



Year 11 Summer 2024 Examinations

Dear Student/Parent/Guardian

This booklet gives all the relevant information needed to sit your GCSE exams in April, May and June 2024. It contains Exam Board Guidelines, School Information, including internal appeal procedures and a **Revision and Exam timetable**.

Please note that break and lunchtime for students may be different to normal. The revision timetable details lunch breaks for exams.

A personalised '**Candidate Timetable**', which details all the written exams that you or your son/daughter is included. **It will include the venue, seat location, start time and exam duration.**

They/you will have already had a 'Statement of Entry' to check carefully to ensure that it is correct, including Tiers of Entry, but they should also double check this on their Candidate Timetable and familiarise yourself with the exam schedule.

Particular attention should be made to the correct spelling of your name as this will be on the Certificate.

If you have any queries or issues, please do not hesitate to contact me directly.

Kind regards,

Julie Mead

Exams Officer

Clacton County High School, Walton Road, Clacton, CO15 6DZ
01255 424266

GCSE EXAM TIMETABLE

APRIL		WEEK A		AM		PM
15					2.00pm	11c/Dr write-up 1hr
16						
17					12.00pm	11b/Dr write-up 1hr
18						
19						
APRIL		WEEK B		AM		PM
22	9.00am	Media Unit 3 - 5 hrs Activity 1 Art - Clay making				
				2.00pm	P4 - 11c/Dr write-up 1hr	
23	9.00am	Spanish Speaking exams Polish Speaking Exams				
24	9.00am	Product Design Activity 4 - 2.5hrs		12.00pm	11b/Dr write-up 1hr	
25	10.40am	11b/Dr write-up 1hr		2.15pm	Spanish Speaking Exams	
26	9.00am	Media Unit 3 Activity 2 - 5 hrs				
	9.00am	Spanish Speaking exams Greek Speaking exam Arabic Speaking exam		12.00pm	11c/Dr write-up 1hr	
APRIL		WEEK A		AM		PM
29	9.00am	Media U3 mop ups				
30						
1 May	9.00am	Textiles - 5 Hrs Photography - 5 Hrs				
	9.00am	Textiles - 5 Hrs Photography - 5 Hrs				
3	9.00am	Art - 5 Hrs				
MAY		WEEK B		AM		PM
6	BH					
7	9.00am	Art - 5 Hrs				
8	9.00am	Business BEN03 2hrs				
9	9.00am	Religious Studies 8062/1 1hr 45m				
10	9.00am	Science 8464/B/1 1hr 15m Biology 8461/B1 1hr 45m		1.00pm	Child Development BCD03 2hrs	
MAY		WEEK A		AM		PM
13	9.00am	English Literature 8702/1 1hr 45m		1.30pm	Sport Studies 1hr 15m	
14						
15	9.00am	History 1HI0/1 1hr 15m		1.15pm	Computer Science 1CP2/01 1hr 30m Arabic Listening 1AA01H 45m Arabic Reading 1AA03H 1hr 5mins	
16	9.00am	Maths 1MA1/1 1hr 30m Maths J560/1 1hr 30m		1.15pm	Religious Studies 8062/2 1hr 45m Religious Studies 8061SC 1hr 45m	
17	9.00am	Science 8464/C/1 1hr 15m Chemistry 8461/C1 1hr 45m		1.15pm	Geography 8035/1 1hr 30m	

MAY	WEEK B	AM		PM
20	9.00am	English Literature 8702/2 2hrs 15m		
21	10.40am	Engineering 5799U3 1hr 30 m (clash x 18)	1.00pm	Computer Science 1CP/02 2hrs Engineering 5799U3 1hr 30m
22	9.00am	Science 8464/P/1 1hr 15m Physics 8463/P1 1hr 45m		
23	9.00am	English 8700/1 1hr 45m	1.30pm	Arabic 1AA04H 1hr 25m
24				
JUNE	WEEK A	AM		PM
3	9.00am	Maths 1MA1/2 1hr 30m Maths J560/2 1hr 30m		
4	9.00am	Spanish 8698LH/RH 1hr 45m Spanish 8698LF/RF 1hr 15m	1.15pm	History 1HI0/2 1hr 45m
5	9.00am	Geography 8035/2 1hr 30m	1.15pm	Statistics 1ST0 1F 1hr 30m
6	9.00am	English 8700/2 1hr 45m		Contingency Afternoon - Students must be available should exams need to be re-scheduled.
7			1.15pm	Science 8464/B/2 1hr 15m Biology 8461/B2 1hr 45m
JUNE	WEEK B	AM		PM
10	9.00am	Maths 1MA1/3 1hr 30m Maths J560/3 1hr 30m	1.15pm	Spanish 8698WH 1hr 15m x 20 Spanish 8698WF 1hr x 74 Greek 1GK0LF 35m x 1 Greek 1GK0RF 50m x 1
11	9.00am	Science 8464/C/2 1hr 15m Chemistry 8462/2 1hr 45m	1.15pm	History 1HI0/3 1hr 20m
12			1.15pm	Polish 8688LH/RH 1hr 45m
13				Contingency Afternoon - Students must be available should exams need to be re-scheduled.
14	9.00am	Geography 8035/3 1hr 30m	1.15pm	Science 8464/P/2 1hr 15m Physics 8463/2 1hr 45m
JUNE	WEEK A	AM		PM
17	9.00am	Greek 1GK0WF 1hr 20m x 1	1.15pm	Statistics 1ST0 2F 1hr 30m
18			1.15pm	Polish 8688WH 1hr 15m
19				
20	9.00am	Hospitality & Catering 5409UA/UB 1hr 20m		
21				
JUNE		AM		PM
24				
25				
26		Contingency Day - All students should be available should exams need to be re-scheduled, up to and including this date		



Year 11 Declining Timetable - Summer 2024

Exams in April and 1st week in May								
15th, 17th, 22nd, 24th and 26th April - Drama Write Up 22nd April - Media & Art exams 23rd April - Spanish and Polish speaking exams 24th April - Product Design exam				25th April - Spanish speaking exams 26th April - Media exam and Spanish speaking exams 1st & 2nd May - Textiles & Photography exams 3rd May - Art exam				
MAY	WEEK B	P1	Break	P2	P3	Lunch	PM	
6	Bank Holiday							
7	9am Art - 5 Hrs							
7	Tutor				Business revision		Business revision	
8	Tutor							
	8am revision	9am Business Exam 2hrs	11-11.20am	RE revision			RE revision	
9	Tutor			Biology revision			Biology revision	
	8am revision	9am Religious Studies Paper 1 1hr 45m	10.50-11.10am					
10	8am revision	9am Biology Paper 1 Combined Science 1hr 15m Triple 1hr 45m		Childcare revision		12.25pm	1pm Child Development 2hrs	
			Triple 10.50-11.10am	English Lit revision (12 students)			Eng Lit revision	
MAY	WEEK A	P1	Break	P2	P3	Lunch	PM	
13	8am revision	9am English Literature Paper 1 1hr 45m	10.50-11.10am	Sport studies revision		12.55pm	1.30pm Sport Studies 1hr 15m	
	Tutor							
14	Tutor				History revision		History revision	
15	8am revision	9am History Paper 1 1hr 15m		Computer Science revision		12.40pm	1.15pm Computer Science Paper 1 1hr 30m Arabic Listening 45m Arabic Reading 1hr 5mins	
	Tutor	Maths revision		Maths revision				
16	8am revision	9am Maths Paper 1 1hr 30m		RE revision		12.40pm	1.15pm Religious Studies Paper 2 1hr 45m	
				Chemistry revision			Chemistry revision	
17	8am revision	9am Chemistry Paper 1 Combined Science 1hr 15m Triple 1hr 45m	Triple 10.50-11.10am	Geography revision		1.15pm	1.15pm Geography Paper 1 1hr 30m	
				English Lit revision (12 students)			English Lit revision	
MAY	WEEK B	P1	Break	P2	P3	Lunch	PM	
20	8am revision	9am English Literature Paper 2 2hrs 15m	11.20-11.40am	Physics revision			Physics revision	
	Tutor							
21	8.45am Engineering revision			10.40am Engineering 1hr 30m (clash x 18)	Computer science revision	12.25pm	1pm Computer Science Paper 2 2hrs Engineering 1hr 30m	
	Tutor	Computer science revision		Engineering revision				
22	8am revision	9am Physics Paper 1 Combined Science 1hr 15m Triple 1hr 45m		English revision			English revision	
23	8am revision	9am English Lang Paper 1 1hr 45m				12.55pm	1.30pm Arabic Writing 1hr 25m	
24	Passport to Prom Assembly			Maths revision			Go home	

May Half Term

Key:		Normal Lesson		Revision (in School)		Independent Study (either in school or at home)		Exam
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Year 11 Declining Timetable - Summer 2024

JUNE	WEEK A	P1	Break	P2	P3	Lunch	PM
3	8am revision	9am Maths Paper 2 1hr 30m		Spanish or History revision Independent study			Independent study
4	8am revision	9am Spanish LH/RH 1hr 45m Spanish LF/RF 1hr 15m		History or Geography revision Independent study		12.40pm	1.15pm History Paper 2 1hr 45m Independent study
5	8am revision	9am Geography Paper 2 1hr 30m		English revision	Statistics revision	12.40pm	1.15pm Statistics 1ST0 1F 1hr 30m English revision
6	8am revision	9am English Lang Paper 2 1hr 45m		Maths revision			Contingency Afternoon - Students must be available should exams need to be re-scheduled.
7		Biology revision		Biology revision		12.40pm	1.15pm Biology Paper 2 Combined Science 1hr 15m Triple 1hr 45m
JUNE	WEEK B	P1	Break	P2	P3	Lunch	PM
10	8am revision	9am Maths Paper 3 1hr 30m		Spanish revision Chemistry revision		12.40pm	1.15pm Spanish Writing H 1hr 15m / F 1hr Greek Listening & Reading 1hr25m Independent study
11	8am revision	9am Chemistry Paper 2 Combined Science 1hr 15m Triple 1hr 45m	Triple 10.50- 11.10am	History or Geography revision Independent study		12.40pm	1.15pm History Paper 3 1hr 20m Independent study
12	Independent study			Geography revision Independent study		12.40pm	1.15pm Polish Listening/Reading 1hr 45m
13	Independent study			Geography revision Independent study			Contingency Afternoon - Students must be available should exams need to be re-scheduled.
14	8am revision	9am Geography Paper 3 1hr 30m		Physics revision		12.40pm	1.15pm Physics Paper 2 Combined Science 1hr 15m Triple 1hr 45m Followed by shirt signing
JUNE	WEEK A	P1	Break	P2	P3	Lunch	PM
17		9am Greek Writing 1hr20m		Statistics revision		12.40pm	1.15pm Statistics Paper 2 1hr 30m
18						12.40pm	1.15pm Polish Writing 1hr 15m
19				Hospitality & Catering revision			
20	8am revision	9am Hospitality & Catering 1hr 20m		PROM NIGHT			
21							
JUNE	WEEK A	P1	Break	P2	P3	Lunch	PM
24							
25							
26	Contingency Day - All students should be available should exams need to be re-scheduled, up to and including this date						
27							
28							

Key:		Normal Lesson		Revision (in School)		Independent Study (either in school or at home)		Exam
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Practical Exams

Mobile phones, watches etc. are not allowed in any exam room, including practical exams. These should be switched off and left with your bag at the front of the room or with the staff member.

Talking is not allowed at any time during any exams. If you require technical assistance you should raise your hand and wait for a response.

Spanish, Polish, Greek and Arabic speaking exams will be taking place **between 23rd April and 26th April** and your individual time slot for these will be given to you by teaching staff. These exams will take place in L Block and will follow the normal day.

Practical Exams and BTEC Set Tasks are timetabled between 15th April and the end of May. Please refer to your individual timetable for times and dates or confirm with your subject teacher.

HOW TO ORGANISE YOURSELF FOR YOUR EXAMINATIONS

- Be sure that you know your own examination timetable.
- **You should be at the exam venue at 8.50am and the exam will start soon after.**
- **Afternoon exams start at either 1pm, 1.15pm or 1.30pm. Please see timetable and Candidate Timetable for more information.**
- Check the location of your exam room and your seat location for each exam. Seating plans are posted outside the hall weekly.
- Make sure you have a **BLACK PEN** for every exam. For some exams you may also require a PENCIL and RULER. Maths and Science exams may require a calculator.
- **DO NOT ASSUME THAT YOU WILL BE LOANED THIS EQUIPMENT DURING THE EXAM.**
- Pencil cases must be clear plastic and calculator lids must be removed. Drinks bottles can be brought into the exam hall but must have the label removed.
- School Uniform must be worn to all exams.
- **PLEASE LEAVE MOBILE PHONES AT HOME; THEY ARE NOT ALLOWED IN THE EXAM ROOM AT ANY TIME.** If they are brought into school they must be switched off and left outside the exam room. If a phone goes off, whether this be a phone call, alarm or notification, during the exam this will be reported to the Exam board as malpractice.

THE EXAM

Please arrive outside the exam room 10 minutes before the start time.

Line up according to the row number your seat is in outside the sports hall.

- **Check that you do NOT have your mobile phone in your pocket!**
- You must be silent from the moment you enter the exam room.
- Find your seat quickly and quietly—do not talk to your friends. If you are unsure where you should be sitting ask an invigilator who will help you.
- Listen carefully to the instructions given at the beginning of the exam.
- There may be several exams taking place at the same time; **make sure you have the correct exam paper on your desk!**
- Read the front page of the exam paper carefully as it will give you specific instructions regarding the number of questions that need to be answered as well as other important information.
- If you do not understand something, raise your hand and an invigilator will assist you but remember, they cannot help with anything other than the instructions on the front cover.
- When the exam has finished you must remain silent whilst your script is collected and stay seated until you have been instructed to leave. Please do not talk until you have left the area completely as other students may still be working.

GOOD LUCK!



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

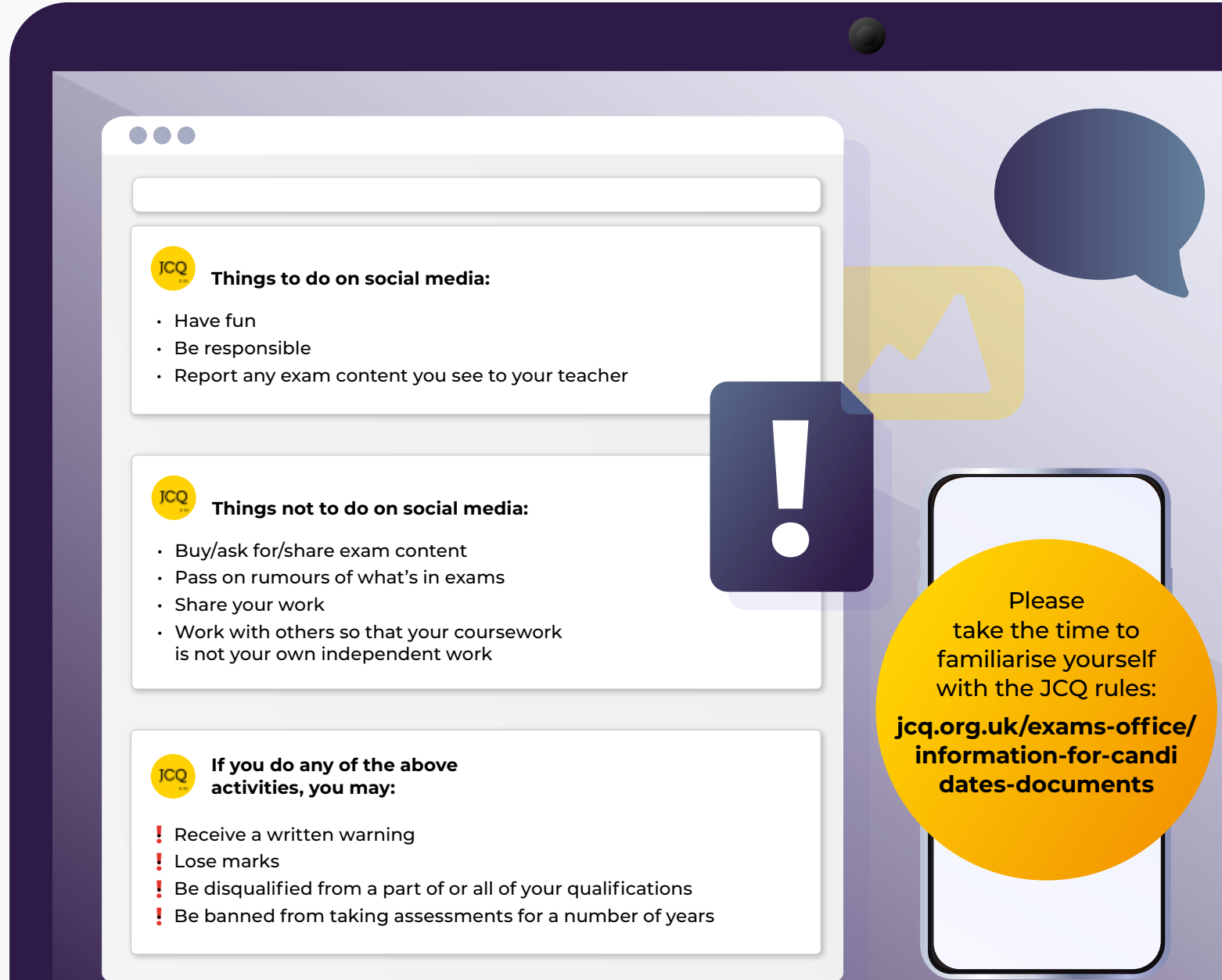
DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

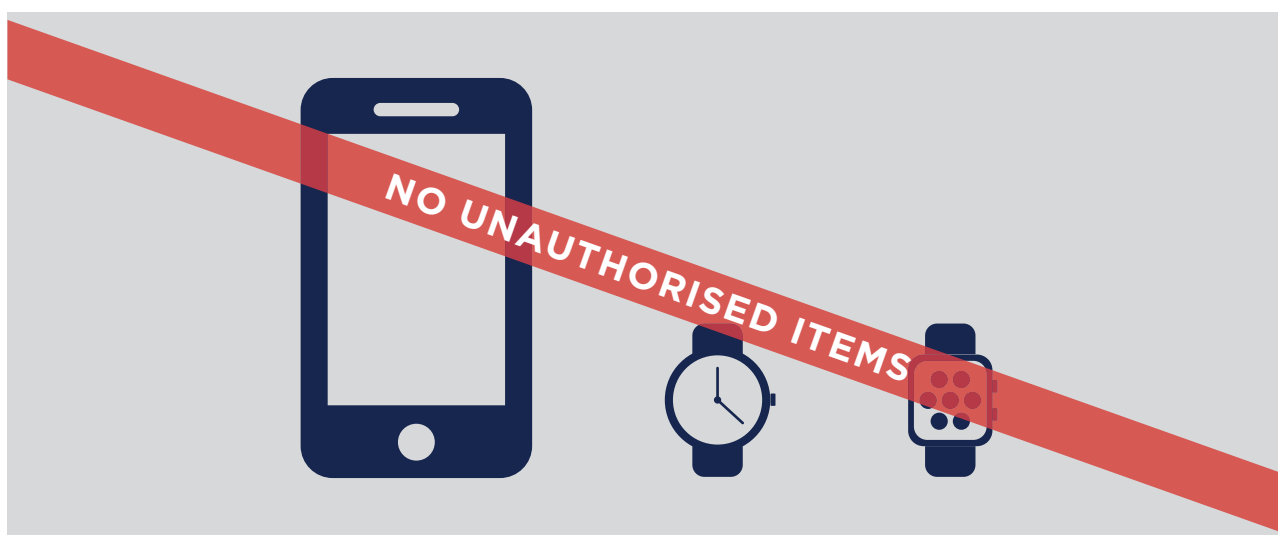
If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

Fire Evacuation

Emergency Evacuation during Examinations

If the fire alarm sounds, stop working and close your exam paper. Sit quietly until the invigilator explains whether or not evacuation is required.

Sports Hall and L Block

Leave via the exit doors and meet in the playground o/s the sports hall. Line up in your Row numbers. Students from the individual rooms should stay with their invigilator.

Smaller Rooms

Leave the building by the nearest exit and walk around the outside of the building .

At SIGMA SIXTH please leave the building using the nearest exit following the evacuation plan and gather at the assembly point.

If you are evacuated from an exam you should NOT join your tutor group but stay with your invigilator.

You should remain in silence for the entirety of the evacuation period to ensure the integrity of the exam.

As soon as the all clear is given you should return to your exam room and return to your original seat. The invigilator will then resume the exam. The exam will resume and you will be given a new end time which will include time lost during the evacuation.

If evacuation is not required the exam will be restarted with the full allocated time allowed.

Malpractice – Clacton County High School

'Malpractice' means any act, default or practice which is a breach of the Regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or** damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of candidate malpractice are:

- Plagiarism: Appropriation of ideas, passages or images from another work or author and presenting them as one's own, or misuse of AI.
- Copying or Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only.
- Failing to abide by the instruction of the assessor/invigilator – This may refer to the use of resources which the candidate has specifically told not to use.
- Talking or disruptive behavior in an examination.
- Possessing a mobile phone or watch in an examination room, whether it is switched on or not.
- Taking any other item other than those accepted by the Awarding Body into the examination, such as books or notes.
- Leaving the examination room without permission and unaccompanied.
- Obscene graffiti on exam scripts.

If an invigilator suspects a candidate of cheating during an exam he/she will inform the Exams Officer. The candidate will be able to complete the examination but the Exams Officer will report the incident to the relevant Awarding Body. The candidate will be given the opportunity to make a statement which will be sent off along with the invigilators report and the relevant documentation. The exam scripts will be sent off for marking along with the rest of the students. The Awarding Body will investigate the report of malpractice and issue sanctions in writing to the school who will inform the student.

Depending on the severity of the malpractice the consequences could include:

1. Warning
2. Loss of all marks gained for a section
3. Loss of all marks gained for a component
4. Loss of all marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications taken in the series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that series
9. Barred from entering for examinations for a set period of time

If a malpractice decision is made, which the candidate feels is unfair, he/she has the right to appeal as set out in the JCQ Appeals Policy. The initial request to appeal should be made in writing to the Exams Officer, within 5 days of receiving the outcome.

Querying Exam grades

Centre Assessed Marks

Marks for internally assessed non-examination assessments (NEA) will be issued to students before being submitted to the exam board for inclusion in the overall grading of the qualification. Students will have the opportunity to query these grades with teaching staff and request a review of marking from an independent panel of staff not previously involved in marking. The request must be made in writing to the exams officer within 2 days of receiving their marks.

Externally Assessed Marks and Grades

Students are issued with their grades for GCE and GCSE exams from the exam boards on two results days August.

If either the student or teaching staff feel that the marks/grades awarded are incorrect we can request a 'review of marking' from the exam board. Students should, in the first instance, approach their teachers to discuss any queries. If they feel that a review is justified the student will need to sign a form confirming that they understand that marks can go up, down or stay the same and then a request will be made to the exam board via the exams officer.

The exam boards have published deadlines for the submission of enquires about results and is currently 4 weeks from the GCSE results day. The turnaround time is 20 days.

Once the review has been completed the student will be notified of the outcome in writing.

Appeals

If the Head of Centre is dissatisfied with the examination results and/or the outcome of the enquiry about results it is possible to submit and appeal in line with the procedures set out within the JCQ appeals documentation. The appeal must be made within 30 days of the receiving the outcome of the enquiry about results.

Appeals to the Awarding Bodies must focus on procedures and whether they were consistent with regulatory requirements and applied its procedures properly and fairly in arriving at judgement. Appeals can only be submitted by the head of centre on behalf of a candidate or group of candidates.

A preliminary appeal will follow, conducted by an officer of the awarding body who has not had any previous involvement with the matter. After investigation the appeal will either be rejected or upheld and a letter confirming the outcome sent to the head of centre.

If the head of centre remains dissatisfied with the outcome of the preliminary appeal, a written request for an appeal hearing should be sent to the relevant awarding body within 14 days of receipt of the preliminary appeal outcome letter.

A hearing will be scheduled and the final outcome reported back to the Head of Centre.

RESULTS DAY

THURSDAY 22nd AUGUST 2024

Results are available for collection from CLOUDS between 9am and 12.00pm on Thursday 22nd August 2024.

You may either:-

- Collect them in person.
- Send someone to collect them for you. (The person you send must have a letter from you confirming that they are authorised to collect your results, even if they are your parents - the results are your property!)
- Leave a stamped addressed envelope with the exams officer before the end of term and we will post them to you on results day.

Please Note: These are provisional results and may be subject to change following an enquiry about results.

Your certified Exam Certificates can be collected from Mrs Nash in the pastoral office, if you attend Sigma Sixth or from the Reception office at CCHS, if you have left school. They will be available for collection from January 2025.

We do not post out Certificates unless you provide an A4, stamped, addressed envelope.

Enquiries about Results

If you have any queries about your results you must contact the exams officer as soon as possible.
School telephone No. 01255 424266