



External Examinations

Handbook for Parents Of Year 10 students



2018 - 2020

Date of issue: March 2019

**To contact the exams office
See over**

Contents

- **Introduction**
- **Structure of External Examinations**
- **Written Examinations and Non-examination assessments**
- **Internal Appeals Procedure (exams)**
- **Complaints and Appeals Procedure (exams)**
- **Administrative Procedure for GCSE Examinations**
- **Key Examination Dates**
- **Examination Rules**
- **How to Gain the Best Examination Results**
- **How to Help to Prepare Your Child for External Examinations**
- **Revision Tips**

Appendix:

1: List of External and Other Qualifications for 2019-2020

Documents found on the exam page of the College website:

JCQ Information for candidates: non-examination assessments
JCQ 'Warning to Candidates'
JCQ 'Information for Candidates for Written Exams'
JCQ 'Information for candidates – social media'
JCQ 'Information for candidates – for on screen tests'
JCQ 'Information for candidates – privacy notice'
JCQ – mobile phone poster
Internal Appeals Policy (exams)
Complaints and Appeals Procedure (exams)

Introduction

Parental support and encouragement can make a huge difference in helping a child achieve GCSE success.

The academic and organisational demands over the course of an examination period can be very stressful for both parent and child and the purpose of this booklet is to set out important information to guide you through the examination process. It makes reference to how the qualifications are structured, key dates, examination rules and revision techniques.

This booklet refers to notices produced by the Joint Council for Qualifications (JCQ)* and other relevant information which can be found on the exam page of the college website, and parents and pupils are encouraged to familiarise themselves with the content.

*The JCQ is a council which represents the seven largest qualification providers in the UK. It sets common standards, regulations and guidance between the organisations thus ensuring that all examinations are conducted under consistent regulations. As a registered exam centre we have to comply with these regulations and we are inspected annually by the JCQ.

The College currently uses four exam boards. These are listed below together with their website addresses where you can obtain useful information.

- AQA: www.aqa.org.uk
- Edexcel: www.edexcel.org.uk
- OCR: www.ocr.org.uk
- WJEC: www.wjec.co.uk

The College is also an approved centre to deliver ASDAN and NCFE qualifications.

If you have any exam queries or concerns, please contact the Examinations Officer below:

Mrs Angela Marden

01580 880360 ext. 215

amarden@robertsbridge.org.uk

The exam page on the College Website is located under the Curriculum tab.

Structure of External Examinations

(See appendix 1: a complete list of the qualifications studied by Y10 at this college for the period 2018 to 2020)

Written Examinations

Written examinations must be taken at the end of the course (May/June of Year 11) and must be taken at the time and on the day timetabled by the examination board.

Non-Examination Assessments

Some GCSEs include non-examination assessment components which measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are: task setting; task taking and task marking.

Non-Examination Assessment Rules

(See **JCQ Notice re 'Information for candidates: non-examination assessments** found under General Information on the exam page of the college website)

- The work submitted for assessment must be your child's own work.
- Your child must not copy from someone else.
- Your child must not allow another candidate to copy from them.

If Non-Examination Assessment rules are broken

Your child may be:

- awarded zero marks;
- disqualified from that component for the exam series in question;
- disqualified from the whole subject for that examination series;
- disqualified from all subjects and barred from entering again for a long period of time.

Internal Appeals Procedure

(The college **Internal Appeals Procedure** document is located on the exam page of the College website: www.robertsbridge.org.uk)

We are required under the JCQ Code of Practice to publish an appeals procedure relating to internal assessment decisions. Parents and candidates are advised to read this document.

Complaints and Appeals Procedure

(The college Complaints and Appeals Procedure document is located on exam page of the College website: www.robertsbridge.org.uk)

To comply with JCQ's General Regulations for approved centres, this college has in place a written complaints and appeals procedure to cover general complaints regarding the centre's delivery or administration of a qualification. Parents and candidates are advised to read this document.

Administrative Procedure for GCSE Exams

- In **January 2020** you will receive a letter from the exams office enclosing a Statement of Entry listing your child's GCSE entries together with the examination dates. You will be asked to acknowledge receipt of these entries by signing and returning one copy of the Statement of Entry to the Examinations Officer.
- **Before the Easter holidays 2020** a full college timetable will be prepared and distributed to candidates and placed on the college website in advance of the examinations.
- An individual candidate timetable will be issued to your child **before the first examination**. This will be a chronological list of all of your child's written examinations and will include additional information to show their examination room and seat number.

Key Exam Dates

The following are important exam dates over the next two years:

- **17 – 28 June 2019: Year 10 domestic exams/internal exams.**
- **November-December 2019: GCSE Mock exams.** Mocks are a rehearsal for the real thing and should be taken very seriously. Your child will receive a timetable in November 2019. Please ensure they attend each exam.
- **5 May- 18 June 2020: GCSE exams.**
- **24 June 2020: Contingency Day.** It is important that your child is available up to this date should an awarding body need to invoke its contingency plan. (This will be an awarding body response in the event of major disruption to the examination system affecting significant numbers of candidates).
- **20 August 2020: Results Day.** Students are invited in to College from 10am to collect their results.
- **November 2020: Presentation Evening.** Your child will receive a written invitation from the headteacher to collect their certificates at a special

Presentation Evening in November. We recommend that your child attends because the college does not send certificates out in the post.

If your child cannot attend the Presentation Evening they should contact the Exams Officer to make alternative arrangements as we are instructed to destroy any unclaimed certificates after one year. Certificates are very expensive for candidates to replace and currently the average cost is in excess of £40 per certificate (there will be one certificate for each awarding body).

Examination Rules

(see JCQ 'Warning to Candidates' / 'Information for Candidates: written exams' / 'Non-exam assessments' / Information for candidates – social media / 'Information for on-screen tests' / 'Privacy Notice' / 'Mobile phone' - found under General Information on the examination page of the College Website)

Absence from an examination:

- Please ensure your child attends all the examinations for which they have been entered. If your child is absent for an examination, they cannot do it again in that series.
- You will be expected to reimburse the college for the cost of an examination which the college has paid for and which your child fails to attend where there are no medical or other grounds for absence.
- Awarding bodies will only consider giving special consideration for missed examinations because of temporary accident, illness or bereavement at the time of the assessment. The exams office at college will therefore require either a doctor's note or authorisation from your child's Head of House, confirming the nature of the absence.

If your child is ill on the day of an examination please phone the College on the morning of the exam. The Exams Officer will advise you if special consideration can be applied for. Special consideration must be applied for **at the time** of the examination.

Full Uniform must be worn to all examinations.

Arrive on time. Please ensure your child leaves home in enough time to get to College on examination days. We are obliged to report lateness to the exam boards and they decide whether or not to mark the paper.

No drinks or sweets in exam rooms. However, your child is allowed to take a small (50cl) clear bottle of still water into the examination room (without a label and without ice) and one small packet of mints (without the wrapper).

Cheating. If your child is caught cheating in an examination they will be reported to the exam board. Penalties for cheating can mean disqualification from taking an exam for up to five years.

No mobile phones, products with an electronic communication/storage device or digital facility or wrist watches.

Your child is not allowed to take a mobile phone, or other electronic device into an examination. If they do, it could lead to disqualification even if the device is switched off and in their pocket. They must not take a wrist watch into the examination.

Bags, books, notes or valuables. These must be left in lockers. Please discourage your child from bringing anything valuable into college.

Pencil cases. Must be see-through. Equipment should be put in a clear plastic bag.

Calculators. Your child must bring their own calculator. They are responsible for making sure there is enough battery. Exam boards do not make allowances for operation failure.

Calculator lids. Are not allowed in the examination room.

To Gain the Best Examination Results

Your child should:

- Work hard throughout the whole of the course.
- Revise effectively.

You can help in many ways to ensure your child is making full use of the time available before examinations.

What Can You Do to Help?

- Acknowledge the importance of GCSE examinations and the importance of good preparation.
- Reduce the amount of work they may undertake in paid jobs.
- Reduce the amount of chores they may do within the home.
- Make the rest of the family aware of the importance of revision.
- Offer a quiet place for revision where work and revision notes can be kept safely.
- Do not interrupt if revision is going well.
- Provide relaxation time.
- Maintain a positive attitude and reward efforts made to revise.
- Reassure them that you value their efforts more than perfect results.
- Encourage plenty of rest particularly the night before an exam.
- Remind them that it will soon be over and there will be plenty of time to catch up on what they have been missing!

Before the Examinations:

As a parent or guardian you can help prepare the night before the exam by making sure that:

- Your daughter/son gets a good night's sleep.
- They have all the equipment they need (at least 2 black ink pens, 2 pencils, a ruler, a rubber, a pencil sharpener).
- Some examinations will require a calculator, a pair of compasses, a protractor and coloured pencils.
- They know the start time of the examinations.
- You wish them well.
- You ask how the examinations were that day and get them to concentrate on those coming up.

How to Help Prepare your Child for GCSE Examinations

- Ensure your daughter/son has all the notes and books required for revision.
- Help them to prepare a revision timetable. With your child, write down the dates and times of the examinations. Delete times when revision cannot be done i.e. football match/dance lesson, etc. Work out what needs to be done and by when. Display the timetable and keep track of progress.
- Make a note of important dates including controlled assessment deadlines.
- Make progress checks regularly. Get them to explain what they are revising. Encouragement from you will help them to continue working hard over the exam period.
- Encourage your daughter/son to ask for help from their teachers relating to topics they do not understand.

Revision Tips

Pupils have different approaches to revision and listed below are some common and successful methods:

- One-half hour revision session provide about the right length of time to concentrate fully. Followed by a short break in between.
- Your child should plan to revise a few topics at a time for each subject and then revisit them before the examination.
- They should scan each topic and then make notes summarising the main points or make mind maps.
- Encourage them to relax for a while after school before they start their revision. They should try and relax for at least one hour after they finish.
- They should make notes of any areas they do not fully understand and then ask their teacher.
- Background noise from the TV or radio can affect concentration.

Revision Classes

Revision classes take place for each subject right up until the examination day. Please see the college website for details of revision classes or ask your child's teacher.

If your child gets anxious

Most children will be anxious but if your child is really worried please contact the College

Appendix 1 – Structure External Examinations 2018-2020

Subject	Award and QAN Code	Board	Graded	Classification(Discouraging) Code	Course F=Full S=Short D=Double	Tier of Entry	Specification Code	Code to Cash-in	Number of Units	Unit description	Unit Code	How Assessed	Unit Available	% of total GCSE	Length of Assessment
Art, Craft and Design	GCSE 601/8088/2	AQA	9-1	JA2	F	n/a	8201	8201	2	Component 1 Portfolio	8201/C	Non-exam assessment	June	60%	45hrs
										Component 2 Externally set assignment	8201/X	Practical	June	40%	10hrs
Computer Science	GCSE 601/8355/X	OCR	9-1		F		J276	J276		Unit 1: Computer systems	n/a	Written Exam	June	40%	90m
										Unit 2: Computational thinking	n/a	Written Exam	June	40%	90m
										Unit 3: Programming project	n/a	Non-Exam Assessment	June	20%	20hrs
Creative Studies: Performance Skills	L2 Vocational Certificate 600/6990/9	NCFE	P/M/D/D*				600/6990/9			Unit 01 (Mandatory) Developing skills for performance	M/504/0173	Internally assessed portfolio of evidence		25%	30hrs
										Unit 02 (Mandatory) Prepare and Perform	T/504/0174	Externally assessed unit		25%	30hrs
										Unit 03 (Optional) Performance production in practice	A/504/0175	Internally assessed unit		50%	60hrs
										Unit 04 (Optional) Performance design and technology in context	F/504/0176	Internally assessed unit		50%	60hrs
Drama	GCSE 601/8575/2	AQA	9-1	LC11	F	n/a	8261	8261	3	Component 1 Understanding drama	n/a	Written Exam	June	40%	105m
										Component 2 Devising drama	n/a	Marked by teachers and moderated by AQA	June	40%	n/a
										Component 3 Texts in practice (practical)	n/a	Marked by AQA	June	20%	n/a
DT: Food Preparation and Nutrition	GCSE 601/8421/8	AQA	9-1	NH6	F	n/a	8585	8585	2	Component 1	n/a	Written Exam	June	50%	105m
										Component 2	n/a	Non-exam assessment two tasks. Task 1 Food investigation (30 marks) Task 2: Food preparation (70 marks)	June	50%	
DT: Design and Technology	GCSE 603/0698/1	Edexcel	9-1	TBC	F	n/a	1DT0	1DT0	2	Component 1	n/a	Written Exam	June	50%	105m
										Component 2	n/a	Non-examined assessment	June	50%	

English Language	GCSE 601/4292/3	AQA	9-1	FK2B	F	n/a	8700	8700	3	Paper 1: Explorations in Creative Reading and Writing		Written Paper	Nov/Jan	50%	105m
										Paper 2: Writers Viewpoints and Perspectives		Written paper	Nov/Jan	50%	105m
										Spoken Language		Non-exam assessment	Nov/Jan	0%	n/a
English Lit	GCSE 601/4447/6	AQA	9-1	FC4	F	n/a	8702	8702	2	Paper 1: Shakespeare and the 19th century novel	n/a	written paper	June	40%	105m
										Paper 2: Modern Texts and poetry	n/a	Written Paper	June	60%	135m
Geography Linear	GCSE 601/8410/3	AQA	9-1	RF4	F	F/H	8035	8035	3	Paper 1: Living with the physical environment		Written Paper	June	35%	90m
										Paper 2: Challenges in the human environment		Written Paper	June	35%	90m
										Paper 3: Issue evaluation, Fieldwork, Geographical skills		Written Paper	June	30%	75m
History B	GCSE 601/8092/4	Edexcel	9-1		F	n/a	1H10	1H10	3	Paper 1: Thematic study and historic environment	1H10/10-12	Written Paper	June	30%	75m
										Paper 2: Period study and British depth study	1H10/20-29	Written Paper	June	40%	95m
										Paper 3: Modern depth study	1H10/30-33	Written Paper	June	30%	80m
Maths A	GCSE 601/4700/3	Edexcel	9-1		F	F/H	1MA1	1MA1	n/a	Paper 1	1MA1/A01	External Exam	Nov/June	33%	90m
										Paper 2	1MA1/A02	External Exam	Nov/June	33%	90m
										Paper 3	1MA1/A03	External Exam	Nov/June	33%	90m
MFL: French	GCSE 601/8708/6	Edexcel	9-1		F	F/H	1FR0	1FR0	4	Paper 1: Listening and Understanding in French	1FR0/1F/H A=teacher conducted and ext assessed B=externally assessed and conducted	Written Paper	June	25%	F35m/H45m
										Paper 2: Speaking in French	1FR0/2F/H	Internally conducted and externally assessed	June	25%	Fdn: 7-9m plus 12m prep time; High: 10-12m plus 12m prep time.
										Paper 3: Reading and understanding in French	1FR0/3F/H	Written Paper	June	25%	F45m/H60m
										Paper 4: Writing in French	1FR0/4F/H	Written Paper	June	25%	Fdn: 70m; High: 80m
MFL: Spanish	GCSE 601/8710/4	Edexcel	9-1	FKS	F	F/H	1SP0	1SP0	4	Paper 1: Listening and Understanding in Spanish	1SP0/1F/H	Written Paper	June	25%	F35m/H45m

										Paper 2: Speaking in Spanish	1SP0/2F/H	Internally conducted and externally assessed	June	25%	Fdn: 7-9m plus 12m prep time; High: 10-12m plus 12m prep time.
										Paper 3: Reading and understanding in Spanish	1SP0/3F/H	Written Paper	June	25%	F45m/H60m
										Paper 4: Writing in Spanish	1SP04/F/H	Written Paper	June	25%	Fdn: 70m; High:80m
Music	GCSE 601/8361/5	AQA	9-1	LF1	F	n/a	8271	8271	4	Component 1: Understanding music		Written Paper	June	40%	90m
										Component 2: Performing music		Internally marked and externally moderated by AQA.	June	30%	4m performance
										Component 3: Composing music		Internally marked and externally moderated by AQA.	June	30%	3m of music
PE	GCSE 601/8279/9	AQA	9-1	MA1	FD	n/a	8582	8582	3	Paper 1: The human body and movement		Written Paper	June	30%	75m
										Paper 2: Socio-cultural influenced and well-being		Written Paper	June	30%	75m
										Non-exam assessment: Practical		Assessed by teachers and moderated by AQA	June	40%	
Religious Studies B	GCSE 603/0063/2	Edexcel	9-1	1RB0	F	n/a	1RB0	1RB0	2 from 3	Paper 1: Religion and Ethics	1RB0/1A-1G	Written Paper	June	50%	105m
										Paper 2: Religion, Peace and conflict	1RB0/2A-2G	Written Paper	June	50%	105m
										Paper 3: Religion, Philosophy and Social Justice	1RB0/3A-3G	Written Paper	July	50%	105m
Science: Combined Science Trilogy	GCSE 601/8758/X	AQA	9-1	RA1E	F	F/H	8464	8464	6	Biology Paper 1		Written Paper	June	16.7%	75m
										Biology Paper 2		Written Paper	June	16.7%	75m
										Chemistry Paper 1		Written Paper	June	16.7%	75m
										Chemistry Paper 2		Written Paper	June	16.7%	75m
										Physics Paper 1		Written Paper	June	16.7%	75m
										Physics Paper 2		Written Paper	June	16.7%	75m
Science : Biology	GCSE 601/8752/9	AQA	9-1	RH3	F	F/H	8461	8461	2	Paper 1:	n/a	Written Exam	June	50%	105m
										Paper 2	n/a	Written Exam	June	50%	105m
Science: Chemistry	GCSE 601/8757/8	AQA	9-1	RD1	F	F/H	8462	8462	2	Paper 1:	n/a	Written Exam	June	50%	90m

Science: Physics	GCSE 601/8751/7	AQA	9-1	RC1	F	F/H	8463	8463	2	Paper 2	n/a	Written Exam	June	50%	90m
										Paper 1:	n/a	Written Exam	June	50%	90m
										Paper 2	n/a	Written Exam	June	50%	90m

