

**Debenham High School**

# **GCSE EXAMINATIONS HANDBOOK 2020-21**

**Guidance for  
Pupils and Parents/Carers**

**Candidate Name:**

**Candidate No:**

**Reg Group:**

**Centre Number: 19115**

**Examinations Officer: Mrs Nadine Hughes**

**School website: [www.debenhamhighschool.suffolk.sch.uk](http://www.debenhamhighschool.suffolk.sch.uk)**

**Exams Office Tel no: 01728 862914**

**Exams Office Email: [nhughes@debenhamhigh.co.uk](mailto:nhughes@debenhamhigh.co.uk)**

*Disclaimer: The information provided in this handbook pertains to the procedures to be followed assuming that GCSE examinations will run as normal. However, should COVID security conditions continue until then, this will be subject to change.*

Please read this booklet carefully and show it to your parents so that they are aware of the examination regulations and procedures.

**It is your individual responsibility as a candidate to have read and understood these.**

**All GCSE Candidates must**

- Read and fully understand the three JCQ Notices to Candidates at the back of this booklet.
- Understand Non-examination Assessment (NEA) regulations and sign a declaration that authenticates work as your own.
- **Check all the details on your Individual Candidate Timetable and report any errors to the Exams Officer.**
- Read the instructions on each examination paper very carefully.
- Check that the school has at least one up-to-date contact number for you.
- Inform the school, the Examinations Officer or the Examination Invigilator of any event for which special consideration might be sought from the Examination Board (e.g. illness before or during an examination, bereavement or other trauma, disadvantage or disturbance during an examination).

If you break any of the examination rules or regulations you could be disqualified from **all** subjects.

The school must report any breach of regulations to the Examination Board.

**KEY DATES**

**Year 11 Mocks:**

23 November – 01 December 2020

Art: 02 & 03 December 2020

**Year 11 GCSE Examinations:**

GCSEs – 26 & 27 May, 07 June – 02 July 2021: Note that these GCSE examination dates are **provisional**.

**NB:** Please see Item 36 regarding the examination Contingency Day

**Results Day:**

26 August 2021

School will be open to **Year 11 pupils** from **10.00 until 12.00** for the collection of results.

## **FREQUENTLY ASKED QUESTIONS**

### **Before the examinations**

#### **1. Non-examination Assessment**

Debenham High School is committed to ensuring that whenever its staff assess candidates' work for external qualifications, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Debenham High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.

If a candidate believes this may not have happened in relation to his/her work, he/she may make use of the appeals procedure. If a candidate requests a review of the centre's marking, it must be done **before** marks are submitted to the awarding body (see pt 2 below).

#### **Appeals Procedure**

1. All candidates are informed about the appeals procedure when they start their coursework.
2. Appeals should be made as early as possible and no later than 09 April (internally assessment coursework is due with the examination boards by the end of the first week in may each year).
3. Appeals must be made in writing by the candidate's parent/carer to the Headteacher (See Appendix 1 of the NEA policy on the school website). Either the Headteacher or a senior member of staff will conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
7. Should the student be dissatisfied with the written response, he/she has right of appeal to the Hearing and Pupil Discipline Committee of the Governors of the school.

After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency between examination centres. The moderation process can lead to mark changes. This process is outside the control of Debenham High School and is not covered by this procedure.

***See full GCSE Non-examination Assessment Policy on school website (in Policies section).***

#### **2. Why are Mocks run as though they were real GCSE examinations?**

This is your chance to practise for the GCSE examinations, bringing the correct pens and other equipment and learning how to follow the JCQ regulations in full – see the Notices to Candidates at the back of this handbook.

**NB! Your Mock Examination results will be used to predict your final GCSE grade.**

Your Predicted Grade will be passed on to the Sixth Form/College you choose to apply for.

It will also be used by the Examination Board if you need Special Consideration (see Item 33).

### **3. What is my Candidate number?**

Each candidate has a four-digit candidate number which is used by the Examination Boards to identify you. You must write it on all your examination papers and coursework.

Please also write your candidate number on the front of this booklet.

Your candidate number forms part of your Unique Candidate Identifier or UCI (12 numbers and 1 letter) which is shown on the top of your Individual Candidate Timetable. This number begins with the Centre Number where you first took GCSEs. If you go to Sixth Form or College you will need your UCI for examinations there.

### **4. When will I get my personal timetable for the summer examinations?**

You will be given your summer examination timetable just after the February half term break. Meanwhile, you may find it useful to highlight your subjects on the general timetable at the back of this handbook. The provisional timetable is also published on the school's website and there is a copy on the board outside the Exams Office.

### **5. Why do I need to check the details on my Individual Candidate Timetable?**

- Have you been entered for all the correct examinations and at the correct tier?
- Is your name spelt correctly?
- Has your date of birth been entered correctly?

If the name or date of birth on your examination certificates does not match your birth certificate, it could cause you problems if you are asked to show them to your college/university or a potential employer.

### **6. What do I do if there is a clash on my timetable?**

In some cases, candidates will have two subjects which are timetabled at the same time by the examination boards. You will normally sit one paper, followed by a 20-minute break before sitting the second paper. During the break you will be supervised and must not have any communication with other candidates. You may bring snacks to eat during the break. Correct times should be on your Individual Candidate Timetable. If in doubt, please see Mrs Hughes in the Exams Office.

### **7. Why does school need an up-to-date contact number for me?**

GCSEs are national examinations which are very carefully regulated. Each examination takes place at the same time throughout England and Wales, as well as abroad. We need to be able to contact you if you are not in school when you should be sitting an examination.

### **8. What are Linear Examinations?**

Linear means that ALL examination papers are to be taken at the end of the course.

## 9. GCSE Re-takes

If you do not gain a Grade 4 in English and Mathematics, GCSE re-sits can be taken in November or the following May/June. Please check with your post-16 institute as to when they recommend you re-sit. You will have to re-sit these subjects at Sixth Form or College.

## 10. How will I know if my original timetable has changed?

If there is any change whatsoever to your original examination timetable, you will be issued with a new Individual Candidate Timetable, with the change clearly marked. In addition, we will email (or write to) your parent/carer to let them know that you have a new timetable.

**It is your responsibility to ensure that you attend exams at the correct time.**

## 11. I am entitled to extra time. How will this affect the way I take my examinations?

Some pupils receive an allowance of 25% extra time. Where possible, such candidates will be seated together, or in a separate room, to minimise disturbance from other candidates who finish earlier. The invigilators will give you a slip showing your finish time.

## 12. What about Data Protection – My personal details?

The Examination Boards are all 'data controllers' under the Data Protection Act 1998. See Data Protection Policy on the school website.

## During the examinations

### 13. Can I come into school after Study Leave starts even if I don't have an examination?

During the Study Leave period you must **either** be in an examination, in a scheduled revision session **or** in the designated room for quiet revision. This room will always be supervised by a teacher. You must sign in when you arrive and you must leave the school site as soon as you have signed out.

### 14. Will there be any specific revision sessions after Study Leave starts?

You will be given details of any special revision sessions before the start of Study Leave. And there will be a copy on the board outside the Exams Office.

### 15. Must I wear my school uniform during the exams?

Whenever you come into school you **must** wear your full school uniform.

### 16. Can I get lunch at school?

If you are in school all day, you may have lunch in the dining hall in the usual way, or bring a packed lunch. **Be aware of the start time of afternoon examinations.**

## 17. Invigilators

The school employs external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination.

They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination; for example, if a candidate is feeling unwell or needs to go to the toilet.

Invigilators cannot discuss the examination paper with you or explain the questions to you.

Any pupil who is disruptive or behaves in an unacceptable manner, will be removed from the examination room by an invigilator and taken to a member of the Senior Leadership Team.

### **18. What if I am unwell or have an accident before the examination?**

Inform the school immediately so that we can help or advise you. For instance, if you have an injury which makes you unable to write, it may be possible to provide you with a scribe or a laptop. **You must obtain medical evidence** (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see Item 33).

**FEVER**

### **19. What time must I arrive for an examination?**

You must arrive in school **at least 15 minutes** before the start time of your examination. Please wait quietly outside the examination room until you are invited to enter by the Invigilators or a member of the Senior Leadership Team. Candidates allocated to separate rooms must meet their invigilator at the back of the Hall.

You will be asked to hand in any phones/Smart watches/other valuables to your invigilator for safe keeping. If seated in the Hall or the Boulter Room you will be asked to place these items in the box at the back of the room. Please leave quietly once the examination is over as there may still be students writing in separate rooms and classes will may be taking place. You may collect the items you handed in on your way out.

### **20. What time do examinations start?**

Mock Exams usually start at 9.15am or 1.40pm. Afternoon exams lasting 2 hours or more will start at 1.30pm.

**PLEASE CHECK** your Individual Candidate Timetable and the notice board outside the Exams Office.

### **21. What are 'examination conditions'?**

As soon as you enter the examination room there must be complete silence. You must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

If you need anything, you must put up your hand and wait for an invigilator to come to you. This includes if you drop any of your equipment on the floor.

### **22. What equipment should I take into the examination room?**

#### **ALL EXAMINATIONS:**

Transparent pencil case or clear plastic bag

**Black ballpoint pen** – NO blue pens and NO gel/liquid pens. Examination papers are scanned into an electronic form and blue ink and gel pens do not scan reliably.

Pencil, sharpener and rubber eraser – NO correction fluid/tape or pens

Ruler with cm and mm

Highlighters must not be used in your answers, but may be used on question papers.

**Design Technology:** Drawing instruments and a protractor are required.

Maths, Science, Business, Geography: Please bring your scientific calculator - **NO instructions or Lid allowed.** You will be asked to place the lid on the floor under your desk.

Likewise, if you bring a calculator to a non-calculator examination, you will need to place your calculator under your desk. **Do not forget to pick up your calculator once your examination is finished.**

A water bottle is allowed but the label must be removed.

**You are responsible for providing your own equipment for examinations. You must not lend equipment or attempt to borrow it from another candidate in the examination room. Only material listed on the question paper is allowed in the examination room.**

### **23. What am I NOT allowed to take into the examination room?**

Food, notes, books, papers, calculator case or lid, calculator instruction leaflets, correction fluid, tape or pen, reading pens, instruments which can capture a digital image, electronic devices (iPods, MP3/4 players, smart watches or wrist watches which have a data storage device or digital facilities), **mobile phones - even if switched off.**

If you are found to have anything with you that is not allowed, **even if you did not intend to use it**, this will be reported to the Examination Board. The normal practice in these circumstances is to **disqualify** the candidate from the paper or the subject.

So if you discover, once entering the examination room, that you have any of the above-mentioned items in your possession, please raise your hand and inform an invigilator, who will hold on to the item for you until the examination is finished.

### **24. What if I think I have the wrong paper?**

Invigilators will ask you to check before the examination starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

### **25. What if I forget my Candidate Number?**

Your Candidate Number is printed on the laminated name card which is placed on your desk for every examination. You must write your name and number exactly as it appears on the card.

**Full legal names** are used for examinations, not 'known-as' names. And some exam boards require your **signature** too.

### **26. What if I forget the school Centre Number?**

The Centre Number is **19115**. It will be clearly displayed in the examination rooms.

### **27. How do I know how long the examination is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also shown on the question paper. Invigilators will tell you when to start and finish the examination. They will display the start and finish times of the examination on a board at the front of the examination room. There will be a clock in all examination rooms so you will be able to keep track of the time. **Candidates who are entitled to extra time will be given a note on their desk showing their finish time.**

### **28. What if I think there is an error on the paper?**

If the awarding body has not issued an erratum notice, then the instruction is for candidates to answer the question as printed. If an erratum notice has been issued, it will be read out to candidates before the examination begins.

### 29. Can I go to the toilet during the examination?

It is strongly advised that you go to the toilet **before** entering the examination room. You may go to the toilet during the examination only if it is absolutely necessary.

### 30. What if I feel unwell during the examination?

Put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel unwell before or during an exam. If you think this may have affected your performance you may be eligible for Special Consideration (see Item 33).

### 31. What if I finish the examination early?

You will **not** be allowed to leave an examination room early. If you are sure that you have finished the paper, use any time remaining to read over your answers, check the examination instructions and check that you have completed your details correctly.

You must sit quietly, facing the front. Do not turn round or look about the room, make any noise or distract other candidates in any way.

### 32. What happens at the end of the examination?

The invigilator will announce when you have 5 minutes left and when to stop writing. You must stop writing IMMEDIATELY and remain silent, facing the front. Remember that you are still under **examination conditions** (see Item 21) until you have left the room.

Invigilators will collect all question papers, answer booklets and additional paper.

**Remember to cross out any rough work.**

If you have used more than one answer book or loose sheets of paper, please make sure that you have put your name and candidate ID number on these.

Remain seated, in silence, until you are instructed to leave the examination room.

**Please leave the room in silence and show consideration for other candidates who may still be working. Remember, any noise in the corridors will also distract teachers and students in classrooms.**

### 33. What is Special Consideration?

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Parents should be aware that any adjustment is likely to be small and no feedback is provided by the examination board concerned.

Candidates will only be eligible for Special Consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework has been affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.

**The Exams Officer must be informed immediately so that the necessary paperwork can be completed. You will be required to provide evidence to support the application.**

### 34. If I am late, can I still sit the examination?

You should get to school as quickly as possible and report to Reception. If it is still possible for you to sit the examination, a member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.



If you arrive very late, the school must inform the Examination Board, giving the reason and evidence for your lateness. Although you will still be allowed to write your examination, the Board may decide not to accept your work.

### **35. If I miss the examination can I take it on another day?**

No. Timetables are regulated by the Examination Boards and you must attend on the given date and time. If you miss an examination without good reason you will be charged the entry fee.

### **36. What is a Contingency Day?**

In the event that there is national disruption to any of the examinations, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled.

Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption.

Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

**Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.**

In Summer 2021 the last examination for DHS students is provisionally 02 July 2021. The Contingency Day is ***still to be confirmed***.

### **37. What happens if there is a fire alarm during an examination?**

If the **fire alarm** sounds during an examination the invigilators will instruct you on what to do. Do not panic. Leave everything on your desk. If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room, do not start writing until the invigilator advises you to. You will be allowed the **full working time** for the examination (where possible) and a report will be sent to the Examination Board with details of the incident.

## **After the examinations**

### **38. How do I get my results for the Summer Term examinations?**

**Results Day** will take place on Thursday, 26 August 2021 at school from **10.00 until 12.00**.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Results are **never** given over the telephone. If you are away on results day, Mrs Hughes can e-mail your results to you, provided that arrangements have been made in advance.

Any **Year 11** results not collected from school on Results Day will be posted second class to your home address, unless you provide us with a different address beforehand.

### 39. What do I do if I have not achieved the grades I need for Sixth Form/College?

Contact your chosen Sixth Form college immediately and explain your situation. They will tell you if you are still eligible for admission.

If you feel strongly that it is necessary to make an enquiry about your result, you should first contact Mrs Hughes or a member of the Senior Leadership Team (Mr Martin, Mrs Ramsay or Miss McBurney). Review of marking requests and a signed Candidate Consent form must be submitted as soon as possible, and **no later** than Thursday, 09 September 2021.

In order to have a paper reviewed, there is a fee which you would be required to pay. In September 2020, this was between £37.55 and £65, depending on the Examination Board.

Please be aware that there is a chance that your mark could go up, stay the same, or even go down. If your unit or GCSE **grade** is changed, the fee will be refunded.

### 40. When will I get my Certificates?

A Year 12 Commemorative Assembly will take place in school one evening in early November. The letter in your results envelope will give you the exact date and time. This is a formal evening; your parents/carers may attend and there will be a guest speaker. There will be an opportunity at this evening to collect your coursework and catch up with friends.

If are unable to attend Commemorative Assembly please contact Mrs Hughes to arrange a suitable time to collect your certificates and coursework from the school office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

***If candidates lose their certificates they can only be replaced by direct application to the appropriate Examination Boards.*** This will require proof of identity (such as a birth certificate or driving licence) and a fee per Examination Board (minimum £49). You are therefore urged to collect your certificates on Commemorative Assembly Evening or as soon as possible thereafter, and to keep them somewhere safe.

We will retain your coursework until the end of Autumn Term 2021 (i.e. the commencement of the Christmas 2021 holiday). Thereafter, due to limited storage, we will dispose of these materials.

**I hope that you have found this handbook to be helpful. Please contact Mrs Hughes in the Examinations Office if you or your parents have any other queries about examination procedures at any time before, during or after the examinations.**



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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 2020.

## Information for candidates for written examinations – effective from 1 September 2020

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 smartwatch 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 wrist watch 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 examination has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the examination room unaccompanied by an invigilator before the examination 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.
- 2 Arrive at least ten minutes before the start of each exam.
- 3 If you arrive late for an exam, report to the invigilator running the exam.
- 4 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 5 Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the exam.
- 6 You **must** write clearly and in black ink. Coloured pencils or inks may be used only 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
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - do not bring into the examination 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 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
  - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - if 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 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 examination 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.

### **E Advice and assistance**

- 1 If on the day of the examination 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 examination if:
  - you have a problem and are in doubt about what you should do;
  - you do not feel well;
  - 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 may use.
- 2 Do not leave the examination room until told to do so by the invigilator.
- 3 Do not take from the examination room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



**This notice has been produced on behalf of:  
AQA, CCEA, OCR, Pearson and WJEC  
Information for candidates: Coursework assessments**

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

When you submit any coursework for marking, you will be asked 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework 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’.**

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, p29).

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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

You may be required to produce a bibliography at the end of your work. This 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.**

Preparing your coursework – 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. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your coursework 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.

Don't be tempted to use pre-prepared online 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.

### 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.**

Don't think you won't 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 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 unit for that examination series;

– 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**

**Debenham High School GCSE TIMETABLE SUMMER 2021 PROVISIONAL**

		MORNING - start 9.15				AFTERNOON - start 1.45 (unless otherwise indicated)			
Date	Day	Board	Title	Exam Code	Duration	Board	Title	Exam code	Duration
26 May	Wed	AQA	English Language Paper 1	8700/1	1h 45	OCR	Creative iMedia: Pre-production skills <b>RESIT</b>	R081/01	1h 15
27 May	Thurs	AQA	Mathematics: Non-calculator - Foundation Mathematics: Non-calculator - Higher	8300/1F 8300/1H	1h 30				
<b>HALF TERM</b>									
07 June	Mon	AQA	English Literature Paper 1: Poetry, novel and modern prose (choose any 2)	8702/1	1h 40	AQA	Mathematics: Calculator 1 - Foundation Mathematics: Calculator 1 - Higher	8300/2F 8300/2H	1h 30
08 June	Tues	Pearson	History Paper 3: Modern depth study (Weimar & Nazi Germany)	1H10 31	1h 20	AQA	Religious Studies: The Study of religions: Christianity & Judaism	8062/13 & 16	1h 45
09 June	Wed	Pearson	Triple Science: (Biology) Paper 1 Combined Science: Biology 1	1BI0 1F/H 1SC0 1BF/H	1h 45 1h 10	AQA	French: Listening & Reading - Foundation French: Listening & Reading - Higher	8658/LF/RF 8658/LH/RH	35m & 45m 45m & 1h
10 June	Thurs	AQA	English Language Paper 2	8700/2	1h 45	Pearson	History Paper 1: Thematic study and historic environment (Medicine)	1H10 10	1h 15
11 June	Fri	Pearson	Physical Education Paper 1: Fitness and Body Systems	1PE0 01	1h 45	AQA	Geography Paper 1: Living with the physical environment	8035/1	1h 30
14 June	Mon	AQA	DT: Resistant Materials DT: Textiles	8552/W	2h	AQA	Religious Studies: Thematic Studies (excl. textual studies)	8062/2A	1h 45
15 June	Tues	Pearson	Triple Science: (Chemistry) Paper 1 Combined Science: Chemistry 1	1CH0 1F/H 1SC0 1CF/H	1h 45 1h 10	AQA	Spanish: Listening & Reading - Foundation Spanish: Listening & Reading - Higher	8698/LF/RF 8698/LH/RH	35m & 45m 45m & 1h
16 June	Wed	Pearson	Business Studies: Investigating Small Business	1BS0 01	1h 30	AQA	Geography Paper 2: Challenges in the human environment	8035/2	1h 30
17 June	Thurs	Pearson	History Paper 2: British depth study (Early Elizabethan)	1H10 2R/B4	55m	AQA	French Writing - Foundation French Writing - Higher	8658/WF 8658/WH	1h 05 1h 20
18 June	Fri	OCR	Computer Science: Computer Systems	J276/01	1h 30	Pearson	Triple Science: (Physics) Paper 1 Combined Science: Physics 1	1PH0 1F/1H 1SC0 1PF/H	1h 45 1h 10
21 June	Mon	AQA	English Literature Paper 2: Shakespeare & unseen poetry	8702/2	1h 45	AQA	Mathematics: Calculator 2 - Foundation Mathematics: Calculator 2 - Higher	8300/3F 8300/3H	1h 30
22 June	Tues	Pearson	Triple Science: (Biology) Paper 2 Combined Science: Biology 2	1BI0 2F/H 1SC0 2BF/H	1h 45 1h10				
23 June	Wed	AQA	Geography Paper 3: Geographical applications	8035/3	1h	AQA	Spanish: Writing - Foundation Spanish: Writing - Higher	8698/WF 8698/WH	1h 05 1h 20
24 June	Thurs								
25 June	Fri					Pearson	Physical Education Paper 2: Health and Performance	1PE0 02	1h 15
28 June	Mon	Pearson	Business Studies: Building a Business	1BS0 02	1h 30	OCR	Computer Science: Computational thinking, algorithms and programming	J276/01	1h 30
29 June	Tues	Pearson	Triple Science: (Chemistry) Paper 2 Combined Science: Chemistry 2	1CH0 2F/H 1SC0 2CF/H	1h 45 1h 10				
30 June	Wed								
01 July	Thurs	Pearson	Music Component 3: Appraising	1MU0 03	1h 45	OCR	Food preparation and nutrition <b>CLASH</b>	J309/01	1h 30
02 July	Fri	Pearson	Triple Science: (Physics) Paper 2 Combined Science: Physics 2	1PH0 2F/H 1SC0 2PF/H	1h 45 1h 10				