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22 March 2019

Dear Parents

Year 10 Summer Examinations 2019: Friday 26 April - Friday 10 May

Year 10 Summer Examinations will take place between Friday 26 April and Friday 10 May. As this is shortly after the Easter holiday, I am enclosing a copy of the Summer Exam timetable so that pupils can start to prepare over the holiday period.

Please note that attendance at school is compulsory during the Summer Exams. However, pupils are allowed to revise in any session in which they do not have an exam; it is, therefore, important that they are fully organised for each session. Examination boards now require scripts to be written in black biro, so that they can be digitally scanned for marking. Pens, pencils, rubbers, mathematical instruments and calculators required for an examination must be contained in a clear pencil case or a clear plastic bag.

Study skills support and other guidance on revision have been incorporated in to the tutor time sessions; pupils have also been given a revision timetable to help them to organise their time more effectively. Before the end of term, pupils will be issued with revision guides for some subjects including: English, Science and RS. Additionally, pupils can use Corbettmaths.com, Mathswatch and Seneca Learning (Science), and all pupils have access to GCSE Pod, this provides Podcasts and GCSE questions for all GCSE courses.

It is extremely important that you encourage your son/daughter to make effective use of his/her study time at home in order to help him/her to approach the exams in a positive and determined manner. He/she will also be expected to bring revision materials along to afternoon registration instead of a reading book.

I would also like to take this opportunity to remind you that your son/daughter may be completing *Controlled Assessments* or *Non Exam Assessments (NEA)* in some of their subjects during the course of the year:

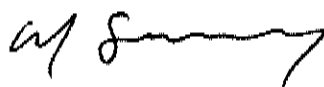
Subject	% of Controlled Assessment / NEA
Art & Photography	60% (Portfolio)
Design Technology	50%
Physical Education	40%

It is therefore, important that the pupils taking these subjects plan effectively throughout the year, not just during the examination period.

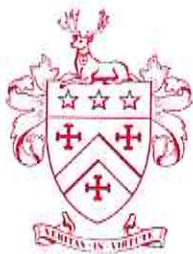
I am enclosing some information detailing coursework/NEA guidelines as well as general regulations for sitting GCSE examinations. I would appreciate it if you would take time to read these through with your son/daughter.

I hope that this will provide you with all of the information you require regarding the Year 10 examination period. However, if you have any questions or require clarification of any of this information, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Sweeney', written in a cursive style.

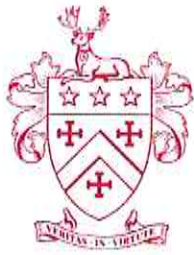
Miss M Sweeney
Examinations Officer



YEAR 10 EXAMINATIONS 2019

Please read the following carefully:

1. Examinations take place in the sports hall, unless otherwise specified.
2. Pens, pencils, rubbers, mathematical instruments, calculators which you require for an examination must be contained in a **clear plastic bag**. Make sure that you have a spare **black pen** and that you check the batteries in your calculator. In an exam where you have the use of a calculator, you must not have the calculator cover on your desk.
3. **Do not write in gel pen or pencil**. You must write answers in black pen. Many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.
4. Any rough work that you do should be **ruled through and handed in** with your paper. You must not use Tippex.
5. Be on time and organised for each session. You are only allowed to take into the exam your plastic bag/pencil case. If you are not doing an exam, you should have any necessary revision material with you, take along plenty of revision to last the entire session. **Be prepared** – you may be allowed revision time before the exam begins.
6. You **must** follow the instructions of the invigilator.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
7. **Mobile phones** and should be switched off and handed in to the member of staff invigilating the exam. This is very important – 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. **Interactive watches (e.g. Apple watches) are not permitted in the examination hall.**
8. **Sweets, chewing gum and any other food are not allowed in the sports hall.** You may bring a small bottle of **water** in to the exam room. These should be clear bottles with a spill-proof cap. There must be **no label** on the bottle.
9. **Nothing** should be left in the exam room at 4.00p.m. Put all rubbish in the bin and keep all areas tidy.



DECLARATION OF AUTHENTICATION – NON-EXAM ASSESSMENTS

This will be signed for each subject after an assessment has been completed

Each candidate is required to sign a declaration, before submitting their work to their subject teachers/assessors, stating that the work is their own and that any assistance given and/or sources used have been acknowledged. **Ensuring that they do so is the responsibility of centres.**

Awarding bodies may issue Declaration of Authentication forms to centres, which will replicate some or all of the wording detailed below. Alternatively, the following text may be used as guidance by those centres who wish to create their own documentation.

The work you submit for assessment must be your own:

If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned. Other examples of malpractice include:

- allow other students access to, or use of, their own independently-sourced source material
- include work copied directly from books, the internet or other sources without acknowledgement
- submit work that is word-processed by a third person without acknowledgement
- include inappropriate, offensive or obscene material.

These actions constitute malpractice and a penalty will be given (for example, disqualification).

Declaration by candidate

*I have read and understood the Information **for candidates (GCSE, Functional Skills and Principal Learning: Controlled Assessments)**. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.*

Candidate's name:.....

Candidate's signature:.....***Date:***.....

Declaration by teacher

I confirm that:

- 1. the candidate's work was conducted under the conditions laid out by the specification;*
- 2. I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.*

Teacher's name:.....

Teacher's signature:.....***Date:***.....

YEAR 10 EXAM TIMETABLE 2019 (PUPIL COPY)

Thursday 25th April	GERMAN / SPANISH SPEAKING / NORMAL TIMETABLE	GERMAN / SPANISH SPEAKING / NORMAL TIMETABLE	GERMAN / SPANISH SPEAKING / NORMAL TIMETABLE
Friday 26th April	FRENCH LISTENING (P2)		
Monday 29th April			GERMAN / SPANISH LISTENING (P6)
Tuesday 30th April	FRENCH SPEAKING / NORMAL TIMETABLE	FRENCH SPEAKING / NORMAL TIMETABLE	FRENCH SPEAKING / NORMAL TIMETABLE
Wednesday 1st May	ENGLISH LANGUAGE 1H 45	FRENCH READING 1H	CHEMISTRY 1H 15 / 1H 45
Thursday 2nd May	MATHS 1 1H 30	HISTORY 1 1H 15	BIOLOGY 1H 15 / 1H 45
Friday 3rd May	DESIGN TECHNOLOGY 2H	GEOGRAPHY 1 1H 30	PHYSICS 1H 15 / 1H 45
Tuesday 7th May	RS 1 - Ethics 1H PE 1 1H 15	SPANISH / GERMAN READING 1H	ENGLISH LITERATURE 50 mins
Wednesday 8th May	HISTORY 2 1H	RS 2 - Christianity 1H PE 2 1H 15	FRENCH WRITING 1H 15
Thursday 9th May	COMPUTER SCIENCE 1H 40 GERMAN / SPANISH WRITING - 1H 15	GEOGRAPHY 2 45 MINS	MATHS 2 1H 30
Friday 10th May	ART / PHOTOGRAPHY / FRENCH SPEAKING / NORMAL TIMETABLE	ART / PHOTOGRAPHY / FRENCH SPEAKING / NORMAL TIMETABLE	ART / PHOTOGRAPHY / FRENCH SPEAKING / NORMAL TIMETABLE



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

When you submit any coursework 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will 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 coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - 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 5 February 2019.

You must also include a bibliography at the end of your work. This **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 do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – 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.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

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 coursework 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 do not need.

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

You must not write inappropriate, offensive or obscene material.

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 that examination series;
- 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.

The awarding body will decide which penalty is appropriate.

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

Information for candidates Using social media and examinations/assessments



Image by Patricia Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

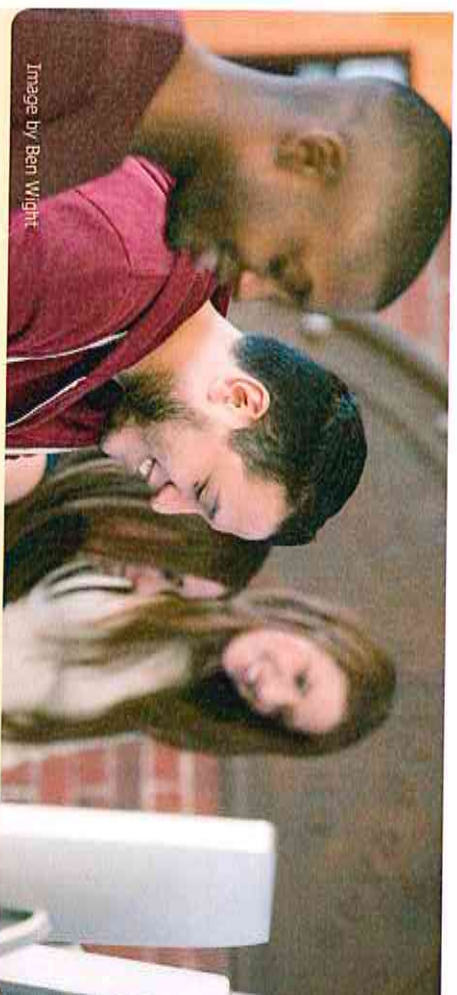


Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



