



Centre Name: **Sullivan Upper**

Centre Number: **71564**

EXAMINATIONS 2021/2022

GCSE Guidance for Students and Parents

Candidate Name:

Candidate Number

UCI:

Class:

GCSE Results: Thursday 25th August 2022

SCHOOL TELEPHONE NUMBER: 028 90 428 780

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INTRODUCTION

It is the aim of Sullivan Upper School to make the examination experience as stress free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so they are also aware of the examination regulations and procedures to follow in the event of any problems occurring.

Mr Peel, as Principal of the school is the head of the Sullivan Upper Examination Centre. The administration of GCSE and GCE examinations is the responsibility of the Examinations Officer.

The Awarding Bodies set down strict criteria for the conduct of examinations which must be followed precisely by the school. You should therefore pay particular attention to the Notice for Candidates printed in Appendix 1.

If you or your parents need any help or advice, please do not hesitate to contact the Examination Officer.

BEFORE THE EXAMINATIONS

CANDIDATE NAME

All candidates are entered under the name format of First name + one middle name + (Legal) Surname.

CANDIDATE NUMBER

Each candidate has a four-digit candidate number. This is the number you will need to enter on examination papers. It will be on all seating plans and registers. Please copy it on to the front of this booklet and learn it.

CONTACT NUMBERS

Sometimes students have a problem getting to an exam on time. It is important we have up to date contact telephone numbers for both you and your parents or anyone else who may be able to help in an emergency.

I also suggest you save the school telephone number to your mobile phone if you carry one so you can call if you have a serious problem during your journey to school.

COURSEWORK

During March and April, Controlled Assessment Marks, Controlled Assessment Samples and estimated Marks are collected from departments and sent to the relevant awarding bodies in May. The School has an internal appeals procedure to assist with any concerns about Controlled Assessments. It should be stressed that an appeal can only be considered against the processes which led to the assessment and not against the mark or grade awarded.

ENTRIES

Pupils are entered for Summer examinations during February of that year.

EQUIPMENT

Make sure you have all the correct equipment for your examinations. Check the regulations in the JCQ Notice to Candidates.

STATEMENTS OF ENTRY

All candidates will receive a statement of entry from the school indicating the subject they are entered for and the levels of entry if applicable. Please check carefully that these are correct.

Candidates may also receive a statement of entry from awarding bodies. Please check these are correct – especially personal details, spelling of names etc as they will be how they are displayed on award certificates.

SPECIAL ARRANGEMENTS

Special Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties and, where appropriate, for those who suffer from temporary disabilities, illness, or indispositions during the examination period. After consultation with the Special Educational Needs Co-ordinator, Mrs Kelly, the exams office will make an application to the relevant awarding bodies for the appropriate Special Arrangement to be approved.

SPECIAL CONSIDERATION

A candidate may be eligible for special consideration if:

- Performance is affected by circumstances beyond the control of the candidate, e.g. recent personal illness or bereavement.
- Part of an examination is missed due to circumstance beyond the control of the candidate e.g., an accident. (Note there are minimum examination requirements that must be met for a grade to be awarded.)
- Special Arrangements that were made as outlined above that proved to be inadequate.

The awarding body decides the level of special consideration to be given to a candidate and parents should be aware no feedback is ever given.

TIMETABLES

You will be given an individual timetable for your own examinations. Check it carefully, if you notice something is wrong see the Examinations Officer in the Exams office immediately.

A few candidates might have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you think there is a clash in your timetable that has not been resolved, please see the Exams officer immediately.

UCI

In addition to a candidate number, you will also have a Unique Candidate Identifier which is shown on the top of statements of entry. You do not need to memorise this as it is for administrative purposes only.

AWARDING BODIES

| SUBJECT | LEVEL | BOARD |
|----------------------------|--------------|--------------|
| Art & Design | GCSE | CCEA |
| Biology | GCSE | CCEA |
| Chemistry | GCSE | CCEA |
| Computer Science | GCSE | AQA |
| Design & technology | GCSE | CCEA |
| Digital Technologies | GCSE | CCEA |
| Drama | GCSE | CCEA |
| English Language | GCSE | CCEA |
| English Literature | GCSE | CCEA |
| French | GCSE | CCEA |
| Further Maths | GCSE | CCEA |
| Geography | GCSE | CCEA |
| German | GCSE | CCEA |
| History | GCSE | CCEA |
| Mathematics | GCSE | CCEA |
| Moving Image | GCSE | CCEA |
| Music | GCSE | CCEA |
| Nutrition and Food Science | GCSE | CCEA |
| Physical Education | GCSE | WJEC |
| Physics | GCSE | CCEA |
| Religious Studies | GCSE | CCEA |
| Spanish | GCSE | CCEA |

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the notice to candidates for both written and on-screen exams which is issued jointly by all the Awarding bodies, is printed at Appendix 1 of this booklet. All candidates must read this carefully and note that to break any examination rules or regulations could lead to disqualification from all subjects. The School must report any breaches of regulations to the Awarding body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 20 minutes prior to the start time of their examination. Please wait quietly outside the room until you are invited in by the invigilators.
- Candidates who arrive late may still be admitted but will not receive any additional time. If special consideration applies, then you must speak to the Examination officer.
- Full school uniform must be worn by all students attending school examinations.
- All items of equipment should be visible to Invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be Black ink or ball point only- no Gel pens, eraser or correction pens are allowed.
- For mathematics and science exams, students should check their calculators conform to the regulations. If in any doubt check with your subject teacher. Remove all covers/cases and instructions and make sure batteries are new.
- Candidates are not allowed to bring mobile phones or other devices such as wrist watches, smart watches, iPod, MP3/4 players, pagers, reading pens or any other product with text or digital capabilities into the exam room. Any devices brought inadvertently into the exam room must be switched off and given to the invigilator BEFORE the examination commences. Candidates found to have banned items during the exam may face malpractice charges as the Awarding Body must be informed by the school.

- Please note new regulations prohibits the use of any type of watch to be on or around the candidate's person- they are not to be displayed on the candidate's desk.
- Do not attempt to communicate with or distract other candidates.
- Examination Regulations are very strict – if you break any you may be disqualified.
- Listen carefully to notices and instructions given by the invigilator – there may be amendments to the exam paper you need to know about.
- Check you have the correct paper- check the subject, paper and level of entry. All these things will be found on the cover page.
- Read all instructions carefully and clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the examination (or the duration of the examination if it is less than one hour) and you cannot leave within the last 10 minutes.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you use more than one answer booklet or loose sheets of paper ask the invigilator for a tag to fasten them together in the correct order.
- Your exam papers will be collected before you are allowed to leave the room. Absolute silence must be maintained during this time. You are still under exam conditions until you have left the room.
- Remain in silence until asked to leave. Please show consideration for other candidates who may still be working.
- If the fire alarm sounds during the examination the invigilators will tell you what to do. Do not panic. If you have to evacuate the room, you will be asked to leave in the order you are sitting. Leave everything on your desk and you **MUST NOT** communicate with anyone during the evacuation. When you return to the exam room do not begin to write again until the invigilator tells you to do so. You will be allowed full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external invigilators to conduct the examinations in a number of venues around the school. Students are expected to behave in a respectful manner to all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the exam. They will distribute and collect examination papers, tell candidates when to start and finish and provide extra writing paper if needed.

If a candidate has any concerns do not hesitate to attract the invigilators attention by raising your hand and waiting quietly until they come to you.

Invigilators cannot discuss the paper with you or explain any questions.

WHAT TO DO IF YOU ARE ILL ON THE DAY OF AN EXAMINATION

It is vital you telephone the school in the morning to inform us.

You must also obtain a note from your doctor detailing the reason for your absence. There is the possibility of submitting this note to the awarding body for special consideration.

If you are unwell, but still able to travel come to school and we can assess the situation. In most cases it is still better to take the exam if you can

If you are showing symptoms of Covid telephone the school.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available to collect from the school in person on Results day. The date for results will be advised to you before the end of the school year.

If you wish any other person (including family members) to collect results on your behalf, you must give you written authorisation to school BEFORE results day.

Candidates who do not collect their results on Results day will receive notification by post to the home address registered with the school.

POST RESULTS

If you need post results advice Sullivan Upper teaching staff will be available on Results day to speak to. The following services are available:

Enquiries about results

- Clerical check

- Remark

- Priority Remark (For those awaiting university entrance)

- Re- moderation of Coursework



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INFORMATION FOR CANDIDATES: WRITTEN EXAMINATIONS

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: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. 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.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 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. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You must write clearly and in black ink. Coloured pencils or inks may only be used 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: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) 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 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) 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 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.

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, including those used for rough work.

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: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) 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 supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. 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



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INFORMATION FOR CANDIDATES: ON SCREEN TESTS

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 You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Unless you are told otherwise, you must not have access to: (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; (d) pre-prepared templates. 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.
- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 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). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.

3 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.

4 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 If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) 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 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if: (a) you have been entered for the wrong on-screen test; (b) the on-screen test is in another candidate's name; (c) 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 Put up your hand during the on-screen test if: (a) you have a problem with your computer and are in doubt about what you should do; (b) 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. 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.