



EXAMS INFORMATION



2022-2023

Information for Students and
Parents/Carers



Contents

	Page
Exam Timetable 2022-23	2
Non-Examined Assessment Deadlines – Summer 2023	5
Modern Foreign Language Speaking Exam Dates	5
JCQ Guidance	6
Non-examined assessment work	6
When your exams will be	6
What you will be entered for	6
Where you will take your exams	6
What time will your exams start and finish	7
What you should wear	7
Where you will sit	7
Who will supervise during your exam	7
What you can bring to your exam	7
If you have two or more exams scheduled at the same time	7
During your exam	8
Malpractice	9
If you are late to your exam	10
If you are unwell on the day of your exam	10
Unauthorised absence of an exam	10
What to do if an emergency alarm sounds	10
If you have an Access Arrangement	11
How you will collect your results	11
If you are unhappy with your results	11
How do you collect your certificates	11
Useful Contacts	12

Please make sure you read this guidance at the back of the booklet

JCQ Guidance – Coursework
JCQ Guidance – Non-Examined Assessment
JCQ Guidance – On-screen Tests
JCQ Guidance – Written Exams
JCQ Guidance – Privacy Notice
JCQ Guidance – Social Media
JCQ Notice – Warning to Candidates
JCQ Notice – Unauthorised Items

Summer 2023

Exam Date	Exam Board	Qualification	Exam Code	Subject	Start Time	Length
Monday 15 May	AQA	GCSE	8062/13, 8062/15	Religious Studies	9.00am	1h 45m
Monday 15 May	Pearson	GCSE	1DR0/03	Drama	1.00pm	1h 45m
Monday 15 May	AQA	GCSE	8633/L	Italian Listening	1.00pm	45m
Monday 15 May	AQA	GCSE	8633/R	Italian Reading	1.45pm	1h
Tuesday 16 May	AQA	GCSE	8461/1	Biology	9.00am	1h 45m
Tuesday 16 May	AQA	GCSE	8464/B/1	Combined Science : Biology	9.00am	1h 15m
Tuesday 16 May	Eduqas	GCSE	C680U10-1	Media Studies	1.00pm	1h 30m
Tuesday 16 May	AQA	GCSE	8648/L	Urdu Listening	1.00pm	45m
Tuesday 16 May	AQA	GCSE	8648/R	Urdu Reading	1.45pm	1h
Wednesday 17 May	AQA	GCSE	8702/1	English Literature	9.00am	1h 45m
Wednesday 17 May	Pearson	GCSE	1PE0/01	Physical Education	1.00pm	1h 30m
Thursday 18 May	Pearson	GCSE	1HI0/11	History	9.00am	1h 15m
Friday 19 May	Pearson	GCSE	1MA1/1	Mathematics (Non Calculator)	9.00am	1h 30m
Friday 19 May	OCR	GCSE	J277/01	Computer Science	1.00pm	1h 30m
Friday 19 May	Pearson	BTEC	21117K	Health & Social Care	1.00pm	2h
Monday 22 May	AQA	GCSE	8462/1	Chemistry	9.00am	1h 45m
Monday 22 May	AQA	GCSE	8464/C/1	Combined Science : Chemistry	9.00am	1h 15m
Monday 22 May	AQA	GCSE	8035/1	Geography	1.00pm	1h 30m
Tuesday 23 May	AQA	GCSE	8658/L	French Listening	9.00am	35m – 45m
Tuesday 23 May	AQA	GCSE	8658/R	French Reading	9.45am	45m – 1h
Tuesday 23 May	AQA	GCSE	8062/2A	Religious Studies	1.00pm	1h 45m

Exam Date	Exam Board	Qualification	Exam Code	Subject	Start Time	Length
Wednesday 24 May	AQA	GCSE	8702/2	English Literature	9.00am	2h 15m
Wednesday 24 May	AQA	GCSE	8633/W	Italian Writing	1.00pm	1h 15m
Wednesday 24 May	Eduqas	GCSE	C680U20-1	Media Studies	1.00pm	1h 30m
Wednesday 24 May	OCR	CamNat	R041/01	Sports Science	1.00pm	1h
Thursday 25 May	AQA	GCSE	8463/1	Physics	9.00am	1h 45m
Thursday 25 May	AQA	GCSE	8464/P/1	Combined Science : Physics	9.00am	1h 15m
Thursday 25 May	OCR	GCSE	J277/02	Computer Science	1.00pm	1h 30m
Thursday 25 May	AQA	GCSE	8648/W	Urdu Writing	1.00pm	1h 15m
Friday 26 May	OCR	CamNat	R064/01	Enterprise & Marketing	9.00am	1h 30m
Monday 5 June	AQA	GCSE	8700/1	English Language	9.00am	1h 45m
Monday 5 June	AQA	GCSE	8658/W	French Writing	1.00pm	1h – 1h 15m
Tuesday 6 June	AQA	GCSE	8698/L	Spanish Listening	9.00am	45m
Tuesday 6 June	AQA	GCSE	8698/R	Spanish Reading	9.45am	1h
Wednesday 7 June	Pearson	GCSE	1MA1/2	Mathematics (Calculator)	9.00am	1h 30m
Wednesday 7 June	Pearson	GCSE	1HI0/P4	History	1.00pm	1h 45m
Thursday 8 June	Pearson	GCSE	1PE0/02	Physical Education	9.00am	1h 15m
Thursday 8 June	-	-	-	Contingency Session	1.00pm	-
Friday 9 June	AQA	GCSE	8035/2	Geography	9.00am	1h 30m
Friday 9 June	AQA	GCSE	8461/2	Biology	1.00pm	1h 45m
Friday 9 June	AQA	GCSE	8464/B/2	Combined Science : Biology	1.00pm	1h 15m
Monday 12 June	AQA	GCSE	8700/2	English Language	9.00am	1h 45m
Monday 12 June	OCR	CamNat	R081/01	Creative iMedia	1.00pm	1h 15m
Monday 12 June	Pearson	GCSE	1ST0/1	Statistics	1.00pm	1h 30m
Tuesday 13 June	AQA	GCSE	8462/2	Chemistry	9.00am	1h 45m
Tuesday 13 June	AQA	GCSE	8464/C/2	Combined Science : Chemistry	9.00am	1h 15m
Tuesday 13 June	AQA	GCSE	8698/W	Spanish Writing	1.00pm	1h 15m
Wednesday 14 June	Pearson	GCSE	1MA1/3	Mathematics (Calculator)	9.00am	1h 30m

Exam Date	Exam Board	Qualification	Exam Code	Subject	Start Time	Length
Wednesday 14 June	Eduqas	GCSE	C660U30-1	Music	1.00pm	1h 15m
Wednesday 14 June	Pearson	GCSE	1PN0/1	Persian Listening	1.00pm	45m
Wednesday 14 June	AQA	GCSE	8688/L	Polish Listening	1.00pm	45m
Wednesday 14 June	Pearson	GCSE	1PG0/1	Portuguese Listening	1.00pm	45m
Wednesday 14 June	Pearson	GCSE	1PN0/3	Persian Reading	1.45pm	1h 05m
Wednesday 14 June	AQA	GCSE	8688/R	Polish Reading	1.45pm	1h
Wednesday 14 June	Pearson	GCSE	1PG0/3	Portuguese Reading	1.45pm	1h
Thursday 15 June	Pearson	GCSE	1HI0/31	History	9.00am	1h 20m
Thursday 15 June	-	-	-	Contingency Session	1.00pm	-
Friday 16 June	AQA	GCSE	8463/2	Physics	9.00am	1h 45m
Friday 16 June	AQA	GCSE	8464/P/2	Science Combined : Physics	9.00am	1h 15m
Friday 16 June	AQA	GCSE	8035/3	Geography	1.00pm	1h 15m
Monday 19 June	AQA	GCSE	8552/W	Design & Technology	9.00am	2h
Monday 19 June	Pearson	GCSE	1ST0/2	Statistics	1.00pm	1h 30m
Wednesday 21 June	WJEC	Level 1/2 Award	5569UB0-1	Hospitality & Catering	9.00am	1h 30m
Wednesday 21 June	Pearson	GCSE	1PN0/4	Persian Writing	9.00am	1h 25m
Wednesday 21 June	AQA	GCSE	8688/W	Polish Writing	9.00am	1h 15m
Wednesday 21 June	Pearson	GCSE	1PG0/4	Portuguese Writing	9.00am	1h 20m
Wednesday 28 June	-	-	-	Contingency Session	9.00am	-
Wednesday 28 June	-	-	-	Contingency Session	1.00pm	-

Contingency – All students must be available for exams for these sessions. This is where exam boards could re-schedule an exam should a crisis arise during the exam period.

Practical Exams

Subject	Exam Board	Exam Dates
Art & Design	AQA	28 March – 31 March
Drama	Pearson	22 March
Physical Education	Pearson	21 April

Non-Examined Assessment Deadlines

Subject	Exam Board	Student deadline to complete and hand in work	Students receive NEA marks	Appealing NEA mark deadline	Exam board deadline for marks (and samples for Pearson)
Art & Design	AQA	Friday 21 April	Friday 12 May	Friday 19 May	Friday 26 May
Creative iMedia	OCR	Friday 21 April	Friday 28 April	Friday 5 May	Monday 15 May
Design & Technology	AQA	Friday 31 March	Friday 21 April	Friday 28 April	Friday 5 May
Drama	Pearson	Friday 31 March	Friday 28 April	Friday 5 May	Monday 15 May
English Language	AQA	Friday 10 February	Friday 21 April	Friday 28 April	Friday 5 May
Enterprise & Marketing	OCR	Friday 31 March	Friday 28 April	Friday 5 May	Monday 15 May
Hospitality & Catering	WJEC	Friday 31 March	Friday 21 April	Friday 28 April	Friday 5 May
Media Studies	Eduqas	Tuesday 31 January	Friday 21 April	Friday 28 April	Friday 5 May
Music	Eduqas	Friday 10 February	Friday 21 April	Friday 28 April	Friday 5 May
Physical Education	Pearson	Friday 31 March	Friday 28 April	Friday 5 May	Monday 15 May
Sports Science	OCR	Friday 21 April	Friday 28 April	Friday 5 May	Monday 15 May

Modern Foreign Language Speaking Exam Windows

Subject	Exam Board	Unit Type	Exam Window
Italian	AQA	Speaking	03 April – 19 May
Panjabi	AQA	Speaking	03 April – 19 May
Persian	Pearson	Speaking	17 April – 19 May
Polish	AQA	Speaking	03 April – 19 May
Portuguese	Pearson	Speaking	17 April – 19 May
Spanish	AQA	Speaking	03 April – 19 May
Urdu	AQA	Speaking	03 April – 19 May

Results Day – Thursday 24 August

JCQ Guidance

Please make sure you have read the guidance at the back of this booklet so that you understand the rules of

- Coursework
- Non-examined assessments
- On-screen tests
- Written exams
- Privacy Notice
- Social Media use
- Warning to candidates
- Unauthorised items

Non-examined assessment work

- You will be informed about any assessments by your teacher.
- Deadlines for your non-examined assessment units are included on the exam timetable in this booklet.
- Once you have completed your non-examined assessment work, your teacher will mark your work and issue you with your mark.
- If you disagree with their decision you have 7 days to make an appeal to college. You can do this by completing the form on the college website.
- Your work will be re-marked and you will be informed of the outcome.
- Your marks will be submitted to the exam board and your work will be sent to them for moderation.

When your exams will be

- There is an exam timetable included in this booklet.
- You will also receive a personalised timetable with all the exams you will be sitting.

What you will be entered for

- You will receive a Statement of Entry form which details the units that you have been entered for.
- The Statement of Entry details the cost of each unit.
- Where you fail to attend your exam without a valid reason, the cost of a missed unit will be requested from parents/carers.
- You must check all details carefully, including your name and date of birth as these will be displayed on your certificates. If you need anything changing, please let us know.
- For exams, your legal names are always used. If you intend on making a deed poll change, please make sure you provide a copy of the certificate to college so we can make the changes and inform the exam board in advance of the start of the exams and certificates being printed.

Where you will take your exams

- You will be sitting your exams in the Sports Hall.
- Students who receive additional support may be seated in an alternative room depending on the support they have been approved for. Rooms will be detailed on your timetable.

What time will your exams start and finish

- Morning exams will begin at 9.00am and afternoon exams at 1.00pm.

- You must be ready to start your exam 15 minutes before the start times above. Please make sure you have had any toilet breaks and put your things in your lockers before you arrive to start your exam.
Mobile phones and watches must not be brought into the exam room.
- Once in your exam, you will remain in the exam room for the full length of the exam. This is Shuttleworth College policy.

What you should wear

- Students must wear full normal college uniform for exams

Where you will sit

- You will receive a personalised timetable with your exam room and seat number.
- Seating plans will also be displayed in the Atrium.
- You must find your seat number before you arrive at the exam room so that the exam can begin on time.
- There will be a card on your desk, please check it belongs to you so that you know you are in the correct seat.

Who will supervise during your exam

- Exams are supervised by a team of invigilators.
- Invigilators are here to make sure all regulations of the exam are met.
- If you need any assistance during your exam then you must raise your hand and wait for an invigilator to come to you.

What you can bring to your exam

- **Mobile phones and watches are strictly forbidden and must be left in your locker.**
- Your bag must be left outside the exam room.
- Water bottles must be see through and any labels must be removed before entering the exam room. They must have a sports cap style lid to prevent spillage.
- Stationery must be in a clear pencil case.
- Black pens must only be used in your exam paper.
- Calculators, maths sets, tracing paper, rulers, coloured pencils will be placed on desks if they are allowed in your exam by the invigilators.
- Invigilators have a supply of black pens, pencils, erasers and pencil sharpeners should a replacement be needed.

If you have two or more exams scheduled at the same time

- The Exams Officer will plan for you to sit all exams you are timetabled for.
- If you are sitting a GCSE modern foreign language listening and reading exam, you will sit both exams in the same room and seat. The reading paper will follow after you have completed the listening paper.
- If you are sitting GCSE Religious Studies, you will receive two papers on your desk and you will need to manage your own time completing both papers.
- If you are sitting papers for two different subjects you will be offered a short rest break between the two exams, which will need to be supervised by an invigilator. You will be offered a toilet break and be able to bring food/drink with you to have during the break. Please make sure any labels are removed and any food is left with the invigilator.
- The invigilator will confirm the arrangements with you when you arrive in the exam room.

During your exam

- You must enter the room in silence, quickly find your seat and wait for instruction from the invigilators.
- There will be a card on your desk, you must check that it belongs to you so that you are sat in the correct seat number. Your candidate number is also displayed on the card, you will need this for completing the front of your paper.
- **You must not bring a watch or mobile phone into the exam.**
- Water bottles must be clear and have any labels removed.
- You must listen to all instructions given by the invigilator throughout your time in the exam room.
- You must check you have the correct exam paper on your desk, including the tier you should be sitting
- Start and finish times will be displayed at the front of the room.
- There will be a clock displayed for you to manage your time during the exam.
- You must remain in silence and face forwards throughout your time in the exam room.
- You must only use a black pen when writing your answers.
- Please use your legal name when completing the candidate details section on the front of your paper.
- If you need assistance during your exam, please raise your hand and an invigilator will come and assist you.
- If you need replacement stationery or equipment, please raise your hand and ask an invigilator.
- You must not try and communicate with or disturb any other student in the room, if you do you will be reported to the exam board for malpractice and may have your marks and grade removed.
- You must not leave the room unless you are with an invigilator, if you leave the room without supervision you will not be allowed to return.
- Once you have completed your paper, please use the time you have left to check through your answers. Spelling, punctuation and grammar can give you extra marks in exams for some subjects.
- Please do not graffiti your exam paper – this is classed as malpractice and you may have your mark/grade removed for the paper or qualification.

Malpractice

- Malpractice means any act or practice which is against the rules set out by the JCQ (Joint Council for Qualifications).
- Any incidents of malpractice will be investigated and reported to the exam board.

Possible offences are:

- Having blank paper for rough work
- Having equipment that isn't allowed in the exam, for example a dictionary or calculator
- Having exam notes in the wrong format or when they are not allowed
- Having study guides, personal organisers, mobile phone, mp3 player, memory sticks, watches
- Failing to follow the instructions of an invigilator or exam board
- Failing to follow the rules of the exam designed to maintain the security of the exam
- Disruptive behaviour in the exam room or assessment session, including offensive language
- Communicating in an exam, verbally or by passing notes
- Offensive, inappropriate or obscene materials in your exam papers, controlled assessments, non-examined assessments or portfolio work
- Working with others when not permitted
- Copying or reproducing work from published sources or incomplete referencing
- Making a false declaration that the work is your own
- Copying work from another student, or allowing your work to be copied
- Deliberate destruction of work
- Alteration or falsification of any results or certificates
- Misuse of assessment materials and resources
- Theft of students work, stolen or removed
- Using the wrong name or candidate number on your work
- Behaving in a way to undermine the security of the exam or assessment
- Using social media to exchange or circulate real or fake assessment materials

Possible sanctions to the above malpractice instances are:

- A warning
- Loss of marks
- Loss of marks for the component
- Loss of marks for the unit
- Disqualification from the unit
- Disqualification from all units in one or more qualifications in the series
- Disqualification from the whole qualification
- Disqualification from all qualifications in the series
- Not allowed to be entered for exams for a set period of time

If you are late to your exam

- Please try to arrive in plenty of time for your exam.
- If you arrive late to school on an exam day, you must report to the exam room immediately, an invigilator will arrange for you to start your exam and give you your start and finish times.
- Remember to hand in your unauthorised items before sitting down for your exam.
- You will be given the full amount of time to complete your exam.
- If you arrive after 10am for a morning exam, or after 2pm for an afternoon exam you will be classed as a very late student. You will need to provide details of why you were late and the exam board will be informed. They may make the decision to remove your mark/grade for the paper.
- If you arrive late and the exam has already finished, you will not be allowed to sit the exam and be marked as being absent.

If you are unwell on the day of your exam

- If you are feeling unwell and are unable to attend for your exam, you will need to provide a medical note from your GP or complete a self-certification form (available from the Exams Officer). This information is needed to inform the exam board when applying for special consideration.
- If you are feeling unwell but feel you could complete your exam, invigilators can be informed and arrangements for you to go home after the exam can be made.

Unauthorised absence of an exam

- If you fail to attend your exam without a valid reason, a request for the exam fee will be made to parents/carers.

What to do if an emergency alarm sounds

- Evacuation procedures are covered in the briefing before each exam.
- Fire alarm – if you are in the Sports Hall, please follow the instructions of the invigilators. You will remain in the Sports Hall, and if evacuation is confirmed, leave via the fire doors and wait on the service road at the side of the building. You must remain in silence and spaced apart, invigilators will be supervising you. Once safe, you will then return to the building and carry on with the rest of your exam. If you are in any other room for your exam, you must evacuate as normal to the service road at the side of the building.
- Terror Threat – everyone must evacuate and meet at ‘Muster Point B’ as when not in an exam. Once safe, you will then return to the building and carry on with the rest of your exam.
- Lock Down – please follow normal procedure and remain in the room that you are in. Once safe, you will then carry on with the rest of your exam.
- If your exam is interrupted due to an emergency evacuation, you will have the full amount of time for your exam and the interruption will be reported to the exam board.

If you have an Access Arrangement

- Arrangements will have been made for you to have your arrangement in your exam.
- Where you have been tested and awarded the use of a reader pen, laptop, bilingual dictionary or overlay, this equipment will be provided for you on your exam day.
- Separate invigilation will only be awarded where you meet strict criteria and the correct evidence can be provided and where this arrangement is your normal way of working in school.
- Invigilators will assist you with a supervised rest break if you are eligible, they will be aware of your arrangement.
- If you have an 25% Extra Time allowance, you will be spoken to when you enter the exam room by an invigilator who will make sure your start and finish times are displayed for you which include your additional time. If you have finished before the normal time, the invigilator will confirm with you if you would like to use any of your extra time.

How you will collect your results

- Results day will be held on Thursday 24 August, 9.00am – 12.00 noon. You will receive a letter with the details nearer the time.
- If you are unable to collect your results in person, you can send a signed note with your permission for us to pass them to someone else to collect them for you. Alternatively, you can make arrangements in advance to have them emailed to you on your school email address. Please speak to the Exams Officer who will arrange this for you.

If you are unhappy with your results

- Staff will be available for you to speak to on Results Day.
- An appeal can be processed for a review of marking of your exam. However, you should speak to your teacher or the Curriculum Leader for the subject before submitting your request for an appeal. They will be able to tell you how many more marks you would need to achieve a higher grade.
- If college request an appeal on your behalf, college will pay for the appeal.
- If you request the appeal, then you will need to pay for the appeal.
- You will receive a consent form both via your school student email address and via the post, this is so you can return the form the easiest way possible for you.
- You will need to sign to confirm you understand that your mark/grade could change to be higher, stay the same or be lower and that you are happy for us to make the application for you.
- Your appeal will only be processed if the consent form is returned before the deadline given on your appeals paperwork.
- You will be notified in writing of the outcome and where grades have changed, be issued a new copy of your statement of results.

How do you collect your certificates?

- You will be informed when your certificates are ready to collect from college.
- Your certificates will be in your legal names, not preferred names.
- You must keep your certificates safe once collected, replacements can only be applied for via the exam board directly and can cost approximately £50 each to replace.

Useful Contacts

Mrs R England

Head of Centre

REngland@shuttleworth.lancs.sch.uk

Miss K Lightfoot

Deputy Headteacher (Curriculum)

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Miss M Pinder

Exams & Assessment Data Manager

MPinder@shuttleworth.lancs.sch.uk

Miss L Harrison

Exams Assistant

LuHarrison@shuttleworth.lancs.sch.uk

Mrs V Ellison

Intervention Manager & Access Arrangements Co-ordinator

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