



Dear  
Parent/Carer

**Summer 2020 exams contingency day - Wednesday 24 June 2020**

The summer 2020 GCSE exams may seem like a long way off at the moment, but we wish to share some important information with you to avoid any possible issues next summer.

During the spring term, students will be given their individual exam timetables which will highlight when their final exams will take place. For the summer 2020 exam series a 'contingency' exam day has been arranged by the examination awarding bodies which all students need to be aware of. This contingency day for GCSE examinations has been put in place "in the event of widespread, sustained national or local disruption to examinations during the June 2020 examination series". All students will be participating in GCSE exams in the summer so this date applies to every Year 11 student in the Academy and any other student who is taking a GCSE exam.

The decision comes following the tragic events of summer 2017, namely the Manchester attack and the Grenfell Tower fire. The Joint Council for Qualifications have decided that they need the option to postpone an exam in the event of an incident and rearranged for a later date, to allow all students a fair and equal chance.

The date that has been set aside as the contingency day is **Wednesday 24 June 2020**. This means that all year 11 and year 10 students sitting exams must be available to sit exams from the date of their first exam until Wednesday 24 June 2020. This decision is not an Academy decision and applies to all students in all schools across the country. **Please do not book any holidays during this period.** Please can all parents and carers make a note of the new contingency exam date, in the event that an awarding body needs to use this date.

If you have any queries regarding this please do not hesitate to contact Susan Murphy, the Exams Officer, at the Academy.

Yours sincerely

2019/20 External Exam Timetables						
Exam Date	Day	AM/PM	Subject	Exam Board	Paper Ref	Duration
<b>November 2019</b>						
05/11/2019	Tuesday	AM	Maths Paper 1 (Non Calc)	AQA	8300 1F/1H	1h 30m
07/11/2019	Thursday	AM	Maths Paper 2 (Calc)	AQA	8300 2F/2H	1h 30m
11/11/2019	Monday	PM	Maths Paper 3 (Calc)	AQA	8300 3F/3H	1h 30m
<b>January 2020</b>						
08/01/2020	Wednesday	PM	Creative Digital Media Production: Unit 1 Digital Media Sectors and Audiences	BTEC Pearson	21526E	1h 0m
08/01/2020	Wednesday	PM	Health and Social Care: Essential Values of Care for Use with Individuals in Care Settings	OCR Cambridge	R021	1h 0m
29/01/2020	Wednesday	AM /PM	BTEC Sport: First Award	BTEC Pearson	?	?
<b>May/June 2020</b>						
<b>Wk1</b>						
12/05/2020	Tuesday	AM	Creative Digital Media Production: Unit 1 Digital Media Sectors and Audiences	BTEC Pearson	21526E	1h 0m
13/05/2020	Wednesday	AM	English Literature Paper 1	AQA	8702/1	1h 45m
14/05/2020	Thursday	AM	BTEC Sports: First Award online	BTEC Pearson		
<b>Wk2</b>						
19/05/2020	Tuesday	AM	Maths Paper 1 (Non Calc)	AQA	8300 1F/1H	1h 30m
19/05/2020	Tuesday	PM	Religious Studies (Short Course)	AQA	8061/1/1-5	1h 45m
21/05/2020	Thursday	AM	English Literature Paper 2	AQA	8702/2	2h 45m
<b>Wk3</b>						
02/06/2020	Tuesday	AM	English Language Paper 1	AQA	8700/1	1h 45m
04/06/2020	Thursday	AM	Maths Paper 2 (Cal)	AQA	8300/2F/2H	1h 30m
05/06/2020	Friday	AM	English Language Paper 2	AQA	8700/2	1h 45m
<b>Wk4</b>						
08/06/2020	Monday	AM	Maths Paper 3	AQA	8300/3F/3H	1h 30m
<b>Wk 5</b>						
16/06/2020	Tuesday	PM	Health and Social Care: Essential Values of Care for Use with Individuals in Care Settings	OCR Cambridge	R021	1h 0m
<b>Wk 6</b>						
24/06/2020	Wednesday	AM/PM	Contingency Day	ALL		

ART?	To be confirmed	
Photography	Multi Skills	Offsite
Textiles	Catering	
Food?	Motor Vehicle	
Sport ?	Crown Plaza	
	Confetti	



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and  
WJEC**

**Information for candidates: non-examination  
assessments**

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

**When you submit your work for marking, the awarding body will normally require you 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.

### **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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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. Do not 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 do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Research and using references**

In some subjects you will have 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, encyclopaedias, 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. 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.**

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**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.**

## **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.**

Do not think you will not 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 or seen the source you are using, or even marked the work 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 component 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.

The 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 OCR Pearson WJEC

### **Warning to Candidates**

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - Sit an examination in the name of another candidate;
  - Have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb Other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

**Effective from 1  
September 2014**



**Information  
for  
candidates  
For written examinations – effective from 1  
September 2019**

**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) **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smart watch or a**

**wrist watch which has a data storage device. 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 wear a wristwatch the invigilator will ask you to remove it and place it on your desk.
- 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 formulas;
  - 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. Follow their instructions at all times.
- 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 **When the invigilator tells you**, 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 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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