

PLI/jhr  
December 2013

## **Y13 AS & A2 EXAMINATIONS 2014**

- Please find enclosed with this letter information relating to examinations as follows:
  - Trial Examinations Timetable
  - Important Notice regarding Mobile Phones during Exams
  - Joint Council for Qualifications Notice to Candidates regarding examinations
  - Joint Council for Qualifications Notice to Candidates regarding Coursework Assessments
- From **Monday 3 to Monday 10 February 2014 inclusive**, trial examinations will take place for all Y13 students in all of their subjects. Students are only required to attend school when they have an examination; otherwise they are free to study at home.
- **Normal lessons resume on Tuesday 11 February 2014.**

Please ensure that:-

- Thorough revision takes place before the examinations. You can help by providing a quiet place for study at home.
- Timetables are checked daily to make sure that an examination is not “missed”.
- Trial exam results will usually be available for parents to view on the NSB system by the end of term 3 (Friday 14 February).

## **Exam Clashes**

Please ask your son or daughter to check the exam timetable carefully for clashes.

Inevitably many students will have exam clashes during the trial exams. If your son or daughter has a clash they must see Mrs Harrison, **before** the Christmas break, in the Exams Office which is located in The Lodge.

In general, assessments in French/Spanish should take precedence where there is a clash. Students should arrange to take the other exam(s) in the earliest available exam slot(s) which are long enough. If in doubt Mrs Harrison will advise your son or daughter.

## **Summer AS and A2 External Exams**

- These will take place from mid-May until the end of June. The exact dates will be confirmed when students receive their statements of entry in March 2014. If you wish to check any dates before this time, exam boards will have details on their websites and subject teachers will be able to confirm exam code numbers. Please do not book any family holidays until the examination period is over. Holiday absence will not be authorised during school time. Please also be mindful that part time employment before the examinations are over is almost certain to undermine a student's examination preparation and subsequent performance.
- **GCE results day is Thursday 14 August 2014.**
- If you have any questions please contact Mr Livingstone, Exams Officer, or Mrs Harrison, Exams secretary, at the school.

## **Access Arrangements**

If your son or daughter has a disability or learning difficulty, exam boards will usually allow the same "access arrangements" as they have in lessons (e.g. use of a word processor or extra time). If you think your son or daughter may be entitled to access arrangements please contact Mrs Dickenson in our Special Needs department. She will be able to tell you whether arrangements are already in place and, if not, she may arrange for their special needs to be assessed.

## **Trial Exam Timetable, Week commencing Mon 3<sup>rd</sup> February 2014**

Any subjects not shown here will be assessed in lessons.

### Year 11

Y11 pupils take seven trial exams over 5 days from Mon 3<sup>rd</sup> until Fri 7<sup>th</sup> February. On Monday morning and Wednesday and Thursday afternoons Y11 do not have trial exams and should attend registration and lessons as normal. Every other morning and afternoon this week Y11 should line up in forms outside the sports hall (or in the concourse if it is raining) at 8:45 am and 2:00 pm to be registered by their form tutors. They will then go into the sports hall for their trial exam (except for a few pupils where arrangements have been made for them to take exams in other rooms). When pupils are not in exams they attend lessons as normal. On Thursday their English exam is very long so we will attempt to start it early.

### Year 12 and 13

Trial exams take place over 6 days from Mon 3<sup>rd</sup> until Mon 10<sup>th</sup> February. Y12 and Y13 should arrive for exams 10 minutes before the scheduled start time. On Wednesday 5<sup>th</sup> and Mon 10<sup>th</sup> Feb the afternoon exam will start 15 minutes earlier than normal (at 2:00 pm) so pupils should arrive at 1:50 pm. When sixth-formers are not in exams they should revise at home. Where pupils are scheduled to take two (or more) exams at the same time they should see Mrs Harrison in the exams office to make arrangements for one (or more) to be taken in the next available exam session (or if necessary in an earlier session). If one of these exams is French or Spanish then that exam takes priority as these must be taken in room C23.

### Mon, 3<sup>rd</sup> Feb

9:05 am	Y12 Maths C1 (1:30)	107 pupils	
	Y12 Further Maths D1 (1:30)	18 pupils	
	Y12 English Language (2:00)	44 pupils	
	Y12 English Literature (2:00)	31 pupils	
	Y13 Further Maths FP1 (1:30)	14 pupils	
	Y13 History (2:00)	34 pupils	
	Y13 Gen Studies (2:00)	11 pupils	
	Y13 Economics (2:00)	29 pupils	
	Y13 Chemistry (1:30)	42 pupils	330 total
2:15 pm	Y13 Spanish in C23	4 pupils	
	Y12 Spanish in C23	10 pupils	14 total
	Y11 French and Spanish (1:15)	194 pupils	
	Y11 Learning Support activity	15 pupils	
	Y12 History (1:20)	60 pupils	
	Y13 Further Maths M1 (1:30)	14 pupils	283 total

### Tues, 4<sup>th</sup> Feb

9:05 am	Y11 Design and Technology (2:00)	211 pupils	
	Y12 Design and Technology (2:00)	18 pupils	
	Y12 Geography (1:30)	38 pupils	
	Y13 Geography (2:30)	25 pupils	292 total
2:15pm	Y11 Science (Double & Triple) (1:15)	211 pupils	
	Y12 Government and Politics (1:20)	17 pupils	228 total

Wed, 5<sup>th</sup> Feb

9:05 am	Y11 Maths (1:45)	211 pupils	
	Y12 Computing 1 (1:30)	16 pupils	
	Y13 Computing (1:30)	7 pupils	
	Y13 ICT (1:30)	3 pupils	
	Y13 Government and Politics (1:30)	13 pupils	
	Y13 Biology (1:30)	50 pupils	300 total
2:00 pm	Y12 Physics (1:30)	59 pupils	
Note	Y12 Psychology (1:30)	90 pupils	
the	Y13 Maths (1:30)	66 pupils	
earlier	Y13 Further Maths S1 (1:30)	14 pupils	
start!	Y13 Drama (1:30)	9 pupils	238 total

Thurs, 6<sup>th</sup> Feb

9:05 am	Y11 English (2:15)	211 pupils	
	Y12 Philosophy (1:30)	24 pupils	
	Y13 PE (2:30)	17 pupils	
	Y13 English Literature (2:30)	10 pupils	
	Y13 English Language (2:30)	26 pupils	
	Y13 Design and Technology (2:00)	16 pupils	278 total
2:15 pm	Y10&11 Int Maths Challenge (1:00)	50 pupils	50 total

Fri, 7<sup>th</sup> Feb

9:05 am	Y11 History (2:00)		
	Y11 Geography (1:45)	211 pupils	
	Y12 PE (2:00)	19 pupils	
	Y13 Philosophy (1:30)	12 pupils	
	Y13 Sociology (1:30)	14 pupils	256 total
2:15 pm	Y11 Options* (Geography, RE, ICT (Triple Science etc))	211 pupils	211 total

\*The duration of these exams varies. Candidates will be informed by their class teachers. Note that pupils taking both History and Geography should take the 2-hour History paper in the morning and the shorter Geography paper in the afternoon "Options" session.

Mon, 10<sup>th</sup> Feb

9:05 am	Y12 Chemistry (1:30)	67 pupils	
	Y12 Economics (1:30)	48 pupils	
	Y12 Further Maths C2 (1:30)	18 pupils	
	Y12 Sociology (2:00)	13 pupils	
	Y13 Psychology (2:00)	46 pupils	192 total
2:00 pm	Y13 French in C23	4 pupils	
Note	Y12 French in C23	10 pupils	14 total
the	Y12 Computing 2 (1:30)	16 pupils	
early	Y13 Physics (1:30)	31 pupils	
start!	Y12 Biology (1:30)	70 pupils	108 total

DKE/jhr  
December 2013

## **Important Notice - Mobile Phones and Exams**

To: Parents of all students taking AS/A Level Exams

### 1) Exam Board Regulations:

The Joint Council for General Qualifications rules that govern the administration of public examinations state that **mobile phones are not allowed in any examination room** (irrespective of whether they are switched on or off).

In the past, despite our insistence on not having mobiles in the room, two students were found to have phones in their possession.

They both had to be reported to the examination board (even though they did not use their phones) and one student had results subsequently disqualified.

### 2) Northampton School *for Boys* Arrangements:

We want to ensure that this does not happen again to any other student at the school, who might, through forgetfulness, end up with a mobile phone (even switched off) in the exam room.

Therefore our message is:

**Do not bring a mobile phone to school when you have an examination**

### 3) Special Circumstances

If any parent believes that it is important that their son/daughter has a mobile phone with them at school, then it **MUST** be handed in to Student Services, prior to the start of the exam and collected following the end of the exam. Arrangements have been put in place to facilitate this.

We expect that the vast majority of students **WILL NOT BRING MOBILE PHONES** to school.

Thank you for helping us to resolve this matter successfully. Please ensure that your son/daughter leaves their mobile at home.

D Kennedy  
Assistant  
Headteacher  
i/c Examinations

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**Information for candidates**  
**For written examinations – effective from 1 September 2013**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• a calculator case/instruction leaflet;</li> <li>• a mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> 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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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 exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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 exam 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.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam 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 exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council  
for Qualifications

**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

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

**Before 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 or lecturer.

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, but you must take care how you use this material - 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, pg.29).

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 12 February 2014.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and don't 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.

If you worked as part of a group on an assignment, for example, undertaking field research, 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. 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 don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

## 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 essay 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.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**