

**Debenham High School**

# **GCSE EXAMINATIONS HANDBOOK 2024-25**

**Guidance for  
Pupils and Parents/Carers**

**Candidate Name:**

**Candidate No:**

**Reg Group:**

**Centre Number: 19115**

**Examinations Officer: Mrs Nadine Hughes**

**School website: [www.debenhamhigh.co.uk](http://www.debenhamhigh.co.uk)**

**Exams Office Tel no: 01728 862914**

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

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 the contents of this handbook**

**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 Examinations 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 (e.g. illness before or during an examination, bereavement or other trauma, disadvantage or disturbance during an examination) for which special consideration might be sought from the Examination Board.

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

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

**KEY DATES**

**Year 11 Mocks:**

20 November – 05 December 2024

**Year 11 GCSE Examinations:**

GCSEs will run from Tuesday, 06 May until Wednesday, 18 June 2025, with a Contingency Day set aside on 25 June (**see pt. 34**).

**Results Day:**

Thursday, 21 August 2025

School will be open to **Year 11 pupils** from **09:30 until 12.00** for the collection of results.

## **FREQUENTLY ASKED QUESTIONS**

### **Before the examinations**

#### **1. Non-examination Assessment (NEA)**

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, they 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 point of Appeals Procedure*).

#### **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 5 working days before they are due to be submitted to the exam boards (*AQA deadline: 07 May, AQA Art: 31 May, all other exam boards: 15 May*).
3. Appeals must be made in writing by the candidate's parent/carer to the Headteacher ([See Appendix 1 of the NEA policy](#)). 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, they have a right of appeal to the Hearing and Pupil Discipline Committee of the Debenham High School Governors.

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 the full Non-examination Assessment Policy on the school website \(under 'Policies'\)](#)**

## 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 stationery 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 with whom you choose to apply.

## 3. What is my candidate number?

Each candidate has a four-digit candidate number which is used by the examination boards to identify them. You must write this number on all of your examination answer papers and coursework. **Please also write your candidate number on the front of this handbook.**

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 sat there. You will also need your Unique Learner Number (ULN). Both your UCI and ULN numbers can be found on your statement of results, handed out on Results Day.

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

You will be given your summer examination timetable the week 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 timetable will also be published on the school's website and a copy will be put up on the board outside the Exams Office as soon as the dates have been finalised.

## 5. Why do I need to check the details on my individual candidate timetable?

By checking your individual timetable, you will be able to see if you have been entered for the correct examinations and on the correct tier (where applicable), if your name has been correctly spelled and that we have your correct date of birth.

*Your examination entries are made using your full, legal name. If the name or date of birth on your examination certificates do 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 experience a clash, where the examinations for two subjects have been timetabled at the same time, on the same day. In such a case, you will 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 and you may revise if you wish.

The starting times for such examinations will be different to those of students not affected by the clash and will be clearly marked on your individual candidate timetable. If you have any questions, please see Mrs Hughes in the Exams Office (down the DT/PE corridor).

## **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. GCSE Re-takes**

If you do not achieve Grade 4 or above in English and/or Mathematics, GCSE re-sits can be taken in November or the following May/June. As your re-sits will be taken with your post-16 provider, please check with them as to when they recommend you re-sit these examinations.

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

If there is a change to your original examination timetable, you will be issued with a new individual candidate timetable, with the change clearly marked. In addition, we will contact your parent/carer to inform them of the change/s made.

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

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

If you receive an allowance of extra time, your invigilator will give you a slip of paper at the start of the examination denoting what time your exam will finish. Where possible, candidates with extra time will be seated together, or in an alternative room, to minimise disturbance from other candidates who finish earlier.

## **11. What about Data Protection – My personal details?**

Pupil data is protected in line with the regulations set out in the UK GDPR and Data Protection Act 2018. Debenham High School is a classed *data controller* under the regulations and complies with the guidelines. The examination boards are also *data controllers* under the legislation.

[See the Data Protection Policy on the school website.](#)

## **During the examinations**

## **12. Can I come to school after study leave starts, even if I do not have an examination?**

If you are in school during the study leave period (after the May half-term break), 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 at school and you must leave the school site as soon as you have signed out. Please do not loiter outside any examination room, as this will disrupt students who may still be writing.

## **13. Will there be any specific revision sessions after study leave starts?**

You will be given details of all revision sessions before the start of study leave.

#### **14. Must I wear my school uniform during the examinations?**

You **must** wear your full school uniform for all examinations.

#### **15. Can I get lunch at school?**

If you are in school all day, you may have lunch in the dining hall at the usual time, or you may bring a packed lunch with you. **Please take careful note of the start time of your afternoon examinations, if you choose to have lunch in the dining hall.**

#### **16. 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.

The invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, advise 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.

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

#### **17. 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, depending on your injury.

**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 section 32).

Should you become unwell **during** an exam, your Exams Officer will advise you on your options, depending on your situation.

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

You must arrive in school **at least 10 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 by a member of the Senior Leadership Team (Mr Martin, Miss McBurney, Mrs Ramsay or Mrs Schmidt).

Candidates allocated to separate rooms must meet their invigilator at the back of the Hall.

Please leave quietly once the examination is finished, as there may still be students writing in separate rooms, and classes will be taking place.

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

Mock Examinations usually start at 9.15am or 1.30pm.

**Please double check your GCSE examination start times on your individual candidate timetable.**

## 20. What are 'examination conditions'?

There must be complete silence in the examination room. Please do not speak, distract or communicate with other candidates in any way. You must face the front at all times.

If you need assistance, 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.

Any pupil who is disruptive or behaves in an unacceptable manner, will be removed from the examination room.

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

### a) All examinations:

Transparent pencil case or clear plastic bag.

**Black ballpoint pen** – No blue pens and no gel/liquid pens. Examination papers are scanned and sent digitally to the examiners. Blue ink and gel pens do not scan very well and are often very difficult to read.

Pencil, sharpener and rubber eraser – Correction fluid/tape or pens are **not** permitted.

Ruler with cm and mm.

Highlighters - they must not be used in your answers but may be used on question papers and subject inserts.

A water bottle is allowed in the examinations but it must be transparent and the label must be removed. The bottle cannot have any writing/logo on it.

A scientific calculator. See notes below.

### b) Design Technology: Your normal drawing instruments and a protractor are required.

Notes on calculators.

- Calculators are permitted unless the examination paper states otherwise.
- If calculators are not permitted for a particular examination, you will need to place your calculator under your desk.
- **No instructions or lid allowed.** When using a calculator in the exam, you should always place the lid on the floor under your desk.
- Do not forget to pick up your calculator/lid once your examination is finished.

**You are responsible for providing your own equipment for examinations.** You must not lend equipment to, nor attempt to borrow any from, another candidate during an examination. Only the material listed on the question paper is allowed in the examination room.

## 22. What am I not allowed to take into the examination room?

Electronic devices (such as AirPods, earphones\*/earbuds, iPods, MP3/4 players and mobile phones - **even if switched off**), watches of any kind, smart glasses, food, notes, books, papers, calculator instruction leaflets, correction fluid or tape or pen, reading pens (unless an access arrangement has been approved), instruments which can capture a digital image. (\*unless pre-approved)

In the event that you find that you have prohibited items in your possession once in the examination room, you must hand them to an invigilator for safekeeping **before** the examination commences.

If you are found to have any of the above-mentioned items in your possession once the examination has commenced, **even if you did not intend to use it**, this will be reported to the relevant examination board. The normal practice in these circumstances is to **disqualify** the candidate from the paper, the subject or, in the most serious cases, from all GCSE examinations and get a ban from writing any examinations for up to 5 years.

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

Your invigilator will ask you to check your paper before the examination starts. Check carefully that the paper issued is for the correct subject and tier (where applicable). If you have been given the wrong paper, put your hand up and tell the invigilator **immediately**.

### **24. What if I forget my candidate number?**

Your candidate number can be found on the laminated card on your examination desk. You must write your name and number on the examination paper exactly as it appears on the card. Full, legal names are used for examinations, not preferred names, and some examination boards also require your signature.

***Please do not hand in your examination answer booklet before checking that you have filled out all the information required on the front of the booklet.***

### **25. What if I forget the school centre number?**

The centre number is **19115**. It will be clearly displayed in your examination room.

### **26. 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 front of the question paper. Your invigilator will tell you when to start and finish the examination.

Candidates who are entitled to extra time will be given a note on their desk, showing their finish time (in separate rooms). In the main examination rooms (Hall and Boulter Room), the start and finish times will be displayed at the front of the room. There will be a clock in all examination rooms, to help you to keep track of the time.

### **27. 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. An erratum notice highlights an error/errors in an exam and states how the question should actually read.

### **28. 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**. Please raise your hand and wait for someone to escort you to the toilets to avoid your examination being compromised.

### **29. 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 examination. If you think this may have affected your performance, you may be eligible for Special Consideration (see Section 32). Please speak to the Exams Officer in this case.

### **30. What if I finish the examination early?**

You will not be permitted 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.

### **31. What happens at the end of the examination?**

The invigilator will announce when you have 5 minutes left. When he/she announces the end of the exam, you must stop writing **immediately** and remain silent, facing the front. Remember that you are still under examination conditions (see Section 20) until you have left the room.

Invigilators will collect all question papers, answer booklets, borrowed equipment and additional paper. **Remember to cross out any rough work before handing in your answer book.**

If you have used more than one answer book or loose sheets of paper, please make sure that you have put the centre number, your candidate ID number and the exam code on all of them.

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.**

### **32. What is special consideration?**

Special consideration is a post-examination adjustment to the marks of a candidate in order to reflect temporary injury, illness or other indisposition at the time of the examination/assessment. 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. Depending on the circumstance, you may be required to provide evidence to support the application.**

### **33. 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 once an examination has begun.

If you arrive very late, the school must inform the relevant 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.

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

Timetables are issued and regulated by the examination boards, and examinations can only be sat on the day specified. Therefore, you must attend on the given date and time.

#### **34. Contingency Arrangements**

In the event that there is national disruption to any of the examinations, the awarding bodies will liaise with the qualification regulators and the Department of Education to agree the most appropriate option for managing the impact. As a last resort, the affected examination/s 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 chosen contingency date (**11 or 23 June 2025**) 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.**

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

If the fire alarm sounds during an examination, do not panic. Your invigilator will instruct you on what to do. If you have to evacuate the examination room, you will be asked to leave **in silence** and in the order in which you are seated. You must leave everything on your desk.

You will be escorted to the designated assembly point on the field. You must not attempt to communicate with anyone during this time, as you are still under examination conditions. When it is safe to do so, you will be escorted back to your examination room. Do not start writing until the invigilator instructs you to do so. 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**

#### **37. How do I get my results for the summer examinations?**

**Results Day** will take place on Thursday, 21 August 2025 at school from **09:30 until 12.00**.

If you wish for a family member or friend 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 (Examinations Officer) will e-mail your results to you, provided that arrangements have been made in advance.

Any results not collected from school on Results Day will be posted to your home address, unless you provide us with an alternative address beforehand.

### **38. 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 Mr Martin, Miss McBurney or Mrs Hughes.

Review of marking requests must be submitted as soon as possible, and **no later** than Friday, 29 August 2025. Please be aware that there is a chance that your mark could go up, stay the same, or even go down. The examination boards charge a fee to review a paper; this ranges from £40.00 to £61.50, depending on the examination board (prices correct as at September 2024).

**Payment must be made before the review can be processed.** If your overall **grade** improves, the fee will be refunded.

### **39. When will I get my Certificates?**

The Year 12 Commemorative Assembly takes place in 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. This is your opportunity to collect your certificates and coursework, and catch up with friends. Certificates will not be given to anyone other than the candidate without the candidate's written permission.

If are unable to attend the assembly, please contact Mrs Hughes to arrange a suitable time to collect your certificates and coursework from the school office.

***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 (ranging from £43 to £60). Applications can take up to 6 weeks to process. 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 the Autumn 2025 Term (i.e. the commencement of the Christmas break). Thereafter, due to limited storage, we will dispose of these materials.

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

## Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**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.**

## Information for candidates for written examinations – effective from 1 September 2024

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) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods, earphones/earbuds. 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 have a watch, the invigilator will ask you to hand it to them.
  - 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 exam has started.
  - 8 You must not write inappropriate, obscene or offensive material.
  - 9 If you leave the exam room unaccompanied by an invigilator before the exam 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. Arrive at least ten minutes before the start of each exam.
  - 2 If you arrive late for an exam, report to the invigilator running the exam.
  - 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
  - 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
  - 5 You must write clearly and in black ink. Coloured pencils or inks may only be used 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:
    - (a) make sure it works properly; check that the batteries are working properly;
    - (b) clear anything stored in it;
    - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
    - (d) do not bring into the exam 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 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) 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 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.

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, including those used for rough work.

E. Advice and assistance

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:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) 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 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.



## Information for candidates: Coursework/NEA assessments

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: <https://www.bbc.co.uk/sport/rugby-union/66888283>, downloaded 05 November 2023.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

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.**

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

## Year 11 Mock Exams November 2024

The **timetable** for the mock exams is attached. Please check it carefully and highlight which exams you will be taking. Your timetable does depend on your option blocks.

Use your normal timetable and the following information to work out which subject you have in which option.

**Option 1 is periods 3 and 4 on a Tuesday and period 1 on a Wednesday**

**Option 2 is period 3 on a Monday and periods 5 and 6 on a Wednesday**

**Option 3 is period 3 on a Wednesday and periods 5 and 6 on a Friday**

**Option 4 is period 4 on a Wednesday and periods 5 and 6 on a Thursday.**

You **MUST** read your timetable and information carefully and double check that you know when all of your mocks are. When you are not in an exam you will be in normal lessons.

### **When?**

The first morning exam will start immediately after you have been registered at **9.15am**. After lunch exams will start at **1.30pm**. You will return to your P6 lesson after your afternoon exams.

### **Where?**

All exams will take place in the Main Hall or the Boulter Room except for Music.

### **Please note**

- **These exams will be run as though they were real GCSE exams. This means you must bring all your equipment with you as you would for an external exam. *Bring two black pens and any other equipment you will need. Remember your calculator and any other equipment needed for your Maths and Science mocks. (Calculators should be taken to all exams and placed on the floor if not needed/permitted).***
- If you are absent for a mock you will be given a new time to sit the missed paper(s) when you return.
- MFL Speaking exams will take place on the 8th, 9th and 10th of January

	Monday, 18 November	Tuesday, 19 November	Wednesday, 20 November	Thursday, 21 November	Friday, 22 November
1			<b>Option 1</b> Health & Social Care 1hr Business (Paper 1) 1hr 45m Creative Media 1hr 30m Spanish (Writing) Foundation: 1hr Higher: 1hr 15m PE (Paper 1) 1hr	<b>Biology</b> Combined: 1hr 10m Triple: 1hr 45m	<b>English Literature</b> (Paper 2) 2hr 15m
2					
Break					
3					
4					
Lunch					
5			<b>Option 2</b> History (Paper 1) 1hr 20m Geography (Paper 1) 1hr 30m Computing (Paper 1) 1hr 30m French (Writing) Foundation: 1hr Higher: 1hr 15m Drama 1hr 45m	<b>Option 4</b> Food & Nutrition 1hr 30m DT RM 1hr 45m Economics (Paper 1) 1hr 30m Geography (Paper 1) 1hr 30m PE (Paper 1) 1hr	<b>Option 3</b> DT RM 1hr 45m Music 1hr 45m DT Textiles 1hr 45m Business (Paper 1) 1hr 45m French (Writing) Foundation: 1hr Higher: 1hr 15m History (Paper 1) 1hr 20m
6					

	<b>Monday, 25 November</b>	<b>Tuesday, 26 November</b>	<b>Wednesday, 27 November</b>	<b>Thursday, 28 November</b>	<b>Friday, 29 November</b>
1	<b>Chemistry</b> Combined: 1hr 10m Triple: 1hr 45m	<b>RE</b> <b>All Option Blocks</b> 1hr 45m	<b>Option 1</b> Business (Paper 2) 50m PE (Paper 2) 1hr	<b>Physics</b> Foundation: 1hr 10m Higher: 1hr 45m	<b>English Language</b> (Paper 2) 1hr 45m
2					
Break					
3					
4					
Lunch					
5	<b>Maths</b> (Paper 1: Non-Calculator) 1hr 30m	<b>Option 2 &amp; Option 3</b> French (Reading) Foundation: 45m Higher: 1hr & (Listening) Foundation: 35m Higher: 45m	<b>Option 2</b> History (Paper 3) 1hr 30m Geography (Papers 2&3) 1hr 15 Computing (Paper 2) 1hr 30m	<b>Option 4</b> Economics (Paper 2) 45m Geography (Papers 2&3) 1hr 15 PE (Paper 2) 1hr	<b>Option 3</b> Business (Paper 2) 50m History (Paper 3) 1hr 30m
6					

	Monday, 02 December	Tuesday, 03 December	Wednesday, 04 December	Thursday, 05 December	Friday, 06 December																					
1	<b>Maths</b> (Paper 2: Calculator) 1hr 30m	<b>Classics</b> 1hr 30m	<b>Option 3</b> Art	<b>Option 4</b> Art	PD Day																					
2						Break						3			Art	Art	PD Day	4	Lunch						5	<b>Option 1</b> Spanish (Reading) Foundation: 45m Higher: 1hr & (Listening) Foundation: 35m Higher: 45m
Break																										
3			Art	Art	PD Day																					
4						Lunch						5	<b>Option 1</b> Spanish (Reading) Foundation: 45m Higher: 1hr & (Listening) Foundation: 35m Higher: 45m		Art	Art	PD Day	6								
Lunch																										
5	<b>Option 1</b> Spanish (Reading) Foundation: 45m Higher: 1hr & (Listening) Foundation: 35m Higher: 45m		Art	Art	PD Day																					
6																										

Debenham High School GCSE TIMETABLE SUMMER 2025									
MORNING - start 9:15					AFTERNOON - start 1:30				
Date	Day	Board	Title	Exam Code	Duration	Board	Title	Exam code	Duration
06-May	Tue	Pearson	Health and Social Care: Health and wellbeing	BHS03	2h				
07-May	Wed								
08-May	Thu	Pearson	Drama: Component 3 - Theatre Makers in Practice	1DR0/03	1h 45				
09-May	Fri					Pearson	Business: Paper 1 - Investigating Small Business	1BS0/01	1h 45
12-May	Mon	AQA	English Literature: Paper 1 - Shakespeare and the 19th century novel	8702/1	1h 45	OCR	Computer Science: Paper 1 - Computer Systems	J277/01	1h 30
13-May	Tue	AQA	Religious Studies A: Paper 1 - Christianity & Judaism	8062/13&16	1h 45	Pearson	Separate Science: Biology Paper 1	1B10/1H/1F	1h 45
							Combined Science: Paper 1 - Biology 1	1SC0/1BH/1BF	1h 10
14-May	Wed	AQA	Geography: Paper 1 - Living with the physical environment	8035/1	1h 30	OCR	Economics: Paper 1 - Introduction to Economics	8668/LH	1h 30
15-May	Thu	AQA	Maths: Paper 1 – Non-calculator	8300/1H/F	1h 30				
16-May	Fri	Pearson	History: Paper 1 - Thematic study and historic environment	1H10/11	1h 20	Pearson	Business: Paper 2 - Building a Business	1BS0/02	1h 45
19-May	Mon	Pearson	Separate Science: Chemistry Paper 1	1CH0/1H/1F	1h 45	Pearson	Physical Education: Component 1 - Fitness and Body Systems	1PE0/01	1h 30
			Combined Science: Paper 2 - Chemistry 1	1SC0/1CH/1CF	1h 10				
20-May	Tue	AQA	English Literature: Paper 2 - Modern texts and poetry	8702/2	2h 15	OCR	Computer Science: Paper 2 - Computational thinking, algorithms and programming	J277/02	1h 30
							Classic Civilisation: Myth & Religion <b>CLASH</b>	J199/11	1h 30
21-May	Wed	AQA	French: Listening & Reading - Higher	8658/LH&RH	45m/1h	AQA	Religious Studies: Paper A – Thematic Studies (excl. textual studies)	8062/2A	1h 45
			French: Listening & Reading - Foundation	8658/LF&RF	35m/45m				
22-May	Thu	Pearson	Separate Science: Physics Paper 1	1PH0/1H/1F	1h 45	OCR	Economics: Paper 2 - National and International Economics	J205/02	1h 30
			Combined Science: Paper 3 - Physics 1	1SC0/1PH/1PF	1h 10				
23-May	Fri	AQA	English Language: Paper 1 - Explorations in creative reading and writing	8700/1	1h 45				
<b>Half term break</b>									
02-Jun	Mon	OCR	Classic Civilisation: The Homeric World	J199/21	1h 30				
03-Jun	Tue								
04-Jun	Wed	AQA	Maths: Paper 2 – Calculator 1	8300/2H/F	1h 30				
05-Jun	Thu	Pearson	History: Paper 2 - British depth study & Period study	1H10/2R (B4/P4)	1h 50	AQA	French: Writing – Higher	8658/WH	1h 15
							French: Writing - Foundation	8658/WF	1h
06-Jun	Fri	AQA	English Language: Paper 2 - Writers' viewpoints and perspectives	8700/2	1h 45	AQA	Geography: Paper 2 - Challenges in the human environment	8035/2	1h 30
09-Jun	Mon	Pearson	Separate Science: Biology Paper 2	1B10/2H/2F	1h 45	OCR	Creative iMedia in the media industry <b>CLASH</b>	R093/01	1h 30
			Combined Science: Paper 4 - Biology 2	1SC0/2BH/2BF	1h 10	Pearson	Physical Education: Component 2 - Health and Performance	1PE0/02	1h 15
10-Jun	Tue	AQA	Spanish: Listening & Reading - Higher	8698/LH&RH	45m/1h	Pearson	History: Paper 3 - Modern depth study	1H10/31	1h 30
			Spanish: Listening & Reading - Foundation	8698/LF&RF	35m/45m				
11-Jun	Wed	AQA	Maths: Paper 3 – Calculator 2	8300/3H/F	1h 30	<b>Contingency afternoon*</b>			
12-Jun	Thu	AQA	Geography: Paper 3 – Geographical applications	8035/3	1h 30	AQA	Further Maths: Paper 1	8365/1	1h 45
13-Jun	Fri	Pearson	Separate Science: Chemistry Paper 2	1CH0/2H/2F	1h 45				
			Combined Science: Paper 5 - Chemistry 2	1SC0/2CH/2CF	1h 10				
16-Jun	Mon	Pearson	Separate Science: Physics Paper 2	1PH0/2H/2F	1h 45	Pearson	Music: Component 3 - Appraising	1MU0/03	1h 45
			Combined Science: Paper 6 - Physics 2	1SC0/2PH/2PF	1h 10				
17-Jun	Tue	AQA	Spanish: Writing - Higher	8698/WH	1h 15	OCR	Food preparation and nutrition	J309/01	1h 30
			Spanish: Writing - Foundation	8698/WF	1h				
18-Jun	Wed	AQA	Design and Technology: Resistant Materials/Textiles	8552/W	2h	AQA	Further Maths: Paper 2	8365/2	1h 45
25-Jun	Wed	<b>CONTINGENCY DAY*</b>							

\* In the event of national or significant local disruption to examinations in the UK. Students to remain available until 25 June 2025 should an awarding body need to invoke its contingency plan.