

VERY IMPORTANT INFORMATION

This document provides provisional information regarding GCSE and other formal examinations taking place at the school during Year 11. The key dates for “National” and “School” examinations throughout this academic year are also included in this document.

Changes to National GCSE Examinations

The government has announced various changes to way GCSE examinations will be conducted in the national curriculum from 2014 onwards. The main changes will see the demise of the “Modular” examinations; sat at intervals throughout Years 10 and 11, in favor of “Linear” examinations taken at the end of the 2 year course. To accomplish this change, all of Year 11’s outstanding modular GCSE examinations must be taken during the May/June 2014 exams session. Consequently, the significant amount of preparatory course work and controlled assessments ongoing throughout Year 11, will be followed by an intensely busy exam schedule of approximately 2 months duration for all students concerned. This brief is designed to assist our Year 11 pupils in meeting the challenges posed by their final year at Malet Lambert School.

Key Facts

Firstly let me explain some of the key facts regarding examinations:

- a. All “National” examinations undertaken at the school are scheduled on specific dates and times as dictated by the national Awarding Bodies (Exam Boards). Therefore all pupils in England taking a particular subject with a particular Exam Board will sit the exam for that subject on the same date and at the same time. **There can be no rescheduling of examinations that are missed.**
- b. Your exams are vital to your future education and your personal aspirations, **so it is essential that you are not absent for Holidays and non-emergency medical/dental appointments** during your exam preparation and throughout the exam schedule.
- c. Each routine GCSE examination that you are entered for costs the school approximately £27. Therefore, if you miss an examination without good cause, the associated costs may be invoiced to your parents/guardians.
- d. **Be prepared – Self discipline and prior preparation prevents poor performance.** There is no easy way around the need for study if you want to do well and achieve your true potential.

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- e. **Useful hints & tips:** This booklet also contains useful tips from exam students, exam moderators and concerned parents on how best to approach your exams, to which I would add the following common sense tips:

Equipment – Get into the habit of going into your classrooms and the exam halls fully prepared to work and properly equipped for the particular lesson or exam you are undertaking. Always have with you at least 2 black (biro) pens, a pencil, ruler, protractor, eraser, compass and calculator.

Pay Attention! Be attentive in class and you will gain the essential knowledge you need from the dedicated teachers and support assistants that we have put at your disposal. Briefings given by exams hall staff are vitally important, and will ensure you do each exam correctly and as required by the exam board concerned.

Revise - Plan your subject study carefully, and get into a routine of doing all essential revision of the subjects you are taking at the appropriate time.

Coursework Preparation - Prepare your subject coursework in good time – **don't put yourself in the position of having to rush it!** – It will be amount to a significant proportion of your overall subject grade. You **must** also ensure that the work is your own, and is not just copied from articles in magazines, on the internet or other sources – **plagiarism is very easy to spot and is regarded by exam boards as a serious breach of the exam rules, which usually results in disqualification.**

Need Extra Help? - If you are struggling with any aspect of a subject, please, please, please... talk to your subject teachers **immediately!** They will give you the advice and assistance you require – **so no excuses for fretting and falling behind on your studies!**

- f. **Some Key Exam Rules & Procedures:**

Uniform – School uniform is a pre-requisite of entry to the exam halls – **you will not be allowed entry unless you are properly dressed.**

ID/Swipe Card – Keep your ID/Swipe Card with you at all times – it will confirm your identity and your right of access to the exam room/hall.

Exams Timetable – **You will be issued with a formal timetable for the Summer 2014 exams in February 2014.** Keep it safe and give a copy to your parents/guardians for their reference.

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Timing – As previously stated all examinations are scheduled “nationally”, so if you miss an exam **it cannot be rescheduled!** Moreover, if you are late arriving for an exam you may not be admitted into the hall or your paper may not be accepted by the awarding body.

Preparation - Arrive at the school in good time for your exams and classroom assessments (at least 30 minutes early), consult the **Exam Room/Hall seating plans**, know exactly where you are meant to be and be there **on time!**

Toilet Breaks – **Toilet breaks offer an opportunity for malpractice and are not routinely allowed during examinations.** So remember to use the toilet beforehand. An exception may be afforded to those with a pre-notified medical condition backed-up by evidence from a GP or specialist.

Mobile phones, MP3/4 players and other electronic “gadgets”

Warning! – **You are not to bring mobile phones, MP3/MP4 players and other electronics gadgets into an examination hall.** This constitutes a very serious breach of the exam rules **for which you will be disqualified.** Leave such items at home, in your bag or with your form tutor/Head of Year!

Noisy & Disruptive Behavior - Fact – A calm, quiet environment is more productive than a noisy and disruptive atmosphere. If you are disruptive in the classroom you will be failing yourself, will undermine the ability of your classmates to study properly, and you will likely receive a sanction. If you are disruptive in an exam room or hall **your paper will be withdrawn and you be immediately excluded from the exam. Your behavior will then be reported to the associated Exam Board who will likely disqualify you from that exam. Please also note!** When notified of such incidents, the Exam Board will consider whether the culprit should be allowed to sit any of the exams they offer e.g. in the case of **Edexcel** this could put at risk up to **50%** of the GCSE exams being undertaken. Again, the costs of missed or withdrawn exams will likely be passed onto parents/guardians.

Read carefully the “Warnings to candidates”, “Notice to Candidates” and the “Notice on the preparation of Coursework and Controlled Assessment” a copies of which are enclosed in this booklet. These instructions will also be displayed on signs in and around the Examination Room/Halls.

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Equipment – Having the proper equipment available allows you to get on you're your work with minimum of delay and disruption. Arrive for your exam properly equipped with at least **2 x black ball point pens, a ruler, a protractor, an eraser, a compass and a variety of colored pencils.**

Hydration – Maintaining hydration during examinations is vital to ensure best performance. Exam halls are inevitably very warm during the Summer months and a lack of water intake will make you tired and lethargic – not a good place to be at such a vital time. You may take water (only) in an unlabeled and transparent bottle into an examination hall.

EXAMINATION SCHEDULE 2013/14

Key Exam Dates 2013/14 that you must be aware of:

1st May to 28th June 2014 (inc) Summer series GCSE and other examinations

GCSE Controlled Assessments – Unitised GCSE Examinations

In addition to the above exams there are a number of GCSE subjects in which students are required to undertake “**Controlled Assessments**” in the classroom, under “formal” or “less formal” conditions, as directed by respective Exam Boards. Once again these tests are set (by teaching staff) on specific dates and times, in the months prior to the main Summer exams, and your attendance at these assessments is mandatory if you are to successfully complete each of the awards concerned. Dates & times will be notified to you by your subject teacher when appropriate.



Finally...Please remember!

Years 10 and 11 are the most important years of your academic development and lay the foundation for your future career and aspirations. Please don't waste this “key” stage of your development. Embrace the challenge, be attentive in class, prepare coursework

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correctly and submit it on-time, and revise for your exams appropriately. You will then be able to sit your Summer examinations with every confidence of success.

There is nothing quite like the feeling of success in having achieved your academic goals, and being able to go forward with your “life plans”. So when it comes to your exam results day (**Thursday 21st August 2014**), be one of the many students who are left inspired and filled with pride upon receiving the academic results that you truly deserve.

Good luck to you all!

Mr. Clark
Examinations Manager