

# GCSE EXAMINATIONS 2024 GUIDANCE BOOKLET

Candidate Name:

Candidate Number:

**Centre Number: 34115**

## INTRODUCTION

As you approach your final examinations at Lord Derby Academy we aim to make the examination experience as stress-free and successful as possible for all candidates.

To aid this process, this booklet contains crucial information for you and your parents/carers which you need to read carefully so that all involved are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

**The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Lord Derby Academy is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates that is printed in this booklet. Additional information can be found via [www.jcq.org.uk/wp-content/uploads/2024/03/ICE\\_23-24\\_Final-March-2024.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/03/ICE_23-24_Final-March-2024.pdf)**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact one of the following:

**Mrs Wheeler – Pupil Support Manager**

**Miss O'Reilly – Head of Year 11**

**Miss Morrison – Assistant Headteacher**

**Mrs Mann – Examinations Officer**

**The school telephone number is 0151 477 8860**

You will be aware of the ongoing revision and preparation support available to you before, and during, this period. Please make full use of it as appropriate. Finally, as ever, in addition to all the above please remember – we are here to help!

GOOD LUCK!

**Results will be available on  
Thursday 22nd August  
from 10am**

## BEFORE THE EXAMINATION

- Check your exam entries and timetable. Report any discrepancies or queries to the examinations officer immediately.
- **Please ensure that the school has at least one up-to-date contact number for you.**
- All candidates will have received an individual exam timetable indicating subjects and level of entry where applicable. If you require a further copy, you should visit reception. A centre timetable will be uploaded to the school website and copies are displayed around school.
- Candidates are entered under their legal name that is held on the school system. Check your entry form. Notify the exams officer if there are any discrepancies.
- If you have a **clash on your timetable** where two subjects are timetabled at the same time then special arrangements will be made nearer the time of the exam. You **MUST** adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please see Miss Morrison or the Examinations Officer if you are unsure of these arrangements.
- Ensure you have all the permitted equipment required for your examinations.

## ON THE DAY OF THE EXAMINATION

- Ensure you are aware of the start time for your exam and are in the appropriate place in good time before the start. Get in early!
- Please make appropriate **transport** arrangements to ensure that you arrive for your exam in plenty of time.
- If there is a risk you are going to be **late**, please contact school as early as possible to inform us that you have an exam and ensure a message is transferred through to the examinations officer. Do **NOT** use your mobile phone after 9.00am or 1.20pm, unless in an emergency or to contact school/home. The Examination Boards will need to ensure that the security of the exam paper is not compromised.
- Make sure you arrive with all the correct **equipment** before your examinations. This will consist of two **BLACK** pens, pencil, pencil sharpener, rubber, ruler, maths equipment such as a protractor and pair of compasses, drawing equipment and calculator (no lids or instructions). Items must be in a clear pencil case. Highlighter pens are permitted.
- Check the examination notice board for information including exam room and seat number. A further copy of the seating plan will be available outside the Sports Hall and in the LRC. Candidates cannot move to a different venue e.g a room to sit their exam.
- Pupils should leave all belongings, except equipment required for exams, in the designated area in the LRC. Hand any valuables to a member of staff. Pupils are expected to act sensibly and move through to the Sports Hall as quickly as possible once instructed.
- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Please remember it. You must sit at the correct desk in the exam room. You must not remove or deface the candidate I.D card which must remain visible on your desk at all times during the exam. This is so the invigilator can identify you.
- Any appointments, whether medical or not, should be re-arranged.
- **Exam dates and times cannot be moved other than for when two examinations clash. In these cases, special arrangements are put in place.**

## DURING THE EXAMINATION

- You need to wear your full school uniform for the examination.
- Normal school standards apply during the examination season e.g no make-up / no jewellery
- You must provide your own equipment for examinations.
- **The following items are NOT allowed to be taken into the exam room:**
  - Correction fluid
  - Electronic devices (mobiles, iPods, earphones, smart watches, earpods etc)
  - **Any watches**
  - Calculator lids or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed, and must only contain still water)
  - Food of any kind
  - Notes related to any subject
  - **Any item that is not listed on the examination paper** – this may be classed as **malpractice** and may need to be reported to the Exam Board as, who may take disciplinary action.
- Any writing/marks/symbols must be removed from skin before entering the exam room.
- It is **NOT** normal practice to allow pupils to go to the toilet once the exam has started. If you carry a toilet/medical pass as normal practice within school, please make it known to the invigilator.
- Remember that once in the examination room, rules of conduct are very strict and must be obeyed. Any attempt at communication, including turning round, is deemed as misconduct. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that Board.
- **These are requirements of the examination boards, and must be adhered to, at all times.**



# The essentials

## Before the day of the examination

Know your timetable  
Check your details are correct  
Make sure we have at least one up to date contact number  
Revise!



## On the day

Eat and drink something before your exam— you need fuel to work  
Get in early  
Hand in phones and watches etc  
Know your candidate and seat numbers  
Have the correct equipment and a clear bottle with water (remember that the canteen do not sell water bottles)



## During the exam

Follow the regulations  
Read the paper carefully – and read every question at least twice  
Highlight key words  
Work for the entire time you are allowed  
Read through your answers  
Keep an eye on the time  
Find the extra mark!

00:09:42



If there is anything you are unsure of or need help with then TALK TO US.  
We are here to help and we want you to do well.  
Good luck!



## ABSENCE FROM EXAMINATIONS

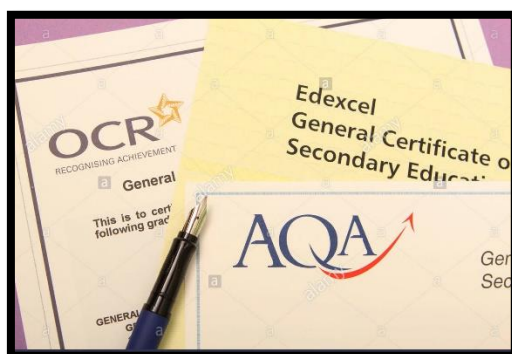
- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the Attendance Officer at school by telephone and specifically ask that the message is also given to the Examinations Officer. We must receive a call for **EVERY** exam that is missed.
- All possible attempts must be made to sit the exam, even if disadvantaged in some way. However, please make the Examinations Officer aware of any such disadvantage before the exam.
- Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Officer without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - **it is not the decision of the school.**
- **Parents and candidates are reminded that the school will require payment for entry fees should a candidate fail to attend an examination without good reason.** (approximately £35.00 per examination paper, depending on the subject and the Exam Board) Medical evidence is required. Please check with the Exams Officer.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## INVIGILATORS

- Examination invigilators are in the examination room to supervise the conduct during the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties being issued.
- Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the Senior Leadership Team. These candidates face disqualification from the exam, and potential disqualification from further exams, and will be asked to reimburse the school for the entry fee.

## AFTER THE EXAMINATIONS / RESULTS DAY

- Provisional results are available in school on **Thursday 22<sup>nd</sup> August from 10.00am**. Results can be obtained up to 2pm. You will need to sign for your results.
- A printout of results will be provided for all examinations taken in the **Academic Year 2023-24**. Year 11 will also receive print-outs for previous academic years (if applicable).
- Please be aware that you will require evidence of ALL of your results obtained at Lord Derby Academy to enable you to enrol onto your courses at your desired Post-16 centre/college. You should check that you have received evidence of everything taken at Lord Derby Academy.
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see 'Certificates' section).
- Results can NOT be given over the telephone to anyone under any circumstances. Ideally, pupils should collect their own results in person. You will have to sign for your results.
- If the pupil is unable to collect their own results in person, a written request, signed by the pupil, with full details of the nominated person authorised to collect the results must be provided. A proforma has been included within this booklet if you wish to use this. Photographic proof of identity of the nominated person (not the pupil), in the form of a driver's licence or passport must be provided on the date of collection.
- If you are on holiday or cannot come into school for your results you can leave an A4 stamped addressed envelope with the Exams Officer for your results to be posted to you on the Results Day. Alternatively, results can be emailed to you. Please complete the attached form and hand it in to the school office. This can be done at any time during the remainder of the summer term.
- GCSE certificates are usually available for collection from November. We will contact you to confirm the date.



## EXAMINATION GUIDELINES

### JCQ - Important information about the use of calculators in exams

For question papers where the use of calculators is allowed, **candidates are responsible for making sure that their calculators meet the awarding bodies' regulations**. The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

#### **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered
- free of lids, cases and covers which have printed instructions or formulas

During an examination a calculator must not be able to offer any of these facilities:

- a) language translators;
- b) symbolic algebra manipulation;
- c) symbolic differentiation or integration;
- d) communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information.

This includes: a) databanks;

- b) dictionaries;
- c) mathematical formulae;
- d) text.

#### **The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition
- clearing anything stored in the calculator

\*An invigilator may give a candidate a replacement calculator

Calculator lids and instruction leaflets are not allowed in the exam room, all pupils must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room.

# Good luck!



Year 11 Final Written examinations May - June 2024 (* exam clashes)						
Exams w/c		Monday	Tuesday	Wednesday	Thursday	Friday
		6th May	7th May	8th May	9th May	10th May
6th May	AM		(Health & Social Care)	VTCT Hair & Beauty	Engineering	Combined science Biology
	PM				Italian Drama	
		13th May	14th May	15th May	16th May	17th May
13 <sup>th</sup> May	AM	English Literature - Paper 1	French	History	Mathematics - non calculator	Combined Science Chemistry
	PM	Sports Studies Turkish	Business	Computer science		Geography
		20th May	21st May	22nd May	23rd May	24th May
20th May	AM	English Literature - Paper 2		Combined science Physics 1	English Language - Paper 1	French
	PM	Turkish Italian	Child Development Computer Science	Physical Education		
		3rd June	4th June	5th June	6th June	7th June
3rd June	AM	Mathematics - calculator	Spanish Listening & Reading	Geography	English Language - Paper 2	
	PM	Physical Education	History	Statistics (x4 clash) Business Studies (x4 clash)	CONTINGENCY AFTERNOON	Combined science Biology
		10th June	11th June	12th June	13th June	14th June
10 <sup>h</sup> June	AM	Mathematics - calculator	Combined science Chemistry 2	Dance		Geography
	PM	Spanish	History	Astronomy	CONTINGENCY AFTERNOON	Combined Science Physics
		17th June	18th June	19th June	20th June	21st June
17th June	AM		Design Technology	Food Prep. and Nutrition		
	PM	Music Statistics	Astronomy			
		24th June	25th June	26th June		
24th June	AM			CONTINGENCY DAY		
	PM					

# RESULTS THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Pupil: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### To: Examinations Office

I will not be able to collect my results on results day and, therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring photographic proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ Reg Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Pupil: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in on Results Day by the nominated person named above for the collection of pupil results (as signed above).

*Office Use Only: I.D checked – please initial*



**RESULTS TO BE  
EMAILED**

**To: Examinations Office**

I would like my results to be emailed to me.  
Please email them to the following email address:

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Yours faithfully

\_\_\_\_\_ Reg Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Pupil: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in on Results Day by the nominated person named above for the collection of pupil results (as signed above) or prior to results day by the candidate.

*Office Use Only: I.D checked – please initial*

