



Centre Name
Harris Church of England Academy

EXAMINATIONS 2020

**GUIDANCE FOR
STUDENTS & PARENTS**

Centre Number 31250

School Telephone Number 01788 812549

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INTRODUCTION

It is the aim of Harris Church of England Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Harris Church of England Academy is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates that is printed on the following pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Office:

Examinations Administrator - **Miss Janet Wykes**

The school telephone number is: - **01788 812549**

Email: **wykes.j@harriscofeacademy.co.uk**

Remember – I am here to help.

GOOD LUCK!

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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - **Sit an examination in the name of another candidate;**
 - Have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You must not **talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.**
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

When you submit your work for marking, the awarding body will normally require you 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.

Preparing your work – 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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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. Do not leave it lying around where your classmates can find it. You must always keep your work 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.

Do not be tempted to use pre-prepared on-line 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.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may 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 assignment 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.

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography 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.

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.

Do not think you will not 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 or seen 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 component for the examination series in question;
- 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



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

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

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

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

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a

printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, 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 5 February 2019.

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 and 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. 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 on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the 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.

The awarding body will decide which penalty is appropriate.

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

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. 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.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
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 formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities. You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the 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 formulas; 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. Follow their instructions at all times.
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	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper 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 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 Using social media and examinations/assessments



Image by Patrice Jonas

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-official-information-for-candidates-documents>



Effective from 1 September 2018



**NO IPODS, MOBILE
PHONES MP3/4
PLAYERS
SMARTWATCHES
NO POTENTIAL
TECHNOLOGICAL/WEBENABLED
SOURCES OF INFORMATION**

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

DISQUALIFICATION
from your examination and your overall qualification.

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Privacy notice for pupils, students, learners and trainees

1. Tier 1 privacy notice text

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

2. Tier 2 privacy notice text

The Education and Skills Funding Agency (ESFA) is an executive agency of the Department for Education (DfE). This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed.

How we use your personal information

The Learning Records Service (LRS) is operated by the ESFA. The LRS collects information about learners registering for relevant post-14 qualifications, for example:

- GCSEs and A-Levels
- Entry to Employment Certificates
- Regulated Qualifications Frameworks
- Welsh Baccalaureate and associated units

The LRS uses your information to:

- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)

The ULN enables education and training sector organisations, and Awarding Organisations regulated by Ofqual in England, Qualifications in Wales (QiW) in Wales and CCEA in Northern Ireland, to share information about participation and achievement in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency. It benefits you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties.

The PLR stores your education and training participation and achievement information collected directly from educational institutions and other bodies.

How we collect your personal information

The ESFA collects information from:

- DfE, schools and training / learning providers
- information provided by you when enrolling with the training/learning provider
- qualification/unit data held by Ofqual and Qualifications in Wales (QiW)
- participation and achievement data held by the Welsh Government
- accredited achievement data supplied by awarding organisations

How we share your personal information

All organisations that have control of personal data about you and that we store in the LRS are required to register with the Information Commissioner's Office and to handle your information in accordance with the latest data protection legislation.

The LRS is accessible by organisations under agreement with the DfE. Your personal information is only accessed through the LRS by organisations linked to your education and training, including those organisations specified in Regulations made under section 537A of the Education Act.

Awarding organisations are able to access limited achievement data that we hold about you, in order to verify its accuracy.

How long we will keep your personal information

We will only keep your personal information for as long as we need it after which it will be securely destroyed. Your personal information stored in the Personal Learning Record is retained for 66 years. We may need to keep your other personal information where held indefinitely for research and statistical purposes.

Your data protection rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via the [DfE site](#).

Contacting us about your information

If you would like:

- more information about how we process your personal information or your data protection rights
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed

Please follow the guidance on the [how to access your personal learning record](#).

If you wish to complain about our handling of your information or contact our Data Protection Officer, you can use our secure [online contact form](#) or write to:

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the tier of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation and Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

- Harris Church of England Academy currently uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE / EXAM NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on the name card on your exam desk. Your candidate number is on the front of this booklet.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (31250) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes.

ULN:

- A new identifier number has been established. Each student aged over 14 must have a Unique Learner Number. The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure e.g. geographical location, level of learning. Its purpose is purely to provide a unique identifier for each individual's Personal Learning Record.

TIMETABLES

- A copy of the GCSE timetable 2020 is included at the back of this booklet. In addition, you will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. **Check it carefully.**

If you think something is incorrect on your timetable please see Miss Wykes in the Exams Office immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. **Full school uniform must be worn by all students attending school for examinations.**
- Morning exams start at 9am and afternoon exams start at 1:00pm. Ensure you check the seating plans in good time so you are not rushing and running late. Outside the exam room, wait quietly until you are invited to enter by the examination invigilators. Where two exams are timetabled, afternoon exams will still start at 1:00pm and students will be advised of these clashes in good time. In this situation, students must ensure they have made provision for getting home after the end of the examinations. This will also affect students allowed to have up to 25% Extra Time.
- Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- All items of equipment, pens, pencils, mathematical instruments, etc should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens must be **black ink or black ballpoint**. Correcting pens, fluid or tape is NOT allowed.
- For exams where calculators are permitted, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Wrist watches are not allowed in exams.
- Do not attempt to communicate with or distract other candidates IN ANY WAY.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
 - **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be confiscated and a report made to the appropriate exam board. **NO EXCEPTIONS CAN BE MADE.** Possession of a mobile phone in an exam will be dealt with by the School in the same way as if the mobile phone was out during lessons.
- No food is allowed in the examination rooms. You may take in a bottle of water if the label is removed and the bottle is transparent.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check carefully that you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- You will only be allowed to go to the toilet, accompanied, in an absolute emergency e.g. vomiting, fainting. Please do not ask to go – requests disrupt examinations.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. You must remain in absolute silence during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Do not panic. REMAIN SILENT. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed Special Consideration for absence from any part of an examination. If an application for special consideration is to be made, medical or other evidence must be made available to the Examinations Officer without delay. Please contact the Examinations Officer on the day if you require further advice.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the course (including coursework) must have been completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £30.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

**Thursday 20 August 2020
Between 9.00 am and 11.00am**

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school. The person collecting results must be able to produce photo identification such as a driving licence or passport.
- Candidates who do not collect their results on 20th August 2020 can receive notification through the normal post *only* if they provide the Exams Office with a stamped self-addressed envelope. Letters will be posted on 20th August 2020 and not before.
- Post-16 providers have confirmed that results slip produced on Harris Church of England Academy headed paper will be adequate for their purposes as formal results slips from each Exam board will not be provided this year.
- No results will be given out by telephone under any circumstances.
- Pass Grades at GCSE are from 9-1.

AFTER RECEIVING YOUR RESULTS

- If you need advice after receiving your results Harris Church of England Academy teaching staff will be available on Results Day.
- Harris Church of England Academy does not enter former Students for re-sits

PRESENTATION OF CERTIFICATES

- Prize giving will provisionally take place first week of December 2020, when it is hoped that you will be able to attend to receive all your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Prize giving will be able to collect their certificates from the school office after Prize giving. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation and photo identification will be required.
- Harris Church of England Academy is only obliged to keep certificates for a period of one year after issue – they will then be destroyed by a secure method. Candidates who lose their certificates or do not collect them within one year must make a direct application to the appropriate examination boards if they wish to obtain replacements. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates at Prize giving or as soon as possible thereafter and to keep them safely.

HARRIS CHURCH OF ENGLAND ACADEMY

POST RESULTS SERVICES – INFORMATION FOR STUDENTS

The Awarding Bodies offer the following services after the publication of results:

Reviews of Results (RoRs)

- **Service 1 - Clerical Re-Check** This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:
 - that all parts of the script have been marked
 - the totalling of marks
 - the recording of marks
- **Service 2 - Review of marking** This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. This service will include:
 - the clerical re-checks detailed in Service 1
 - a review of marking as described above
- **Service 3 – Review of moderation.** This service is not available to an individual candidate. It is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. It is not available if the centre's internally assessed marks have been accepted without change by an awarding body.

Access to Scripts

Candidates are able to request access to their own scripts. In some cases teachers would like to use your script to help with teaching and learning – they need your permission in order to do this and you have the right to anonymity of your script before use.

ON RESULTS DAY

If you have concerns about your results after they have been published please speak to your subject teacher, Head of Department or a member of the Senior Leadership Team as soon as possible. They will be able to advise on the viability of any RoR request and whether any fee would be charged. In some cases, a member of school staff will contact you if a review of marking is considered to be particularly viable.

All Reviews of Results requests or requests for Access to Scripts must be made through the school. Awarding bodies will NOT accept applications submitted by candidates or parents.

Reviews of Results may lead to a candidate's marks and grades being confirmed, raised or lowered, so applications cannot be submitted until you have given your informed consent by completing and signing a consent form and returning it to school by the deadline advised on Results Day.

Please note that failure to meet the deadline will mean that your application will not be processed.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check you have the correct paper before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **31250**. It will be clearly displayed in the examination rooms and on your individual student exam card.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible opportunity so we can help and advise you. In the case of an accident which means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. If you can, you should obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). The size of the allowance depends on the timing, nature and extent of the illness or misfortune. Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control which occur at or near the time of the assessment. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and evidence will be required to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- You should be aware that if you start an examination more than 30 minutes after the published starting time, the exam Board has the right not to accept your script. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

If you arrive at school after an examination has begun, you should report to Reception who will contact the Exams Office for advice. You may be allowed to take the examination although this does not guarantee that the Board will accept your work. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has started.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black ink only**) and 2 pencils.
- For some exams you will need a **calculator** (Maths / Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the secure bag room. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room. A bottle of water may be taken in provided the label is removed and the bottle is transparent.
- Wrist watches are not allowed in the exam room.
- **Mobile telephones must not be brought into the exam room even if they are turned off.**

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start the exam. They will write the finish time of the exam on the whiteboard at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- Candidates are not allowed to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room at the end of the exam without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- NO, unless it is absolutely necessary eg vomiting, fainting. You will be escorted by an invigilator and will not be allowed any extra time. **Make sure you go to the toilet before your exam.**

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the school canteen in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to Extra Time – how will this affect the way I take my exams?

- Some students receive an allowance of up to 25% Extra Time for exams. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include this additional time when they display the finishing time of the exam on the whiteboard at the front of the exam room.

Q. What do I do if I don't get the grades I need for college?

- Youth Support Services and teaching staff will be available to advise you on results day. They will be able to guide you on what to do next. College / Sixth Form may accept you if you have only just missed your required points score but it will depend on which subjects are vital for the course. If you cannot enrol for your chosen course, Youth Support Services and teaching staff will help you to look for something else.

Q. How do I request a re-mark?

Please refer to the Post Results Services information on Page 15

If you wish to challenge the decision not to support a Review of Results request, Harris Church of England Academy has an Internal Appeals Procedure, details of which can be obtained from the Examinations Office on request.

SUMMER 2020 - PUBLIC EXAM TIMETABLE

GCSE ART PRACTICAL EXAMS

27/28 APRIL - 11B 29/30 APRIL - 11C

LEVEL1-2 DBE

7th May 2pm 30 mins, 12th May 9am 2 hours, 15th May 2 hours, 18th May 1pm 1 hour 30 mins

GCSE DRAMA NON EXAM ASSESSMENT

GCSE PE EXAM MODERATION

1st April 2020

GCSE MUSIC NON EXAM ASSESSMENT

GCSE POLISH SPEAKING

SUBMIT BY 18 MAY 2020

GCSE RUSSIAN SPEAKING

SUBMIT BY 18 MAY 2020

GCSE SPANISH SPEAKING

SUBMIT BY 18 MAY 2020

GCSE ITALIAN SPEAKING

SUBMIT BY 18 MAY 2020

GCSE PORTUGUESE SPEAKING

SUBMIT BY 18 MAY 2020

GCSE FRENCH SPEAKING

SUBMIT BY 18 MAY 2020

Date	Day	AM/PM	Board	Subject / Title	Code	Duration	Start time
11 May 2020	Monday	AM	Edexcel	Computer Science Paper 1 - Principles of Computer Science	1CP1 01	1h 40m	9.00am
11 May 2020	Monday	PM	AQA	Religious Studies Paper 1 - Christianity & Judaism	8062/13 8062/16	1h 45m	1.00pm
12 May 2020	Tuesday	AM	AQA	French Listening Foundation	8658/LF	35m	9.00am
12 May 2020	Tuesday	AM	AQA	French Listening Higher	8658/LH	45m	9.00am
12 May 2020	Tuesday	AM	AQA	French Reading Foundation	8658/RF	45m	9.45am
12 May 2020	Tuesday	AM	AQA	French Reading Higher	8658/RH	1h	9.55am
12 May 2020	Tuesday	PM	AQA	Combined Science Biology Foundation - Paper 1	8464/B/1F	1h 15m	1.00pm
12 May 2020	Tuesday	PM	AQA	Combined Science Biology - Higher - Paper 1	8464/B/1H	1h 15m	1.00pm
12 May 2020	Tuesday	PM	AQA	Biology Higher Paper 1	8461/1H	1h 45m	1.00pm
13 May 2020	Wednesday	AM	AQA	English Literature Paper 1	8702/1	1h 45m	9.00am
13 May 2020	Wednesday	PM	Edexcel	Portuguese Listening H	8582/1	45m	1.00pm
13 May 2020	Wednesday	PM	Edexcel	Portuguese Reading H	8582/1	1h 0m	1.50pm
13 May 2020	Wednesday	PM	AQA	PE Paper 1 - The human body & movement in physical activity and sport	8582/1	1h 15m	1.00pm

AM EXAMS

EXAMS - CLASH

PM EXAMS

Date	Day	AM/PM	Board	Subject / Title	Code	Duration	Start time
14 May 2020	Thursday	AM	AQA	Combined Science Chemistry Foundation - Paper 1	8464/C/1F	1h 15m	9.00am
14 May 2020	Thursday	AM	AQA	Combined Science Chemistry Higher - Paper 1`	8464/C/1H	1h 15m	9.00am
14 May 2020	Thursday	AM	AQA	Chemistry Higher - Paper 1	8462/1H	1h 45m	9.00am
14 May 2020	Thursday	PM	Edexcel	Computer Science Paper 2 - Application of Computational Thinking	1CP1 02	1h 40m	1.00pm
15 May 2020	Friday	AM	AQA	French Writing Foundation	8658/WF	1h	9.00am
15 May 2020	Friday	AM	AQA	French Writing Higher	8658/WH	1h 15m	9.00am
15 May 2020	Friday	PM	AQA	PE Paper 2 - Socio-cultural influences & well-being in physical activity and sport	8582/2	1h 15m	1.00pm
18 May 2020	Monday	AM	AQA	Geography Paper 1 - Living with the physical environment	8035/1	1h 30m	9.00am
18 May 2020	Monday	PM	WJEC	Drama Component 3	C690U30-1	1h 30m	1.00pm
18 May 2020	Monday	PM	Edexcel	Portuguese Writing H		1h 20m	1.00pm
19 May 2020	Tuesday	AM	Edexcel	Maths Paper 1 (Non Calculator) Foundation	1MA1 1F	1h 30m	9.00am
19 May 2020	Tuesday	AM	Edexcel	Maths Paper 1 (Non Calculator) Higher	1MA1 1H	1h 30m	9.00am
19 May 2020	Tuesday	PM	AQA	Religious Studies Paper 2 - Thematic Studies	8062/2A	1h 45m	1.00pm
20 May 2020	Wednesday	AM	Edexcel	Spanish Listening H		45m	9.00am
20 May 2020	Wednesday	AM	Edexcel	Spanish Reading H		1h 0m	9.00am
20 May 2020	Wednesday	PM	AQA	Combined Science Physics Foundation - Paper 1	8464/P/1F	1h 15m	1.00pm
20 May 2020	Wednesday	PM	AQA	Combined Science Physics Higher - Paper1	8464/P/1H	1h 15m	1.00pm
20 May 2020	Wednesday	PM	AQA	Physics Higher Paper 1	8463/1H	1h 45m	1.00pm
21 May 2020	Thursday	AM	AQA	English Literature Paper 2	8702/2	2h 15m	9.00am
21 May 2020	Thursday	PM	AQA	Italian Listening H		45m	1.00pm
21 May 2020	Thursday	PM	AQA	Italian Reading H		1h 0m	1.00pm
22 May 2020	Friday	PM	AQA	Design & Technology	8552	2h	1.00pm
01 June 2020	Monday	AM	AQA	History Paper 1 - America 1840-1895:Expansion & consolidation, Conflict & tension - First World War 1894-1918	8145/1A/A 8145/1B/A	2h	9.00am
01 June 2020	Monday	PM	AQA	Combined Science Biology Foundation - Paper 2	8464/B/2F	1h 15m	1.00pm
01 June 2020	Monday	PM	AQA	Combined Science Biology Higher - Paper 2	8464/B/2H	1h 15m	1.00pm
01 June 2020	Monday	PM	AQA	Biology Higher Paper 2	8461/2H	1h 45m	1.00pm
02 June 2020	Tuesday	AM	AQA	English Language Paper 1	8700/1	1h 45m	9.00am
03 June 2020	Wednesday	AM	AQA	Geography Paper 2- Challenges in the human environment	8035/2	1h 30m	9.00am
03 June 2020	Wednesday	PM	Edexcel	Spanish Writing H		1h 20m	1.00pm

Date	Day	AM/PM	Board	Subject / Title	Code	Duration	Start time
04 June 2020	Thursday	AM	Edexcel	Maths Paper 2 (Calculator) Foundation	1MA1 2F	1h 30m	9.00am
04 June 2020	Thursday	AM	Edexcel	Maths Paper 2 (Calculator) Higher	1MA1 2H	1h 30m	9.00am
04 June 2020	Thursday	PM	AQA	History Paper 2 - Health & the people: c1000 to the present day, Elizabethan England, C1568-1603	8145/2A/A 8145/2B/C	2h	1.00pm
05 June 2020	Friday	AM	AQA	English Language Paper 2	8700/2	1h 45m	9.00am
05 June 2020	Friday	PM	AQA	Italian Writing H		1h 15m	1.00pm
08 June 2020	Monday	AM	Edexcel	Maths Paper 3 (Calculator) Foundation	1MA1 3F	1h 30m	9.00am
08 June 2020	Monday	AM	Edexcel	Maths Paper 3 (Calculator) Higher	1MA1 3H	1h 30m	9.00am
09 June 2020	Tuesday	PM	OCR	Russian Listening H		45m	1.00pm
09 June 2020	Tuesday	PM	OCR	Russian Reading H		1h 0m	1.00pm
09 June 2020	Tuesday	PM	OCR	Music Listening & Appraising	J536/5	1h 30m	1.00pm
10 June 2020	Wednesday	AM	AQA	Combined Science Chemistry Foundation - Paper 2	8464/C/2F	1h 15m	1.00pm
10 June 2019	Wednesday	AM	AQA	Combined Science Chemistry Higher - Paper 2	8464/C/2H	1h 15m	1.00pm
10 June 2020	Wednesday	AM	AQA	Chemistry Higher - Paper 2	8462/2H	1h 45m	1.00pm
10 June 2020	Wednesday	PM	AQA	Polish Listening Higher	8688/LH	45m	1.00pm
10 June 2020	Wednesday	PM	AQA	Polish Reading Higher	8688/RH	1h	1.55pm
11 June 2020	Thursday	AM	AQA	Geography Paper 3 - Geographical applications	8035/3	1h 15m	9.00am
11 June 2020	Thursday	PM	Edexcel	Statistics	IST01/F	1h 30m	1.00pm
12 June 2020	Friday	AM	AQA	Combined Science Physics Foundation - Paper 2	8464/P/2F	1h 15m	9.00am
12 June 2020	Friday	AM	AQA	Combined Science Physics Higher - Paper 2	8464/P/2H	1h 15m	9.00am
12 June 2020	Friday	AM	AQA	Physics Higher Paper 2	8463/2H	1h 45m	9.00am
12 June 2020	Friday	PM	Edexcel	Russian Writing H	8688/WF	1h 25m	1.00pm
16 June 2020	Tuesday	AM	Edexcel	Statistics	IST02/F	1h 30m	9.00am
17 June 2020	Wednesday	AM	AQA	Polish Writing Higher	8688/WH	1h 15m	9.00am
ALL STUDENTS MUST KEEP THEMSELVES AVAILABLE UPTO AND INCLUDING WEDNESDAY 24TH JUNE - THESE ARE THE EXAM CONTINGENCY DATES							