1 Written Assessment +	HISTORY: Paper 1 (Medicine) * +
13 June	MATHS Methods Unit 2 re-sits *	
14 June	GEOGRAPHY (Sustainable Decision Making) re-sits *	RUSSIAN: Writing *
15 June	HISTORY Paper 2 (American West) *	SCIENCE: Chemistry Unit 1 Written Assessment +

WEEK 5	AM	PM
18 June	GEOGRAPHY (Key Geographical Themes) *	GERMAN: Listening *
19 June		Maths Applications Unit re-sits +
20 June	SCIENCE: Physics Unit 1 Written Assessment +	
21 June	MATHS Applications Unit 2 *	DT: Electronic Products * DT: Systems and Control * DT: Textiles *
22 June		

WEEK 6	AM	PM
25 June		
26 June		
27 June	GERMAN: Reading * DT: Resistant Materials * ^	
28 June		
29 June		



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates

GCSE, Functional Skills and Principal Learning, Controlled Assessments

This document tells you about some things that you must and must not do when you are completing your work.

Before you submit any work 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 or lecturer.

Controlled Assessment will provide you with 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, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - 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”,

“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, pg.29).

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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

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.

If you worked as part of a group on an assignment, for example, undertaking field research, 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 your classmates can find it. You must always keep your work 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. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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 essay 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.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates For on-screen tests – effective from 1 September 2011

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery, this includes rough work, printouts or any other materials provided for the on-screen test.
<p>This information must be made available to all candidates in advance of their on-screen test(s). It may be provided electronically to candidates or in hard copy paper format.</p>	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates
For written examinations – effective from 1 September 2011

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	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.
E Advice and assistance	
1	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.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s). It may be provided electronically to candidates or in hard copy paper format.	