
South Shields

SCHOOL

A decorative flourish consisting of two curved lines that meet at a central point, resembling a stylized leaf or a wing.

Information for Students and Parents

Mrs L Heddon
EXAMINATIONS MANAGER

Academic Year 2019-2020

Students in Year 11 take internal and external examinations during the academic year.



The examination dates this year are:

Autumn Mocks 2019 | Monday 11th November – Friday 29th November 2019

Personal Timetable issued by 14/10/19

Spring Mocks 2020 | Monday 24th February – Friday 13th March 2020

Personal Timetable issued by 27/01/20

Summer 2020 | Monday 11th May – Friday 18th June 2020

Personal Timetable issued by 20/03/20

The **Provisional Timetable** is available at back of this booklet

Contingency Day | Wednesday 24th June 2020

Results Day | Thursday 20th August 2020 | 8:30-10am

If results are not collected on the day they will be sent out by First class post.

IMPORTANT INFORMATION

Wednesday 24th June 2020 has been designated as a **'contingency day'** by the examination awarding which all students need to be aware of. This contingency day for GCSE (or equivalent) examinations has been put in place "in the event of widespread, sustained national or local disruption to examinations during the June 2020 examination series."

The decision comes following the tragic events of last summer, namely the Manchester attacks 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 rearrange for a later date to allow all students a fair and equal chance.

This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24th June 2020. This decision is not a school decision and does apply to all candidates in all schools.

Please can all students/parents/carers make a note of the new contingency exam date in the event that an awarding body needs to invoke its contingency plan as it will be common and completely understandable for many families to book holidays in June and July as prices will be lower when students have finished their examinations. However, it will be devastating for a student to miss out on a good grade after working hard for two years because they might be absent from a rearranged final exam.



Introduction

Examinations instructions for candidates

Times

Unless otherwise stated the start times of examinations are;

All morning examinations – **9:00am**

All afternoon examinations – **1.30pm**

Candidates should report to the designated area and be ready to enter the examination room **at least 15 minutes** before the start of the examination.

Timetables

You will receive your timetable for your examinations well before the first examination. Dates and times of the examinations are given on the timetable issued.

Check carefully to see if the examination is in the **morning or the afternoon**, you may want to highlight each in different colours as extra time will not be permitted for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash.

You alone are responsible for checking your examination timetable.

Personal Details

Please check the personal details on your timetable carefully. If there are any errors (e.g. name, date of birth, gender, examination entry), the Examinations Officer should be notified immediately. If errors are not amended before the receipt of results there may be a charge to amend them after this.

Lateness

If you know you are going to be late, phone the school as soon as possible after 8:00am.

If you arrive **before** 10:00am for morning examinations or 2:30pm for afternoon examinations you will be allowed to take the examination.

If you arrive **after** 10:00am for a morning examination or 2:30pm for an afternoon examination you **may** be allowed to sit the examination, however the examination board will be notified and may decide not to accept your script.

For examinations lasting 1 hour or less if you arrive after the examination has finished you will **NOT** be allowed to take the examination under any circumstance.



Absence from Examinations

You must attend all examinations to which you are allocated on your personal timetable. If you miss an examination you will NOT be able to do it again. Misreading your timetable will not be accepted as a satisfactory explanation of absence.

What to do if you are ill on the day of an examination

If you are ill and are unable to attend an examination it is vital you phone the school first thing in the morning (**0191 456 8929**) to inform us. You should contact your GP's surgery to obtain advice from them as they may need to complete a form to certify you were unwell to enable us to apply for Special Consideration.

If you are feeling unwell, but still able to travel, I suggest you come to the examination and we can assess the situation then. In most cases it is better to take the examination if you can. If in doubt – **phone the school**.

If you do not attend an examination without a valid reason, it is possible that you/your parents will be charged for that examination.

Clashes

If you have more than one examination, involving different subject, at the same time you will be contacted to discuss which exam you will take first.

Special Consideration

The awarding bodies' will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the examination or for absence due to illness. Special consideration will only be applied if at least 50% of the total examinations (written examination and coursework/internal assessment) has been completed.

Warnings

All the awarding bodies' make it clear that:

- Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excluded any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GC(S)E/AS and A2 level examinations for a period of up to five years.



Conduct in the examinations room

Candidates must be quiet at all times while in the examination room and when entering or leaving. You must sit at the desk with your name and candidate number on it. Should you require any assistance, raise your hand clearly and wait for an invigilator to attend to you. Once a candidate has entered an examination room, they are not allowed to leave unescorted until the conclusion of the examination. During the examination you must not turn around or try to communicate with another student in any way. If a student's behaviour during the examination is deemed unsuitable they will be removed from the examination room, the incident will be reported to the examination board and their paper could be cancelled. You are not allowed to leave the room until the end of the examination, even if you have finished your examination, **so please do not ask.**

At the end of the examination you must remain silent until the examination papers have been collected. Question papers, answer booklets and additional papers must not be taken from the examination room. You must not write inappropriate, obscene or offensive material in your answer booklets or you could be subject to penalties.

You are advised to make sure you go to the toilet before every examination.

Cheating

Candidates caught cheating in examinations, including being in possession of a mobile telephone, using unauthorised aids, copying from and communicating with other candidates, will be reported to the awarding bodies'. Penalties include exclusion from examinations for up to five years.

Prohibited Materials

The following items **must not** be brought into any examination room but left in a designated place:

- Mobile telephones, pagers, or electronic communication devices – see 'Mobile Phones in Examinations'
- Pencil cases – use a transparent plastic bag or clear plastic pencil case
- Calculator cases and instruction books
- Books (unless set texts for specific examinations), notes, letters, diaries or other printed materials
- Bag, briefcases etc.

Watches

Watches should be placed on desks before the start of any exam.

Mobile phones, iPods, MP3 Players and the penalties awarded by examination boards

We cannot stress enough how important it is not to **bring mobile phones and any other electronic means of communication** into the examination room. The school and awarding bodies' regulations forbid you to bring any of these devices into any examination room or any room being used for quarantine, either before or after an examination. You are strongly advised not to bring such devices with you to school on the day of the examination. The examination boards have issued very clear guidance about mobile phones, iPods and MP3 Players.

Candidates who carry any of the above with them into an examination room **must** place it out of reach of the area of the examination desks before the examination begins.

- All phones **must** be switched off.
- If a phone is not switched off and it rings during an examination – even if it is out of reach – the candidate who brought it will have a **zero mark for that examination**.
- Candidates who have not put their phone out of reach, **even if it is switched off**, will have **zero marks for every examination paper** in the subject being sat (if there is more than one paper).
- Candidates who actually use a mobile phone, iPod or MP3 player during an examination – i.e. who either place or answer a call or take or send a text message – **will be disqualified from all examinations during that series** (e.g. all of the summers GCSE's) and possibly disqualified from taking any examinations for up to 3 years.
- The examination boards will apply the penalties shown above whether or not the candidates had any intention of using the phone, and even if they forgot that they had it.

Remember that it is a school rule that students should not bring mobile phones into school at any time. The school cannot be held responsible if students ignore this rule and their phone is lost, stolen or damaged. This applies during examinations also. A phone brought into an examination room and placed out of reach of the examination desk can be left only on clear understanding that it is entirely at the risk of the student. **The easiest, safest and best course of action is not to bring mobiles to school.**

Equipment

Black ink or ballpoint pen must be used in all papers. Candidates may also need further equipment such as a pencil, coloured pencils, a calculator, a novel and an anthology depending on which examination you are sitting. **Highlighter pens and correcting fluids may not be used in any answers**, however they may be used to highlight questions or test in questions. All rough work must be done in the answer booklet provided and should be crossed out.

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies'.



You are allowed to bring a clear bottle of water, with the label removed, into the examination room. However you are **not** allowed to bring the following items:

- Cans or cartons of drinks
- Chewing gum
- Any other food or sweets

If you need to take food into the examination room for medical reasons see Mrs Heddon before the start of the examination.

Bags and Coats

For examinations bags and coats must be left at a designated place. **Candidates must wear school uniform when taking examinations in school.** The school accepts no liability for items of value (e.g. money, mobile telephones) which are left in bags. Please do not bring valuables with you when you have examinations. If you do so it is at your own risk.

Results

Summer results – students may collect their results from school on the designated results day from 8:30am until 10:00am. Students should collect their results themselves. If the student is unable to collect them they may be collected by a third party who must have a letter signed by the student giving them permission to do so.

Enquiries about Results

Senior members of staff will be available in School on Results Day to discuss your results and the options available to you if you have any concerns about them.

Should you decide to proceed with an enquiry you will be asked to provide written consent confirming you understand that the grade could go up or down.

Examination Appeals

If you would like a copy of South Shields School's Examinations Appeals procedures please contact Mrs Heddon, Examination Manager. It is also available on the school website.

Certificates

Certificates are issued if you achieve 9 to 1 at GCSE and will be available to collect, details of when and where will follow. Certificates can also be collected by a third party but they must have a letter signed by the student giving them permission to do so. Most awarding bodies will not issue replacement certificates, and those who will charge a minimum of £40 for their service.

Keep your certificates in a safe place.

Coursework

The awarding bodies will return most coursework during October. Students wishing to reclaim their coursework should apply to their teaches by 1st May of the year they are in Year 11 as it will not be kept by the school indefinitely.

*If you have any questions about any of this please speak to Mrs Heddon, the Examinations Manger, **before** the day of your examination.*

Important Information

Please take time to read the following information which can be located on the school website:

- Information for Candidates – Written Examination
- Information for Candidates – Onscreen Tests
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates – Non-examination Assessments
- Warning to Candidates Poster
- No Mobile Phones Poster

South Shields School – Provisional Summer 2020 Timetable

Please note these dates are provisional and could be subject to change

Date	Time	Length	Subject	Code
TBA			Art & Design Externally Set Assignment	
TBA			Photography Externally Set Assignment	
TBA			Drama - Performance	
TBA			Hospitality & Catering - Practical	
11 May 2020	AM	1h 30m	Computer Science Paper 1	8520/1
11 May 2020	AM	1h 00m	The Music Industry	21512E
12 May 2020	PM	1h 10m	Combined Science 1 - Paper One: biology	1SC0 1BF/H
13 May 2020	AM	1h 45m	English Literature - English Literature Paper 1	8702/1
13 May 2020	PM	1h	Sport St dies: Contemporary Issues In Sport	R051/01
13 May 2020	PM	2h	Enterprise: Promotion and Finance for Enterprise	21430K
14 May 2020	AM	1h 10m	Combined Science 2 - Paper One: chemistry	1SC0 1CF/H
14 May 2020	PM	1h 30m	Computer Science Paper 2	8520/2
18 May 2020	AM	1h 30m	Geography Paper 1	8035/1
18 May 2020	PM	1h 30m	Drama	C690U30-1
19 May 2020	AM	1h 30m	Mathematics Paper 1 - Non Calculator	8300/1F/H
20 May 2020	AM	35m/45m	Spanish Paper 1 (Listening)	8698/LF/H
20 May 2020	AM	45m/1h	Spanish Paper 3 (Reading)	8698/RF/H
20 May 2020	AM	1h	Eng Design: Design briefs, design specs & user requirements	R105/01
20 May 2020	PM	1h 10m	Combined Science 3 - Paper One: physics	1SC0 1PF/H
21 May 2020	AM	2h 15m	English Literature Paper 2	8702/2
HALF TERM				



Date	Time	Length	Subject	Code
01 June 2020	AM	1h 15m	History Paper 1: Thematic study & historic environment	1HI0 10
01 June 2020	PM	1h 10m	Combined Science 4 - Paper Two: biology	1SC0 2BF/H
02 June 2020	AM	1h 45m	English Language Paper 1	8700/1
03 June 2020	AM	1h/1h 15m	Spanish Paper 4 (Writing)	8698/W/H
03 June 2020	PM	1h 30m	Geography Paper 2	8035/2
04 June 2020	AM	1h 30m	Mathematics Paper 2 - Calculator	8300/2/H
04 June 2020	PM	1h 45m	History Paper 2: Period study & British depth study	1HI0 25
05 June 2020	AM	1h 45m	English Language Paper 2	8700/2
05 June 2020	PM	1h 15m	Creative iMedia: Pre-production Skills	R081/01
08 June 2020	AM	1h 30m	Mathematics Paper 3 - Calculator	8300/3/H
09 June 2020	AM	1h 20m	History Paper 3: Modern depth study	1HI0 31
10 June 2020	AM	1h 10m	Combined Science 5 - Paper Two: chemistry	1SC0 2CF/H
11 June 2020	AM	1h 15m	Geography Paper 3	8035/3
12 June 2020	AM	1h 10m	Combined Science 6 - Paper Two: physics	1SC0 2PF/H
16 June 2020	AM	1h 30m	Hospitality & Catering Industry	5569UA0-1
24 June 2020	All Day	Contingency day for GCSE examinations should sustained national or local disruption arise during the June 2020 examination series		Any Exam as required