



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

EXAMINATIONS STUDENT HANDBOOK



CENTRE NUMBER: 12845



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EXAMINATIONS STUDENT HANDBOOK

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Introduction

The exams you take at The Coopers' Company and Coborn School are an important part of your school life and this handbook will ensure that you are fully briefed on the exam and assessment process and are made aware of the school, Joint Council of Qualifications (JCQ), exam board instructions and information for candidates.

Public examinations can be a stressful time for students and parents / carers and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The Coopers' Company and Coborn School (CCCS) will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that they will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

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

The awarding bodies (or examinations boards) set down strict criteria which must be followed by the conduct of examinations and CCCS is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates.

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**.

Your school e-mail will be the main form of communication from the Exams Office – **remember to check your school email regularly**. If you experience any problems with your email please contact IT support promptly.

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

Examinations and Data Manager – **Mrs. A. Titley**
Deputy Exams Officer – **Mrs. L. Butler**

School telephone number – 01708 250 500
Exams – 01708 251807 / 01708 255484

Remember – we are here to help.

GOOD LUCK!

Students must.....



All students must:

- Read and fully understand the [JCQ Notices to Candidates](#). The Coopers' Company and Coborn School has a duty to report any breach of regulations to the awarding bodies which can result in disqualification from all subjects.
- Check all the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Exams Office.
- Inform the school, via the Exams Office, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).
- Read and fully understand the Information for Candidates NEA and NEA appeals process.
- Read the instructions of each exam paper very carefully.



JCQ

(Joint Council for Qualifications)



JCQ – WHO ARE THEY? WHAT DO THEY DO?

The Joint Council for Qualifications (JCQ) are the ruling body over the main school qualifications taken in the UK. Here, at The Coopers' Company and Coborn School, we use AQA, Eduqas, OCR and Pearson to deliver our courses and subsequent examinations. JCQ rules and regulations ensure that all examinations and courses are delivered in a fair manner allowing candidates to perform to their maximum potential.

For further information - <https://www.jcq.org.uk/>

JCQ DOCUMENTATION

JCQ provide the following information for candidates:

- Controlled assessments;
- Coursework;
- Non-examined assessments;
- Onscreen tests;
- Privacy notice;
- Social media;
- Written examinations.

You should take the time to read these documents carefully and discuss them with your parents / carers. They give you the rules and regulations you must follow during all examinations as well as controlled assessments and practical exams. Failure to follow any of the instructions given in these documents could lead to an investigation of malpractice and a subsequent report to the examination board/s. Outcomes of such an investigation include but may not be limited to:

- Written warning;
- Loss of marks;
- Loss of whole grades.

Do not put yourself at suspicion of malpractice. If you are ever unsure, ask your subject teacher or a member of the exams team.



Key Dates



| Date | Year Group | Description |
|---|------------|--|
| 18 th October 2023 | 13 | BMAT, ENGAA, TMUA, NSAA, TSA1 and TSA University Admissions tests (Cambridge) |
| 19 th October 2023 | 13 | CAT, ELAT, GAT, MAT University Admissions tests (Oxford) |
| 20 th October 2023 | 13 | HAT, MLAT, PAT University Admissions tests (Oxford) |
| 6 th – 17 th November 2023 | 11 | Mocks |
| 15 th – 26 th January 2024 | 13 | Mocks |
| 1 st – 14 th February 2024 | 11 | Re-mocks |
| 15 th – 26 th April 2024 | 10 | Internal exams |
| 22 nd April – 3 rd May 2024 | 12 | Internal exams |
| 9 th May – 26 th June 2024 | 11 & 13 | Summer 2024 public exams |
| 15 th August 2024 | 13 | A-level results issued |
| 22 nd August 2024 | 11 | GCSE results issued |



Contingency Summer 2024



In recent years, The Joint Council for Qualifications (JCQ) have implemented 'contingency sessions'. These contingency sessions for GCSE and/or A Level (or equivalent) examinations are put in place within the common examination timetable "*in the event of national or significant local disruption to examinations in the United Kingdom*". It is part of the awarding bodies' standard contingency planning for examinations.

The decision comes following the tragic events of past summers, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. The contingency sessions that have been set aside are **Thursday 6th June** (pm only), **Thursday 13th June** (pm only) and all day on **Wednesday 26th June 2024**. **This means all exam candidates must be available to sit exams from the date of their first exam until Wednesday 26th June 2024**. This decision is not a school decision and does apply to all candidates in all schools. Please can all students/parers/carers make a note of the contingency exam sessions in the event that an awarding body needs to invoke their contingency plan.

**PLEASE BE ADVISED THAT A CANDIDATE WILL NOT GET SPECIAL
CONSIDERATION IF THEY CANNOT SIT AN EXAM DUE TO HOLIDAYS OR FOR
ABSENCES THAT CANNOT BE EVIDENCED.**



Access Arrangements and Reasonable adjustments



Access Arrangements are pre-examination adjustments for a candidate based on evidence of need and normal way of working. Access arrangements allows candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

Access Arrangements are determined by The Coopers' Company and Coborn School's Special Educational Needs Coordinator (SENCo), in conjunction with relevant teaching staff and exam office personnel. They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities or temporary injuries to:

- Access the assessment/exam;
- Show what they know and can do without changing the demands of the assessment/exam

The Coopers' Company and Coborn School will apply directly to the awarding bodies for access arrangements on a student's behalf. Access arrangements are applied for based on your usual way of working. In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements. Where possible all candidates with access arrangements will be accommodated in the main exam venue with all other candidates. If a separate venue is necessary, you will be informed and it will be clearly indicated on your exams timetable



Non-Examined Assessments



NON-EXAMINATION ASSESSMENTS

Measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- task setting;
- task taking;
- task marking.

PLEASE ENSURE YOU DO THE FOLLOWING:

- Make sure you have read the relevant JCQ information for candidates documents - [non-examined assessments](#) (NEAs) and [social media](#). Details of these documents are also available on the Examinations section of the [school website](#). Ask your teacher to go through it with you;
- Ask your teacher when the assessments will take place;
- Ask your teacher when and where the assessments will be;
- Make sure you know your deadlines. Ask your teacher if you don't know;
- Candidates' work will be marked in accordance with the marking criteria provided by the awarding body

CCCS ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments).

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. CCCS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks (verbally and through Go 4 School), if a candidate believes that procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking.

Further information regarding the Internal Appeals Procedure can be found on the [school's website](#)

USE OF AI IN ASSESSMENTS

Please refer to the '*Malpractice*' section of within this document.



Malpractice



Attempted or actual malpractice activity will not be tolerated. All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications. The school will follow the JCQ procedures as described in JCQ's "[Suspected Malpractice in Examinations and Assessment: Policies and Procedures](#)" document.

All candidates should be aware of what malpractice is and the possible consequences;

- To maintain the integrity of qualifications, strict Regulations are in place;
- Malpractice means any act or practice which is in breach of the Regulations;
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

NON-EXAMINATION ASSESSMENTS

The following are examples of malpractice by candidates with regard to non-examined assessments. This list is not exhaustive:

- Plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- Accessing the internet, online materials or AI tools during remote assessment;
- The unauthorised use of alternative electronic devices or technology, where this is not permitted;
- Making a false declaration of authenticity in relationship to the authorship of non-examination assessment or the contents of a portfolio;
- Collusion: working collaboratively with others beyond what is permitted;
- Being in possession (whether used or not) of unauthorised material during an examination or assessment;
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use;
- The alteration or falsification of any results document.

If a member of staff suspects a candidate of malpractice the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

AI USE IN ASSESSMENTS

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not. The Coopers' Company and



Coborn School have already established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment.

Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. The malpractice sanctions available for offences of '*making a false declaration of authenticity*' and '*plagiarism*' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment.

Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. In addition, where a student uses AI, they must acknowledge its use and show clearly how they have used it.

WRITTEN EXAMINATIONS

The following are examples of malpractice by candidates in externally assessed examinations (this list is not exhaustive):

- Disruption behaviour in the examination room or during an assessment session (including the use of offensive language);
- Talking during an examination;
- Taking a mobile phone into an examination – turned on or off – on purpose or accidentally;
- Taking any item other than those accepted by the Awarding Body into an examination such as an iPod, watch, any other electronic equipment, books or notes;
- Leaving the examination room without permission;
- Passing notes or papers or accepting notes or papers from another candidate;
- Communicating in any way with another candidate.

If a member of staff or invigilator suspects a candidate of malpractice during an examination, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give his/her side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

Please see Appendix 6 in the JCQ [Suspected Malpractice in Examinations and Assessments](#) guidance for levels of seriousness and appropriate ranges of penalties applied to candidates. Personal data The awarding bodies collect information about exam candidates.



Before the Examinations



EXAM REGULATIONS:

All candidates must familiarise themselves with the relevant information to candidates notices which are issued by Joint Council for Qualifications (JCQ). The following JCQ documents are available on [The Coopers' Company and Coborn](#) website (JCQ literature).

- [Information for Candidates – Non-examined assessments 2023-24](#)
- [Information for Candidates – Coursework Assessments 2023-24](#)
- [Information for Candidates – On-Screen Tests 2023-24](#)
- [Information for Candidates – Privacy Notice 2023-24](#)
- [Information for Candidates – Social Media 2023-24](#)
- [Information for Candidates – Written exams 2023-24](#)
- [Unauthorised items – 2023-24](#)
- [Warning to candidates](#)

Please note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned

EXAMINATION BOARDS:

The Coopers' Company and Coborn School uses the following Examination Boards:

- AQA <http://www.aqa.org.uk/>
- Eduqas <http://www.eduqas.co.uk/>
- OCR <http://www.ocr.org.uk/>
- Pearson <http://qualifications.pearson.com/en/home.html>

CANDIDATE NUMBER, CENTRE NUMBER & NAME:

You will be issued with a four-digit exam candidate number which must be written on all exam papers, additional exam stationery which you may use and any non-assessment material which you submit. In addition, you are required to state the school's Centre Number: **12845**. You are required to write you full **LEGAL** names on all exam material. Known-as names, abbreviations and preferred names must not be used.

TIMETABLES:

Candidates should expect to receive prior to February half-term a provisional statement of entry once they have been entered for their qualifications.

It is important that you:

- Check that your personal details and exam entries are correct on the statement of entry;
- If this information is incorrect, you must inform the exams office immediately (the name displayed on your statement of entry will be the name on your certificate).

Candidates will be issued closer to the start of the exam session with their personalised timetable.



It is important that you:-

- Check you 'Candidate exam timetable' carefully to make sure you know the date and time of all your written exam and any relevant information regarding seating arrangements, exam rooms. This document will be distributed to you via your form tutor.

It is sometimes necessary to change the venue for an exam. Please check the seating plan on the notice board outside the main school and / or Sports Hall entrance on the day of the exam for confirmation.

Sometimes candidates have an exam clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable please see Mrs Titley immediately.

EQUIPMENT:

Ensure that you have the correct equipment before your examinations, including spare pens, a ruler, rubber, calculator and spare battery etc. These should be held in a transparent pencil-case or plastic bag. Check the regulations in the Information for Candidates. The Exams Office/School will **NOT** supply you with any equipment.

EXAM START TIMES:

- **Morning** exams start at **09:00**;
- **Afternoon** exams start at **13:30**;
- During mock periods, the start time of exams may vary so it is important that you read and understand your personal exam timetable;
- Candidates are expected to arrive at least 20 minutes before the start of the exam – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time;
- Candidates are expected to stay for the duration of their examination without exception;
- Exam times may vary in cases of clashes. Please always check the times and venues of your exams.

WHERE YOU WILL TAKE YOUR EXAMS:

The majority of your exams will take place in either the Sports Hall or Theatre. Exceptions will be those with certain access arrangements but this is at the discretion of the SENCo and the exams team.

Candidates will be issued with a timetable which displays the location and seat number for each examination. It is expected that candidates know their seat number when entering the examination room.



GCSE Subjects



EXAMINATION BOARDS:

The School uses the following Examination Boards for GCSE qualifications are:

- AQA <http://www.aqa.org.uk/>
- Eduqas <http://www.edugas.co.uk/>
- OCR <http://www.ocr.org.uk/>
- Pearson <http://qualifications.pearson.com/en/home.html>

SPECIFICATIONS:

The table below details the specification, exam board and assessment format for each GCSE subject CCCS currently deliver:-

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam Duration | Exam board website |
|-----------|---------|--------------------------|------|-------------|------------------------------|--------------------|-------------------|---------------|----------------------------|
| Art | Pearson | Art and Design: Fine Art | 1FA0 | 1FA0 01 | Personal Portfolio | 60 | NEA | | CLICK HERE |
| | | | | 1FA0 02 | Externally Set Assignment | 40 | NEA | | |
| Biology | Pearson | Biology | 1BI0 | 1BI0 1F/1H | Paper One | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 1BI0 2F/2H | Paper Two | 50 | Written exam | 01:45 | |
| Business | Pearson | Business | 1BS0 | 1BS0/01 | Investigating small business | 50 | Written exam | 01:30 | CLICK HERE |
| | | | | 1BS0/02 | Building a business | 50 | Written exam | 01:30 | |
| Chemistry | Pearson | Chemistry | 1CH0 | 1CH0 1F/1H | Paper One | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 1CH0 2F/2H | Paper Two | 50 | Written exam | 01:45 | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam Duration | Exam board website |
|---------------------|---------|--------------------------------|--------|-------------|--|--------------------|-------------------|------------------------|----------------------------|
| Computer Science | Pearson | Computer Science | 1CP2 | 1CP2/01 | Principles of Comp. Science | 50 | Written exam | 01:30 | CLICK HERE |
| | | | | 1CP2/02 | Application Comp.Thinking | 50 | Onscreen exam | 02:00 | |
| Drama | Eduqas | Drama | C690QS | C690U10-1 | Devising Theatre | 40 | NEA | | CLICK HERE |
| | | | | C690U20-1 | Performing | 20 | NEA | | |
| | | | | C690U30-1 | Interpreting Theatre | 40 | Written exam | 01:30 | |
| Design & Technology | Pearson | Design & Technology | 1DT0 | 1DT0/1F | Core content and Timbers | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 1DT0/02 | Investigate, Design, Make, Evaluate | 50 | NEA | | |
| English Language | AQA | English Language | 8700 | 8700/1 | Explorations in Creative Reading and Writing | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 8700/2 | Writers' Viewpoints and Perspectives | 50 | Written exam | 01:45 | |
| | | | | 8700/C | Spoken Language | | NEA | | |
| English Literature | AQA | English Literature | 8702 | 8702/1 | Shakespeare and the 19th-century novel | 40 | Written exam | 01:45 | CLICK HERE |
| | | | | 8702/2 | Modern texts and poetry | 60 | Written exam | 02:15 | |
| Food | OCR | Food Preparation and Nutrition | J309B | J309/01 | Food preparation & nutrition | 50 | Written exam | 01:30 | CLICK HERE |
| | | | | J309/03 | Food investigation task | 15 | NEA | | |
| | | | | J309/05 | Food preparation task | 35 | NEA | | |
| French | AQA | French | 8658 | 8658 LF/H | French Listening | 25 | Written exam | 00:35 (f) 00:45 (h) | CLICK HERE |
| | | | | 8658 SF/H | French Speaking | 25 | Speaking exam | | |
| | | | | 8658 RF/H | French Reading | 25 | Written exam | 00:45 (f) 01:00 (h) | |
| | | | | 8658 WF/H | French Writing | 25 | Written exam | 01:00 (f) 01:15 (h) | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam Duration | Exam board website |
|-----------|---------|---------------|-----------|-------------|--|--------------------|-------------------|------------------------|----------------------------|
| Geography | OCR | Geography B | J384 | J384/01 | Our Natural World | 35 | Written exam | 01:15 | CLICK HERE |
| | | | | J384/02 | People and Society | 35 | Written exam | 01:15 | |
| | | | | J384/03 | Geographical Exploration | 30 | Written exam | 01:30 | |
| German | AQA | German | 8668 | 8668 LF/H | German Listening | 25 | Written exam | 00:35 (f) 00:45 (h) | CLICK HERE |
| | | | | 8668 SF/H | German Speaking | 25 | Speaking exam | | |
| | | | | 8668 RF/H | German Reading | 25 | Written exam | 00:45 (f) 01:00 (h) | |
| | | | | 8668 WF/H | German Writing | 25 | Written exam | 01:00 (f) 01:15 (h) | |
| History | Pearson | History | 1HI0 - BR | 1HI0 10 | Crime & Punishment | 30 | Written exam | 01:15 | CLICK HERE |
| | | | | 1HI0 2R | Superpower / Elizabethan | 40 | Written exam | 01:45 | |
| | | | | 1HI0 31 | Weimar & Nazi Germany | 30 | Written exam | 01:20 | |
| Maths | AQA | Mathematics | 8300 | 8300 1F/H | Paper 1 - Non-Calculator | 33.3 | Written exam | 01:30 | CLICK HERE |
| | | | | 8300 2F/H | Paper 2 - Calculator | 33.3 | Written exam | 01:30 | |
| | | | | 8300 3F/H | Paper 3 - Calculator | 33.3 | Written exam | 01:30 | |
| Media | Eduqas | Media Studies | C680QS | C680U10-1 | Exploring the Media | 40 | Written exam | 01:30 | CLICK HERE |
| | | | | C680U20-1 | Understanding Media Forms and Products | 30 | Written exam | 01:30 | |
| | | | | C680U30-1 | Creating Media Products | 30 | NEA | | |
| Music | Pearson | Music | 1MU0 | 1MU0 01 | Performing Music | 30 | NEA | | CLICK HERE |
| | | | | 1MU0 02 | Composing | 30 | NEA | | |
| | | | | 1MU0 03 | Appraising | 40 | Written exam | 01:45 | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam Duration | Exam board website |
|------------------|---------|---------------------|--------|-------------|---|--------------------|-------------------|------------------------|----------------------------|
| PE | Pearson | Physical Education | 1PE0 | 1PE0 01 | Fitness and Body Systems | 36 | Written exam | 01:30 | CLICK HERE |
| | | | | 1PE0 02 | Health and Performance | 24 | Written exam | 01:15 | |
| | | | | 1PE0 03 | Practical Performance | 30 | NEA | | |
| | | | | 1PE0 04 | Personal Exercise Programme | 10 | NEA | | |
| Physics | Pearson | Physics | 1PH0 | 1PH0 1F/H | Paper 1 | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 1PH0 2F/H | Paper 2 | 50 | Written exam | 01:45 | |
| RE | AQA | Religious Studies A | 8062MA | 8062/13 | P1-3 Christianity | 50 | Written exam | 01:45 | CLICK HERE |
| | | | | 8062/15 | P1-5 Islam | | | | |
| | | | | 8062/2A | Thematic studies: Including textual studies | 50 | Written exam | 01:45 | |
| Science Combined | Pearson | Combined Science | 1SC0 | 1SC0 1BF/H | Biology 1 | 16.67 | Written exam | 01:10 | CLICK HERE |
| | | | | 1SC0 1CF/H | Chemistry 1 | 16.67 | Written exam | 01:10 | |
| | | | | 1SC0 1PF/H | Physics 1 | 16.67 | Written exam | 01:10 | |
| | | | | 1SC0 2BF/H | Biology 2 | 16.67 | Written exam | 01:10 | |
| | | | | 1SC0 2CF/H | Chemistry 2 | 16.67 | Written exam | 01:10 | |
| | | | | 1SC0 2PF/H | Physics 2 | 16.67 | Written exam | 01:10 | |
| Spanish | AQA | Spanish | 8698 | 8698 LF/LH | Spanish Listening | 25 | Written exam | 00:35 (f) 00:45 (h) | CLICK HERE |
| | | | | 8698 SF/H | Spanish Speaking | 25 | Speaking exam | | |
| | | | | 8698 RF/H | Spanish Reading | 25 | Written exam | 00:45 (f) 01:00 (h) | |
| | | | | 8698 WF/H | Spanish Writing | 25 | Written exam | 01:00 (f) 01:15 (h) | |

A-level Subjects



EXAMINATION BOARDS:

The School uses the following Examination Boards for A-level qualifications are:

- AQA <http://www.aqa.org.uk/>
- Eduqas <http://www.eduqas.co.uk/>
- OCR <http://www.ocr.org.uk/>
- Pearson <http://qualifications.pearson.com/en/home.html>

SPECIFICATIONS:

The table below details the specification, exam board and assessment format for each A-level subject CCCS currently deliver:-

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam duration | Exam board website |
|------------------|---------|------------------------|-------|-------------|---|--------------------|-------------------|---------------|----------------------------|
| Art | AQA | Art & Design: Fine Art | 7202 | 7202/C | Personal Investigation | 60% | NEA | | CLICK HERE |
| | | | | 7202/X | Externally set assignment | 40% | NEA | | |
| Biology | OCR | Biology A | H420A | H420/01 | Biology A: Biological Processes | 37% | Written exam | 02:15 | CLICK HERE |
| | | | | H420/02 | Biology A: Biological Diversity | 37% | Written exam | 02:15 | |
| | | | | H420/03 | Biology A: Unified Biology | 26% | Written exam | 01:30 | |
| | | | | H420/04 | Practical Endorsement | | NEA | | |
| Business | Pearson | Business | 9BS0 | 9BS0 01 | Marketing, people & global | 35% | Written exam | 02:00 | CLICK HERE |
| | | | | 9BS0 02 | Business activities, decisions and strategy | 35% | Written exam | 02:00 | |
| | | | | 9BS0 03 | Investigating Business | 30% | Written exam | 02:00 | |
| Chemistry | Pearson | Chemistry | 9CH0 | 9CH0 01 | Inorganic & Phys.Chem | 30% | Written exam | 01:45 | CLICK HERE |
| | | | | 9CH0 02 | Organic & Phys.Chem. | 30% | Written exam | 01:45 | |
| | | | | 9CH0 03 | Gen & Prac.Principles.in Chem | 40% | Written exam | 02:30 | |
| | | | | 9CH0 E | Practical Endorsement | | NEA | | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam duration | Exam board website |
|---------------------------|---------|----------------------|--------|-------------|---|--------------------|-------------------|---------------|----------------------------|
| Computer Science | OCR | Computer Science | H446B | H446/01 | Computer systems | 40% | Written exam | 02:30 | CLICK HERE |
| | | | | H446/02 | Algorithms and programming | 40% | Written exam | 02:30 | |
| | | | | H446/04 | Programming project | 20% | NEA | | |
| Drama | Eduqas | Drama and Theatre | A690QS | A690U10-1 | Drama Comp 1 Theatre Workshop | 20% | NEA | | CLICK HERE |
| | | | | A690U20-1 | Drama Comp 2 Text in Action | 40% | NEA | | |
| | | | | A690U30-1 | Drama Comp 3 Text in Performance | 40% | Written exam | 02:30 | |
| Economics | Pearson | Economics A | 9EC0 | 9EC0 01 | Markets & Bus.Behaviour | 35% | Written exam | 02:00 | CLICK HERE |
| | | | | 9EC0 02 | National & Global Economy | 35% | Written exam | 02:00 | |
| | | | | 9EC0 03 | Micro & Macro Economics | 30% | Written exam | 02:00 | |
| English Literature | AQA | English Literature A | 7712B | 7712/1 | Love through the ages | 40% | Written exam | 03:00 | CLICK HERE |
| | | | | 7712/2B | Texts in shared contexts | 40% | Written exam | 02:30 | |
| | | | | 7712/C | Independent critical study: texts across time | 20% | NEA | | |
| EPQ | AQA | Extended Project | 7993 | 7793 | Extended Project | 100% | NEA | | CLICK HERE |
| French | AQA | French | 7652 | 7652/1 | Listening, Reading and Writing | 50% | Written exam | 02:30 | CLICK HERE |
| | | | | 7652/2 | Writing | 20% | Written exam | 02:00 | |
| | | | | 7652/3T | Teaching conducted speaking test | 30% | Spoken | | |
| Further Maths | Pearson | Further Mathematics | 9FM0 | 9FM0/01 | Core Pure Mathematics 1 | 25% | Written exam | 01:30 | CLICK HERE |
| | | | | 9FM0/02 | Core Pure Mathematics 2 | 25% | Written exam | 01:30 | |
| | | | | 9FM0/3B | Further Statistics 1 | 25% | Written exam | 01:30 | |
| | | | | 9FM0/3C | Further Mechanics 1 | 25% | Written exam | 01:30 | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam duration | Exam board website |
|----------------------------|---------|---------------|--------|-------------|--|--------------------|-------------------|---------------|----------------------------|
| Geography | OCR | Geography | H481B | H481/01 | Physical systems | 22% | Written exam | 01:30 | CLICK HERE |
| | | | | H481/02 | Human interactions | 22% | Written exam | 01:30 | |
| | | | | H481/03 | Geographical debates | 36% | Written exam | 02:30 | |
| | | | | H481/05 | Investigative Geography | 20% | NEA | | |
| German | Pearson | German | 9GN0A | 9GN0 01 | Listen Read. & Translation | 40% | Written exam | 02:00 | CLICK HERE |
| | | | | 9GN0 02 | Writ. Resp. Works & Trans | 30% | Written exam | 02:40 | |
| | | | | 9GN0 3A | Speaking [TE] | 30% | Spoken | | |
| History | OCR | History A | H505 | Y113/01 | Britain 1930-1997 | 25% | Written exam | 01:30 | CLICK HERE |
| | | | | Y213/01 | The French Revolution and the rule of Napoleon 1774–1815 | 15% | Written exam | 01:00 | |
| | | | | Y318/01 | Russia and its Rulers 1855–1964 | 40% | Written exam | 02:30 | |
| | | | | Y100B | Topic based essay | 20% | NEA | | |
| Maths | Pearson | Mathematics | 9MA0 | 9MA0 01 | Pure Mathematics 1 | 33.33% | Written exam | 02:00 | CLICK HERE |
| | | | | 9MA0 02 | Pure Mathematics 2 | 33.33% | Written exam | 02:00 | |
| | | | | 9MA0 03 | Statistics & Mechanics | 33.33% | Written exam | 02:00 | |
| Media | Eduqas | Media Studies | A680QS | A680U10-1 | Media Products, Industries and Audiences | 35% | Written exam | 02:15 | CLICK HERE |
| | | | | A680U20-1 | Media Forms and Products in Depth | 35% | Written exam | 02:30 | |
| | | | | A680U30-1 | Cross-Media Production | 30% | NEA | | |
| Music (Year 13) | Pearson | Music | 9MU0 | 9MU0 01 | Performing | 30% | NEA | | CLICK HERE |
| | | | | 9MU0 02 | Composing | 30% | NEA | | |
| | | | | 9MU0 03 | Appraising | 40% | Written exam | 02:10 | |
| Music (Year 12) | Eduqas | Music | A660P | TBA | Performing | TBA | NEA | | CLICK HERE |
| | | | | TBA | Composing | TBA | NEA | | |
| | | | | TBA | Appraising | 40% | Written exam | 02:15 | |

| Subject | Board | Title | Code | Module Code | Module Title | Weight of unit (%) | Assessment Format | Exam duration | Exam board website |
|----------------|---------|--|-------|---------------|--|--------------------|-------------------|---------------|----------------------------|
| PE | OCR | Physical Education | H555 | H555/01 | Physiological Factors affecting performance | 30% | Written exam | 02:00 | CLICK HERE |
| | | | | H555/02 | Psychological factors affecting performance | 20% | Written exam | 01:00 | |
| | | | | H555/03 | Socio-cultural issues in physical activity and sport | 20% | Written exam | 01:00 | |
| | | | | H555/04 | Performance in physical education | 30% | NEA | | |
| Physics | OCR | Physics A | H556A | H556/01 | Modelling physics | 37% | Written exam | 02:15 | CLICK HERE |
| | | | | H556/02 | Exploring physics | 37% | Written exam | 02:15 | |
| | | | | H556/03 | Unified physics | 26% | Written exam | 01:30 | |
| | | | | H556/04 | Practical Endorsement in physics | | NEA | | |
| Politics | Pearson | Politics | 9PL0 | 9PL0/01 | UK Politics | 33.3% | Written exam | 02:00 | CLICK HERE |
| | | | | 9PL0/02 | UK Government | 33.3% | Written exam | 02:00 | |
| | | | | 9PL0/3A or 3B | Comparative Politics | 33.3% | Written exam | 02:00 | |
| Product Design | Pearson | Design and Technology (Product Design) | 9DT0 | 9DT0/01 | Principles of Design and Technology | 50% | Written exam | 02:30 | CLICK HERE |
| | | | | 9DT0/02 | Independent Design and Make Project | 50% | NEA | | |
| Psychology | AQA | Psychology | 7182 | 7182/1 | Introductory topics in psychology | 33.3% | Written exam | 02:00 | CLICK HERE |
| | | | | 7182/2 | Psychology in context | 33.3% | Written exam | 02:00 | |
| | | | | 7182/3 | Issues and options in psychology | 33.3% | Written exam | 02:00 | |
| RE | OCR | Religious Studies | H573A | H573/01 | Philosophy of Religion | 33.3% | Written exam | 02:00 | CLICK HERE |
| | | | | H573/02 | Religion and Ethics | 33.3% | Written exam | 02:00 | |
| | | | | H573/03 | Developments in Christian thought | 33.3% | Written exam | 02:00 | |
| Sociology | AQA | Sociology | 7192 | 7192/1 | Education with Theory and Methods | 33.3% | Written exam | 02:00 | CLICK HERE |
| | | | | 7192/2 | Topics in Sociology | 33.3% | Written exam | 02:00 | |
| | | | | 7192/3 | Crime and Deviance with Theory and Methods | 33.3% | Written exam | 02:00 | |
| Spanish | AQA | Spanish | 7692 | 7692/1 | Listening, Reading and Writing | 50% | Written exam | 02:30 | CLICK HERE |
| | | | | 7692/2 | Writing | 20% | Written exam | 02:00 | |
| | | | | 7692/3T | Teacher conducted speaking test | 30% | Spoken | | |

Summer Series 2024

Written exams

| Week Beginning 6 th May 2024 | | | | | | | | | | |
|---|---------|--|----------|------|-------------------|-------------------|--------|-----------------------|----------|------|
| Morning – 09:00 | | | | | Date | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | | Unit Code | Board | Subject | Duration | Year |
| | | | | | Mon 06 May | | | | | |
| | | | | | Tues 07 May | | | | | |
| | | | | | Wed 08 May | | | | | |
| 8062 13/15 | AQA | Religious Studies - Christianity / Islam | 01:45 | 11 | Thur 09 May | C690U30-1 | Eduqas | Drama – Component 3 | 01:30 | 11 |
| 1BI0 1F | Pearson | Biology – Paper 1 (f) | 01:45 | 11 | Fri 10 May | 8668/LF | AQA | German: Listening (f) | 00:35 | 11 |
| 1BI0 1H | Pearson | Biology – Paper 1 (h) | 01:45 | 11 | | 8668/LH | AQA | German: Listening (h) | 00:45 | 11 |
| 1SC0 1BF | Pearson | Combined Science – Biology (f) | 01:10 | 11 | | 8668/RF | AQA | German: Reading (f) | 00:45 | 11 |
| 1SC0 1BH | Pearson | Combined Science – Biology (h) | 01:10 | 11 | | 8668/RH | AQA | German: Reading (h) | 01:00 | 11 |



Summer Series 2024

Written exams

| Week Beginning 13th May 2024 | | | | | | | | | | |
|--|---------|--|----------|------|---------------------------|-------------------|---------|---|----------|------|
| Morning – 09:00 | | | | | Date | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | | Unit Code | Board | Subject | Duration | Year |
| 8702/1 | AQA | English Literature – Paper 1 | 01:45 | 11 | Mon 13 May | C680U10-1 | Eduqas | Media Studies - Exploring the Media | 01:30 | 11 |
| 8658/LF | AQA | French Listening (f) | 00:35 | 11 | Tue 14 May | 1BS0 01 | Pearson | Business - Investigating Small Business | 01:45 | 11 |
| 8658/LH | AQA | French Listening (h) | 00:45 | 11 | | | | | | |
| 8658/RF | AQA | French Reading (f) | 00:45 | 11 | | | | | | |
| 8658/RH | AQA | French Reading (h) | 01:00 | 11 | | | | | | |
| 9BS0 01 | Pearson | Business - Marketing, people and global businesses | 02:00 | 13 | Wed 15 May | 1CP2 01 | Pearson | Computer Science - Principles of Computer Science | 01:30 | 11 |
| 1HI0 10 | Pearson | History Paper 1: Crime and Punishment | 01:15 | 11 | | | | | | |
| 9EC0 01 | Pearson | Economics - Markets and Business Behaviour | 02:00 | 13 | | | | | | |
| 8300 1F | AQA | Mathematics – non-calculator (f) | 01:30 | 11 | Thu 16 May | 8062/2A | AQA | Religious Studies: Thematic studies | 01:45 | 11 |
| 8300 1H | AQA | Mathematics – non-calculator (h) | 01:30 | 11 | | | | | | |
| H481/01 | OCR | Geography – Physical systems | 01:30 | 11 | | | | | | |
| 7182/1 | AQA | Psychology – Paper 1 | 02:00 | 13 | Fri 17 May | J384/01 | OCR | Geography - Our natural world | 01:15 | 11 |
| 1CH0 1F | Pearson | Chemistry – Paper 1 (f) | 01:45 | 11 | | | | | | |
| 1CH0 1H | Pearson | Chemistry – Paper 1 (h) | 01:45 | 11 | | | | | | |
| 1SC0 1CF | Pearson | Combined Science – Chem. (f) | 01:10 | 11 | | | | | | |
| 1SC0 1CH | Pearson | Combined Science – Chem. (h) | 01:10 | 11 | | | | | | |



Summer Series 2024

Written exams

| Week Beginning 20 th May 2024 | | | | | | | | | | |
|--|---------|--|----------|------|---------------------------|-------------------|---------|--|----------|------|
| Morning – 09:00 | | | | | Date | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | | Unit Code | Board | Subject | Duration | Year |
| 8702/2 | AQA | English Literature – Paper 2 | 02:15 | 11 | Mon 20 May | 9EC0 02 | Pearson | Economics – The National and Global Economy | 02:00 | 13 |
| 7192/1 | AQA | Sociology – Paper 1 | 02:00 | 13 | | A680U10-1 | Eduqas | Media Studies - Media Forms and Products in Depth | 02:15 | 13 |
| | | | | | | C680U20-1 | Eduqas | Media Studies - Understanding Media Forms and Products | 01:30 | 11 |
| 8668/WF | AQA | German: Writing (f) | 01:00 | 11 | Tue 21 May | 1CP2 02 | Pearson | Computer Science - Application of Computational Thinking | 02:00 | 11 |
| 8668/WH | AQA | German: Writing (h) | 01:15 | 11 | | 9PL0 01 | Pearson | Politics - UK Politics and Core Political Ideas | 02:00 | 13 |
| 9BS0 02 | Pearson | Business - Business activities, decisions and strategy | 02:00 | 13 | | | | | | |
| 7182/2 | AQA | Psychology – Paper 2 | 02:00 | 13 | Wed 22 May | 1PE0 01 | Pearson | PE: Fitness and Body Systems | 01:30 | 11 |
| 1PH0 1F | Pearson | Physics – Paper 1 (f) | 01:45 | 11 | | 9FM0 01 | Pearson | Further Maths – Core Pure Mathematics 1 | 01:30 | 13 |
| 1PH0 1H | Pearson | Physics – Paper 1 (h) | 01:45 | 11 | | | | | | |
| 1SC0 1PF | Pearson | Combined Science – Physics (f) | 01:10 | 11 | | | | | | |
| 1SC0 1PH | Pearson | Combined Science – Physics (h) | 01:10 | 11 | | | | | | |
| 8700/1 | AQA | English Language – Paper 1 | 01:45 | 11 | Thu 23 May | | | | | |
| Y318/01 | OCR | History - Russia and its rulers 1855-1964 | 02:30 | 13 | | | | | | |
| 8658/WF | AQA | French: Writing (f) | 01:00 | 11 | Fri 24 May | | | | | |
| 8658/WH | AQA | French: Writing (h) | 01:15 | 11 | | | | | | |
| 7712/1 | AQA | English Literature – Love through the ages | 03:00 | 13 | | | | | | |
| H555/01 | OCR | PE - Physiological factors affecting performance | 02:00 | 13 | | | | | | |
| H556/01 | OCR | Physics - Modelling physics | 02:15 | 13 | | | | | | |



Summer Series 2024

Written exams

| Week Beginning 3rd June 2024 | | | | | | | | | | |
|-------------------------------------|---------|--|----------|------|----------------------------|----------------------------|---------|---|----------|------|
| Morning – 09:00 | | | | | | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | Date | Unit Code | Board | Subject | Duration | Year |
| 8300 2F | AQA | Mathematics – calculator (f) | 01:30 | 11 | Mon 03 Jun | 7182/3 | AQA | Psychology – Paper 3 | 02:00 | 13 |
| 8300 2H | AQA | Mathematics – calculator (h) | 01:30 | 11 | | 1PE0 02 | Pearson | PE - Health and Performance | 01:15 | 11 |
| 9GN0 01 | Pearson | German - Listening, reading and translation | 02:00 | 13 | | 9FM0 02 | Pearson | Further Maths – Core Pure Mathematics 2 | 01:30 | 13 |
| H481/02 | OCR | Geography – Human Interactions | 01:30 | 13 | | | | | | |
| 8698/LF | AQA | Spanish – Listening (f) | 00:35 | 11 | Tue 04 Jun | 1HI0 2R | Pearson | History - Superpower/Elizabethan | 01:45 | 11 |
| 8698/LH | AQA | Spanish – Listening (h) | 00:45 | 11 | | 9MA0 01 | Pearson | Mathematics – Pure Mathematics 1 | 02:00 | 13 |
| 8698/RF | AQA | Spanish – Reading (f) | 00:45 | 11 | | A680U20-1 | Eduqas | Media Studies - Media | | |
| 8698/RH | AQA | Spanish – Reading (h) | 01:00 | 11 | | | | Forms and Products in Depth | 02:30 | 13 |
| 7192/2 | AQA | Sociology – Paper 2 | 02:00 | 13 | | | | | | |
| 7712/2B | AQA | English Literature - Texts in shared contexts: Modern times: Literature from 1945 to present day | 02:30 | 13 | Wed 05 Jun | 1BS0 02 | Pearson | Business - Building a Business | 01:45 | 11 |
| | | | | | | 9DT0 01 | Pearson | Design and Technology (Product Design) | 02:30 | 13 |
| J384/02 | OCR | Geography – People and Society | 01:15 | 11 | | 9PL0 02 | Pearson | Politics - UK Government and Non-core Political Ideas | 02:00 | 13 |
| H555/02 | OCR | PE - Psychological factors affecting performance | 01:00 | 13 | | H420/01 | OCR | Biology- Biological processes | 02:15 | 13 |
| 8700/2 | AQA | English Language – Paper 2 | 01:45 | 11 | Thur 06 Jun | CONTINGENCY SESSION | | | | |
| 9BS0 03 | Pearson | Business - Investigating business in a competitive environment | 02:00 | 13 | | | | | | |
| H556/02 | OCR | Physics - Exploring physics | 02:15 | 13 | | | | | | |
| A690U30-1 | Eduqas | Drama – Text in performance | 02:30 | 13 | | | | | | |
| 7692/1 | AQA | Spanish – Listening, reading & writing | 02:30 | 13 | Fri 07 Jun | 1BI0 2F | Pearson | Biology – Paper 2 (f) | 01:45 | 11 |
| | | | | | | 1BI0 2H | Pearson | Biology – Paper 2 (h) | 01:45 | 11 |
| | | | | | | 1SC0 2BF | Pearson | Combined Science – Biology(f) | 01:10 | 11 |
| | | | | | | 1SC0 2BH | Pearson | Combined Science – Biology(h) | 01:10 | 11 |
| | | | | | | 9FM0 3C | Pearson | Further Maths – Further Mechanics 1 | 01:30 | 13 |
| 9EC0 03 | Pearson | Economics – Microeconomics and Macroeconomics | 02:00 | 13 | | Y113/01 | OCR | History - Britain 1930-1997 | 01:30 | 13 |



Summer Series 2024

Written exams

| Week Beginning 10 th June 2024 | | | | | | | | | | |
|---|---------|--|----------|------|----------------------------|---------------------|---------|---|----------|------|
| Morning – 09:00 | | | | | | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | Date | Unit Code | Board | Subject | Duration | Year |
| 8300 3F | AQA | Mathematics – calculator (f) | 01:30 | 11 | Mon 10 Jun | 8698/WF | AQA | Spanish: Writing (f) | 01:00 | 11 |
| 8300 3H | AQA | Mathematics – calculator (h) | 01:30 | 11 | | 8698/WH | AQA | Spanish: Writing (h) | 01:15 | 11 |
| 7652/1 | AQA | French – Listening, reading and writing | 02:30 | 13 | | 9MU0 03 | Pearson | Music | 02:10 | 13 |
| 9CH0 01 | Pearson | Chemistry - Advanced Inorganic and Physical Chemistry | 01:45 | 11 | | H446/01 | OCR | Computer Science – Computer systems | 02:30 | 13 |
| H573/01 | OCR | RS - Philosophy of religion | 02:00 | 13 | | H481/03 | OCR | Geography – Geographical debates | 02:30 | 13 |
| 1CH0 2F | Pearson | Chemistry – Paper 2 (f) | 01:45 | 11 | Tue 11 Jun | 7192/3 | AQA | Sociology – Paper 3 | 02:00 | 13 |
| 1CH0 2H | Pearson | Chemistry – Paper 2 (h) | 01:45 | 11 | | 1HI0 31 | Pearson | History - Weimar and Nazi Germany 1918-39 | 01:20 | 11 |
| 1SC0 2CF | Pearson | Combined Science – Chem. (f) | 01:10 | 11 | | 9MA0 02 | Pearson | Mathematics – Pure Mathematics 2 | 02:00 | 13 |
| 1SC0 2CH | Pearson | Combined Science – Chem. (h) | 01:10 | 11 | | | | | | |
| Y213/01 | OCR | History - The French Revolution and the Rule of Napoleon 1774-1815 | 01:00 | 13 | | | | | | |
| 9GN0 02 | Pearson | German - Written response to works and translation | 02:40 | 13 | Wed 12 Jun | | | | | |
| | | | | | Thur 13 Jun | CONTINGENCY SESSION | | | | |
| 9PL0 3B | Pearson | Politics - Comparative Politics - Global Politics | 02:00 | 13 | Fri 14 Jun | 1PH0 2F | Pearson | Physics – Paper 2 (f) | 01:45 | 11 |
| J384/03 | OCR | Geography – Geographical exploration | 01:30 | 11 | | 1PH0 2H | Pearson | Physics – Paper 2 (h) | 01:45 | 11 |
| H420/02 | OCR | Biology – Biological diversity | 02:15 | 13 | | 1SC0 2PF | Pearson | Combined Science – Physics(f) | 01:10 | 11 |
| | | | | | | 1SC0 2PH | Pearson | Combined Science – Physics(h) | 01:10 | 11 |
| | | | | | | 9FM0 3B | Pearson | Further Maths – Further Statistics 1 | 01:30 | 13 |



Summer Series 2024

Written exams

| Week Beginning 17 th June 2024 | | | | | | | | | | |
|---|---------|---|----------|------|----------------------------|-----------|---------|---|----------|------|
| Morning – 09:00 | | | | | Afternoon – 13:30 | | | | | |
| Unit Code | Board | Subject | Duration | Year | Date | Unit Code | Board | Subject | Duration | Year |
| 7692/2 | AQA | Spanish – writing | 02:00 | 13 | Mon 17 Jun | H573/02 | OCR | RS - Religion and ethics | 02:00 | 13 |
| H556/03 | OCR | Physics - Unified physics | 01:30 | 13 | | 1MU0 03 | Pearson | Music – Appraising | 01:45 | 11 |
| 1DT0 1F | Pearson | Design Technology: Timbers | 01:45 | 11 | Tue 18 Jun | H446/02 | OCR | Computer Science – Algorithms and programming | 02:30 | 13 |
| 9CH0 02 | Pearson | Chemistry - Advanced Inorganic and Physical Chemistry | 01:45 | 13 | | | | | | |
| H555/03 | OCR | PE - Socio-cultural issues in physical activity and sport | 01:00 | 13 | | | | | | |
| 7652/2 | AQA | French – writing | 02:00 | 13 | Wed 19 Jun | | | | | |
| J309/01 | OCR | Food and Nutrition – Food preparation and nutrition | 01:30 | 11 | | | | | | |
| H420/03 | OCR | Biology – Unified biology | 01:30 | 11 | Thur 20 Jun | | | | | |
| H573/03 | OCR | RS - Developments in Christian thought | 02:00 | 13 | | 9MA0 03 | Pearson | Mathematics – Statistics and Mechanics | 02:00 | 11 |
| 9CH0 03 | Pearson | Chemistry - General and Practical Principles in Chemistry | 02:30 | 13 | Fri 21 Jun | | | | | |



Summer Series 2024

Written exams

| Week Beginning 24 th June 2024 | | | | | | | | | | |
|---|-------|---------|----------|------|-------------------|---------------------|-------|---------|----------|------|
| Morning – 09:00 | | | | | | Afternoon – 13:30 | | | | |
| Unit Code | Board | Subject | Duration | Year | Date | Unit Code | Board | Subject | Duration | Year |
| | | | | | Mon 24 Jun | | | | | |
| | | | | | Tue 25 Jun | | | | | |
| CONTINGENCY SESSION | | | | | Wed 26 Jun | CONTINGENCY SESSION | | | | |
| | | | | | Thur 27 Jun | | | | | |
| | | | | | Fri 28 Jun | | | | | |



Summer Series 2023

Written exams

GCSE

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|------------------------------|--|----------------|--------------|--------------|----------|
| Biology | Science (Biology) Paper 1 | 1BI0 1F/1H | 10 May 2024 | AM | 1h 45m |
| | Science (Biology) Paper 2 | 1BI0 2F/2H | 7 June 2024 | PM | 1h 45m |
| Business | Investigating Small Business | 1BS0 01 | 14 May 2024 | PM | 1h 45m |
| | Building a Business | 1BS0 02 | 14 June 2024 | PM | 1h 45m |
| Chemistry | Science (Chemistry) Paper 1 | 1CH0 1F/1H | 17 May 2024 | AM | 1h 45m |
| | Science (Chemistry) Paper 2 | 1CH0 2F/2H | 11 June 2024 | AM | 1h 45m |
| Combined Science | Combined Science Biology 1 | 1SC0 1BF /1BH | 10 May 2024 | AM | 1h 10m |
| | Combined Science Biology 2 | 1SC0 2BF /2BH | 7 June 2024 | PM | 1h 10m |
| | Combined Science Chemistry 1 | 1SC0 1CF /1CH | 17 May 2024 | AM | 1h 10m |
| | Combined Science Chemistry 2 | 1SC0 2CF / 2CH | 11 June 2024 | AM | 1h 10m |
| | Combined Science Physics 1 | 1SC0 1PF /1PH | 22 May 2024 | AM | 1h 10m |
| | Combined Science Physics 2 | 1SC0 2PF /2PH | 14 June 2024 | PM | 1h 10m |
| Computer Science | Principles of Computer Science | 1CP2 01 | 15 May 2024 | PM | 1h 30m |
| | Application of Computational Thinking | 1CP2 02 | 21 May 2024 | PM | 2h 00m |
| Drama | Interpreting Theatre | C690U30-1 | 9 May 2024 | PM | 1h 30m |
| D&T | Design and Technology Component 1: Timbers | 1DT0 1F | 18 June 2024 | AM | 1h 45m |
| English Language | Explorations in creative reading and writing | 8700/1 | 23 May 2024 | AM | 1h 45m |
| | Writers' viewpoints and perspectives | 8700/2 | 6 June 2024 | AM | 1h 45m |
| English Literature | Shakespeare and the 19 th century novel | 8702/1 | 13 May 2024 | AM | 1h 45m |
| | Modern texts and poetry | 8702/2 | 20 May 2024 | AM | 2h 15m |
| Food Preparation & Nutrition | Food preparation and nutrition | J309/1 | 19 June 2024 | AM | 1h 30m |



Summer Series 2023
Written exams
GCSE

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|-----------|---|----------------|--------------|--------------|----------|
| French | Listening (f) | 8658/LF | 14 May 2024 | AM | 35m |
| | Listening (h) | 8658/LH | 14 May 2024 | AM | 45m |
| | Reading (f) | 8658/RF | 14 May 2024 | AM | 45m |
| | Reading (h) | 8658/RH | 14 May 2024 | AM | 1h |
| | Writing (f) | 8658/WF | 24 May 2024 | AM | 1h 00m |
| | Writing (h) | 8658/WH | 24 May 2024 | AM | 1h 15m |
| Geography | Our natural world | J384/01 | 17 May 2024 | PM | 1h 15m |
| | People and society | J384/02 | 5 June 2024 | AM | 1h 15m |
| | Geographical exploration | J384/03 | 14 June 2024 | PM | 1h 30m |
| German | Listening (f) | 8668/LF | 10 May 2024 | PM | 35m |
| | Listening (h) | 8668/LH | 10 May 2024 | PM | 45m |
| | Reading (f) | 8668/RF | 10 May 2024 | PM | 45m |
| | Reading (h) | 8668/RH | 10 May 2024 | PM | 1h |
| | Writing (f) | 8668/WF | 21 May 2024 | AM | 1h 00m |
| | Writing (h) | 8668/WH | 21 May 2024 | AM | 1h 15m |
| History | Thematic study and historic environment - Crime and punishment in Britain, c1000-present and Whitechapel, c1870-c1900: crime, policing and the inner city. | 1HI0 10 | 15 May 2024 | AM | 1h 15m |
| | Early Elizabethan England, 1558–88 & Superpower relations and the Cold War, 1941–91 | 1HI0 2R | 4 June 2024 | PM | 1h 45m |
| | Modern depth study - Modern depth study – Weimar and Nazi Germany 1918-39 | 1HI0 31 | 11 June 2024 | PM | 1h 20m |



Summer Series 2023
Written exams
GCSE

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|--------------------|--|----------------|--------------|--------------|----------|
| Maths | Non-Calculator | 8300 - 1F/1H | 16 May 2024 | AM | 1h 30m |
| | Calculator 1 | 8300 - 2F/2H | 3 June 2024 | AM | 1h 30m |
| | Calculator 2 | 8300 - 3F/3H | 10 June 2024 | AM | 1h 30m |
| Media Studies | Exploring the Media | C680U10-1 | 13 May 2024 | PM | 1h 30m |
| | Understanding Media Forms and Products | C680U20-1 | 20 May 2024 | PM | 1h 30m |
| Music | Music Component 3: Appraising | 1MU0 03 | 17 June 2024 | PM | 1h 45m |
| Physical Education | Fitness and Body Systems | 1PE0 01 | 22 May 2024 | PM | 1h 30m |
| | Health and Performance | 1PE0 02 | 3 June 2024 | PM | 1h 15m |
| Physics | Science (Physics) Paper 1 | 1PH0 1F /1H | 22 May 2024 | AM | 1h 45m |
| | Science (Physics) Paper 2 | 1PH0 2F /2H | 14 June 2024 | PM | 1h 45m |
| Religious Studies | The study of religions: beliefs, teachings and practices | 8062/13 & 15 | 9 May 2024 | AM | 1h 45m |
| | Thematic studies | 8062 2A | 16 May 2024 | PM | 1h 45m |
| Spanish | Listening (f) | 8698/LF | 4 June 2024 | AM | 35M |
| | Listening (h) | 8698/LH | 4 June 2024 | AM | 45M |
| | Reading (f) | 8698/RF | 4 June 2024 | AM | 45M |
| | Reading (h) | 8698/RH | 4 June 2024 | AM | 1h |
| | Writing (f) | 8698/WF | 10 June 2024 | PM | 1h 00m |
| | Writing (h) | 8698/WH | 10 June 2024 | PM | 1h 15m |



Summer Series 2023
Written exams
A-Level

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|----------------------|---|----------------|--------------|--------------|----------|
| Biology | Biological processes | H420/01 | 6 June 2024 | PM | 2h 15m |
| | Biological diversity | H420/02 | 14 June 2024 | AM | 2h 15m |
| | Unified biology | H420/03 | 19 June 2024 | AM | 1h 30m |
| Business | Marketing, people and global businesses | 9BS0 01 | 14 May 2024 | AM | 2h 00m |
| | Business activities, decisions and strategy | 9BS0 02 | 21 May 2024 | AM | 2h 00m |
| | Investigating business in a competitive environment | 9BS0 03 | 6 June 2024 | AM | 2h 00m |
| Chemistry | Advanced Inorganic and Physical Chemistry | 9CH0 01 | 10 June 2024 | AM | 1h 45m |
| | Advanced Organic and Physical Chemistry | 9CH0 02 | 18 June 2024 | AM | 1h 45m |
| | General and Practical Principles in Chemistry | 9CH0 03 | 21 June 2024 | AM | 2h 30m |
| Computer Science | Computer systems | H446/01 | 10 June 2024 | PM | 2h 30m |
| | Algorithms and programming | H446/02 | 18 June 2024 | PM | 2h 30m |
| D&T | Principles of Design and Technology | 9DT01 | 5 June 2024 | PM | 2h 30m |
| Drama | Text in performance | A690U30-1 | 7 June 2023 | PM | 2h 30m |
| Economics A | Markets and business behaviour | 9EC0 01 | 15 May 2024 | AM | 2h 00m |
| | The national and global economy | 9EC0 02 | 20 May 2024 | PM | 2h 00m |
| | Microeconomics and macroeconomics | 9EC0 03 | 7 June 2024 | AM | 2h 00m |
| English Literature A | Love through the ages | 7712/1 | 24 May 2024 | AM | 3h 00m |
| | Texts in shared contexts: Modern times: Literature from 1945 to present day | 7712/2B | 5 June 2024 | AM | 2h 30m |
| French | Listening, reading and writing | 7652/1 | 10 June 2024 | AM | 2h 30m |
| | Writing | 7652/2 | 19 June 2024 | AM | 2h |



Summer Series 2022
Written exams
A-Level

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|---------------|--|----------------|--------------|--------------|----------|
| Further Maths | Core Pure Mathematics 1 | 9FM0 01 | 22 May 2024 | PM | 1h 30m |
| | Core Pure Mathematics 2 | 9FM0 02 | 3 June 2024 | PM | 1h 30m |
| | Further Mathematics - Further Statistics 1 | 9FM0 3B | 14 June 2024 | PM | 1h 30m |
| | Further Mathematics - Further Mechanics 1 | 9FM0 3C | 7 June 2024 | PM | 1h 30m |
| Geography | Physical systems | H481/01 | 16 May 2024 | AM | 1h 30m |
| | Human interactions | H481/02 | 3 June 2024 | AM | 1h 30m |
| | Geographical debates | H481/03 | 10 June 2024 | PM | 2h 30m |
| German | Listening, reading and translation | 9GN0 01 | 3 June 2024 | AM | 2h 00m |
| | Written response to works and translation | 9GN0 02 | 12 June 2024 | AM | 2h 40m |
| History | British period study and enquiry: Britain 1930-1997 | Y113/01 | 7 June 2024 | PM | 1h 30m |
| | Non-British period study: The French Revolution and the rule of Napoleon 1774-1815 | Y213/01 | 11 June 2024 | AM | 1h |
| | Thematic study and historical interpretations: Russia and its rulers 1855-1964 | Y318/01 | 23 May 2024 | AM | 2h 30m |
| Mathematics | Pure Mathematics 1 | 9MA0 01 | 4 June 2024 | PM | 2h 00m |
| | Pure Mathematics 2 | 9MA0 02 | 11 June 2024 | PM | 2h 00m |
| | Statistics & Mechanics | 9MA0 03 | 20 June 2024 | PM | 2h 00m |



Summer Series 2022
Written exams
A-Level

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|-------------------|--|----------------|--------------|--------------|----------|
| Media Studies | Media Products, Industries and Audiences | A680U10-1 | 20 May 2024 | PM | 2h 15m |
| | Media Forms and Products in Depth | A680U20-1 | 4 June 2024 | PM | 2h 30m |
| Music | Music: Appraising | 9MU03 | 10 June 2024 | PM | 2h 10m |
| P.E. | Physiological factors affecting performance | H555/01 | 24 May 2024 | AM | 2h |
| | Psychological factors affecting performance | H555/02 | 5 June 2024 | AM | 1h |
| | Socio-cultural issues in physical activity & sport | H555/03 | 18 June 2024 | AM | 1h |
| Politics | UK Politics and Core Political Ideas | 9PL0 01 | 21 May 2024 | PM | 2h |
| | UK Government and Non-core Political Ideas | 9PL0 02 | 5 June 2024 | PM | 2h |
| | Comparative Politics - Global Politics | 9PL0 3B | 14 June 2024 | AM | 2h |
| Physics | Modelling physics | H556/01 | 24 May 2024 | AM | 2h 15m |
| | Exploring physics | H556/02 | 6 June 2024 | AM | 2h 15m |
| | Unified physics | H556/03 | 17 June 2024 | AM | 1h 30m |
| Psychology | Introductory topics | 7182/1 | 17 May 2024 | AM | 2h |
| | Psychology in context | 7182/2 | 22 May 2024 | AM | 2h |
| | Issues and options in Psychology | 7182/3 | 3 June 2024 | PM | 2h |
| Religious Studies | Philosophy of religion | H573/01 | 10 June 2024 | AM | 2h |
| | Religion and ethics | H573/02 | 17 June 2024 | PM | 2h |
| | Developments in religious thought: Christianity | H573/03 | 20 June 2024 | AM | 2h |



Summer Series 2022
Written exams
A-Level

| Subject | Component Title | Component Code | Exam Date | Exam Session | Duration |
|-----------|--|----------------|--------------|--------------|----------|
| Sociology | Education with theory and methods | 7192/1 | 20 May 2024 | AM | 2h |
| | Topics in Sociology | 7192/2 | 4 June 2024 | AM | 2h |
| | Crime and deviance with theory and methods | 7192/3 | 11 June 2024 | PM | 2h |
| Spanish | Listening, reading and writing | 7692/1 | 7 June 2024 | AM | 2h 30m |
| | Writing | 7692/2 | 17 June 2024 | AM | 2h |



During the Examinations



EXAMS

The Coopers' Company and Coborn School has a responsibility to provide fair and proper working conditions for all candidates.

ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. You must be properly dressed in full uniform, including blazer and tie, and fully equipped. All candidates must arrive **20** minutes prior to the start time of their examination. Seating plans will be placed on the notice board outside the front entrance to the school reception and the exams notice board prior to your exam. These will indicate where your exam will take place. Please go to your exam venue and queue in an orderly fashion. Please make sure you do not have any watches, mobile phones, datasticks, earphones, ipods or any electronic equipment in your possession.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. Please be aware that the exam board may not accept your script.

It is very important that you sit in the place allocated to you.

HOW YOUR IDENTIFY IS CONFIRMED IN THE EXAM ROOM

- Invigilators have access to a photograph of every candidate, so that s/he know who you are;
- There will be a desk card on your desk identifying who you are – do not deface or remove the cards – they will be collected at the end of the exam/assessment and stored for your next exam;
- A member of SLT / Exams Office will be present and assist with taking a register at the beginning of each exam.

EQUIPMENT

All items of equipment, pens, pencils, mathematical instruments, etc should be visible to all invigilators at all times. You are responsible for bringing all your own equipment to every exam.

- Remember that you need to write in black ink (please bring spare pens).
- Do not use any of the following in your answers:
 - No corrector pens or tippex are allowed;
 - Erasable pens;
 - Highlighters (can only be used for highlighting text in printed questions);
 - Gel pens.
- Your pencil case must be see through / clear;
- Your water bottle must be see through and have no label, writing or measurements on it – only water is permitted;

You may use coloured pens or inks for diagrams, maps, charts etc., only if your exam allows them. The instructions at the front of your paper will tell if these are/not allowed. As a minimum, your clear pencil case must include:

- Black pens
- Pencil
- Pencil sharpener
- Eraser
- Highlighter



- Ruler
- Protractor
- Compass
- Calculator (with lid removed and only if permitted for your exam). For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. You must remove your calculator cover and leave in a safe place as this cannot be taken into the exam venue. Make sure your batteries are new.
- Place all glasses cases under your desk, opened.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage, as well as having the duty of cleaning the desk. If you are seen writing on the desks you will be reported to the Exams Office and Head of Year.
- Do not draw graffiti, write offensive comments, or anything apart from answers on your examination papers – if you do the examination board may refuse to accept your paper or may penalise you.

WHAT YOU SHOULD **NOT** BRING INTO THE EXAM ROOM

- Mobile phones are **NOT** allowed in the exam room under any circumstances even if they are switched off. We recommend that you leave them at home on exam days. If you do have to bring your mobile phone you must leave it in your locker / bag.
- Watches are **NOT** permitted in the exam room.
- You are not allowed any electronic materials, earphones (including headphones or air pods) or watches in exams;
- Candidates should not be in possession of any notes. Candidates should thoroughly check their pockets prior to entering the exam room;
- If you do bring in a forbidden item into the exam, you may be disqualified from that exam or from all exams in the series, depending on the offence.

WHAT IF YOU THINK YOU HAVE THE WRONG PAPER?

The invigilator will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

COMMUNICATION

- Do not attempt to communicate with or distract any other candidates. Examination regulations are very strict regarding items that may be taken into the examination room. Again, your attention is drawn to the JCQ Information for Candidates. If you break these rules you may be disqualified from the examination. This applies before, during and after the exam takes place whilst in the exam venue.
- The invigilation team are there to support you. If you need anything, raise your hand to attract their attention.
- 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.

MEDICATION

- Inhalers are permitted in the exam; however, we must have knowledge of your condition. Inhalers are to be kept in a clear plastic bag on the desk and may be inspected by an invigilator at any time.
- If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring) that may be required in the exam, please discuss with the Exams Office as soon as possible, as an application to the examining boards may be required.

TOILET BREAKS

- Continual coming and going in an examination room is very disruptive for students during an exam. For this reason, toilet breaks are only allowed when a letter stating



medical need has been received or it is an emergency. Should you need to use the toilet, time will not be added on to the end of your exam to accommodate this. The only exception is those who have a medical pass.

FEELING UNWELL

- Should you start to feel unwell during the exam you must inform an invigilator as soon as possible so the appropriate action can be taken. If you have a medical condition which may require equipment (eg diabetes or asthma) you must bring this into the exam room, declare it to an invigilator and then may place it under your chair.

FOOD AND DRINK IN EXAM ROOMS

- Clear plastic bottles of water (no other type of drink) are allowed in the exam room, all labels must be removed before entering the room. There should be no writing or measurements on your bottle. These must be kept on the floor, not the exam desk.
- **NO** other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Exams Office.

FIRE ALARM

- If the fire alarm sounds during an examination, the invigilator in charge will tell you what to do. Please refer to the document "Fire Evacuation Procedures for Examination Candidates". Remember, do not panic. On return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full time for the examination and a report will be sent to the examination board detailing the incident

END OF THE EXAM

- At the end of the exam candidates must remain seated until all work has been collected. You must hand everything in. If you have used more than one answer booklet, check your name and candidate number is on each one and ask for a tag to fasten them in the correct order (if permitted). Remember to cross out any rough work that you do not wish to be marked.
- On leaving the examination room be aware there may be other candidates still working within the room. You should leave the exam room and surrounding area quickly and quietly to minimise disruption.



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. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Office. Depending on the nature of the complaint this will then either be reported to the Head of Year, the Assistant Head i/c exams or the awarding body.

Invigilators are employed to ensure that exams run smoothly and that JCQ regulations are upheld. They are not allowed to explain any questions to you. If, however, you feel there may be an error on an exam paper then please raise your hand to alert a member of the invigilation team.



Using calculators



Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

| | |
|---|---|
| <p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas. | <p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ➤ language translators; ➤ symbolic algebra manipulation; ➤ symbolic differentiation or integration; ➤ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ➤ databanks; ➤ dictionaries; ➤ mathematical formulas; ➤ text. |
| <p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator. | |

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.





Evacuation Procedures for Examination Candidates

In the event of a fire alarm ringing, candidates **must**:

- ⚠ Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- ⚠ **Maintain complete silence** and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- ⚠ In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- ⚠ In the case of a real emergency follow the Invigilator to the examination assembly point for registration. This is on the field next to the pavilion. Line up in the examination group in candidate order. This will be as per seating plan. **Maintain complete silence.**
- ⚠ When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room **in silence.**
- ⚠ The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.





Procedures for Examination Candidates in the event of a Lockdown

In the event of a lockdown alarm, candidates **must**:

- ⚠ Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- ⚠ **Maintain complete silence** and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- ⚠ In the case of a false alarm the exam will be resumed once the lead invigilator has received confirmation from SLT / member of the exams team.
- ⚠ In the case of a real emergency leave all examination materials on your desk and hide under the exam desk. **Maintain complete silence.** Staff will lock all windows, doors, close curtains/blinds and switch off lights.
- ⚠ When it has been ascertained that it is safe an alarm will sound and you will receive receive instructions from a member of staff.
- ⚠ The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

Absence from Examinations



If you experience difficulties during the examination period (eg illness, injury or personal problems) please inform a member of the Exams Office at the earliest possible point so that they can help or advise you.

The school will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence.

ACTION:

If it is absolutely impossible for you to attend one of your exams your absence must be reported to:-



The **Exams Office** by **8.00 am** on the day of your exam, the telephone numbers to call are:-

- **01708 251807**
- **01708 255484**



Provide medical or other evidence. Only in exceptional circumstances are candidates allowed 'Special Consideration' for absence from any part of an examination. The school will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence.

Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence.



Special consideration



A candidate's examination performance can sometimes be affected by circumstances out of their control.

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s).** The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long-term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

Which candidates will be eligible for special consideration?

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. These include:-

- temporary illness or accident/injury **at the time of the assessment**;
- bereavement **at the time of the assessment** (where whole groups are affected, normally only those most closely involved will be eligible);
- domestic crisis arising **at the time of the assessment**;
- serious disturbance **during an examination**, particularly where recorded material is being used;
- accidental events **at the time of the assessment** such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- participation in **sporting events, training camps or other competitions at an international level at the time of the assessment**, e.g. representing their country at an international level in football or hockey;
- failure by the centre to implement **previously approved access arrangements for that specific examination series**.



Candidates will not be eligible for special consideration is affected by:-

- long term illness or other difficulties during the course affecting revision time, **unless the illness or circumstances manifest themselves at the time of the assessment**;
- bereavement occurring more than six months before the assessment, **unless an anniversary has been reached at the time of the assessment or there are on-going implications** such as an inquest or court case;
- domestic inconvenience, such as moving house, lack of facilities, taking holidays **(including school/exchange visits and field trips)** at the time of the assessment;
- minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- the consequences of committing a crime, where formally charged or found guilty; (however, a retrospective application for special consideration may be considered where the charge is later dropped or the candidate is found not guilty.)
- the consequences of taking alcohol or recreational drugs;
- the consequences of disobeying the centre's internal regulations;
- the failure of the centre to prepare candidates properly for the examination for whatever reason;
- staff shortages, building work or lack of facilities;
- misreading the timetable and/or failing to attend at the right time and in the right place;
- misreading the instructions of the question paper and answering the wrong questions;
- making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable;
- submitting no controlled assessment/coursework/non-examination assessment at all, unless controlled assessment/coursework/non-examination assessment is scheduled for a restricted period of time, rather than during the course;
- missing all examinations and internally assessed components/units;
- failure to cover the course as a consequence of joining the class part way through;
- a disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate **at the time of the assessment** or where the disability exacerbates what would otherwise be a minor issue - **(difficulties over and above those that previously approved access arrangements would have alleviated)**;
- failure by the centre to process access arrangements by the published deadline.

The range of allowance given is 1-5%. The maximum allowance that can be given is 5% and this is reserved for the most exceptional and serious cases such as terminal illness of the candidate/parent/carer, death of a member of the immediate family within two months of the examination. The most common category of allowance is 1% / 2% for illness at the time of the assessment, broken limb, concussion, extreme distress (not exam related).

Furthermore, a missing mark can be estimated when a candidate is absent (for an acceptable reason) from a unit or a component in either a modular or linear specification. An example of how this would work can be found at the following link: [click here](#).

Please note that exam boards only advise that special consideration has been awarded on the results information not what percentage they have been awarded. If absent from a timetabled component for acceptable reasons, the minimum requirements for enhanced grading (estimating a missing mark) is that 25% of the total assessment must have been completed.



In the event of student being absent on the day of an examination, we will require the student to complete a self-certification form (further details to follow nearer the time of the exam period) which will assist us when submitting an application to the exam board. We have to highlight that should a candidate be found to be falsifying absence this will constitute malpractice.

Students are only 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 is affected by adverse circumstances beyond their control.

CCCS procedure to request special consideration

1. Candidates or their parents / carers should, in the first instance, discuss the application for special consideration with their Head of Year.
2. If considered eligible, you will be required to complete a form detailing your reasons for special consideration. You will be required to provide evidence for your application to your Head of Year.
3. Head of Year will provide documentation to the exams team who will process the application with the awarding body.



Results



2023 - 2024

| Qualification | Exam Series | Results Day |
|----------------|-------------|------------------------------|
| A level | Summer 2024 | 15 th August 2024 |
| GCSE | Summer 2024 | 22 nd August 2024 |

Students are expected to collect their results in person. However, if you are unable to collect in person you can either:

- Nominate a third party to collect your results; you will be required to complete a google form document (which will be provided to students nearer the time of the summer 2024 exam series) stating the name of the person who will be collecting on your behalf. The form has to be completed by the student, **not** the parent/guardian. The nominated person, will need to provide photographic identification when collecting your results.

OR

- Provide an **A4** stamped addressed envelope (with the correct postage), if you would like your results posted to you.

No results will be given out by telephone under any circumstances. Results not collected will be held in the Exams Office.

Please see your subject tutor for GCE / GCSE grade boundary enquiries.



Post-Results Services



In accordance with the procedures laid down by the examination boards, CCCS provides staff and students with the facility to request particular services following the publication of results. Such requests must be made through the school's Exams Office; individuals will not be able to request this service directly from the examination boards. The school is charged for these services and so the costs are passed onto the student or department requesting them. The costs vary from board to board and details of the fees applicable will be provided to students on Results' Day and can also be assessed on the school's website.

All applications must be signed by the candidate, as requests cannot be processed without the candidate's written consent.

There are a range of post results services available:

| SRN (service reference number) | Review of marking category |
|---|--|
| R1 | SERVICE 1 (Clerical re-check) This service included the following checks: <ul style="list-style-type: none">• That all parts of the script have been marked;• The totalling of marks;• The recording of marks. <p>The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The deadline for completion is within 10 calendar days of the awarding body receiving the request.</p> <p>Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).</p> |



| | |
|-------------------|---|
| <p>R2</p> | <p>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.</p> <p>A marking error can occur because of:-</p> <ul style="list-style-type: none"> • An administrative error; • A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; • An unreasonable exercise of academic judgement. <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</p> <p>The service is available for externally assessed components at GCE and GCSE specifications.</p> <p>This service will include:</p> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above. <p>The deadline for completion is within 20 calendar days of the awarding body receiving the request.</p> |
| <p>RP2</p> | <p>PRIORITY SERVICE 2P (Priority review of marking) The service is available for externally assessed components of both unitised and linear GCE A-level specifications for all exam boards. It is only available if a candidate's place in higher education is dependent on the outcome. Any applications not meeting the criteria will be treated as normal Service 2 requests. This service is also available for GCSE qualifications delivered by Pearson only.</p> <p>This is a priority review of the original marking to ensure that the mark scheme has been applied correctly.</p> <p>A marking error can occur because of:-</p> <ul style="list-style-type: none"> • An administrative error; • A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; • An unreasonable exercise of academic judgement. <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</p> <p>The deadline for completion is within 15 calendar days of the awarding body receiving the request.</p> <div data-bbox="491 1464 1417 1713"> <p>IMPORTANT NOTICE We strongly advise candidates to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep the candidate's place open until the review has been completed.</p> <p>An awarding body will not inform UCAS or others that a review of marking has been requested. However, it will advise UCAS of any grade change arising from a review.</p> </div> |
| <p>A1</p> | <p>ATS (Access to Script) A 'script' refers to the written work of a candidate which has resulted from an externally assessed component.</p> |



Review of moderation

This is a review of the original moderation to ensure that the assessment criteria has been fairly, reliably and consistently applied. **It is not a re-moderation of candidates' work.** The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

This service cannot be requested for an individual candidate.

Review of Marking - What to do next

Prior to publication of results, the exams team will be looking at all results received by the school. If a student is a few marks away from the next grade boundary, in addition to the student's 'Statement of Results', there will be a **coloured slip** detailing the subject/s that you may wish to consider submitting an application to review the marking of exam script/s. All requests must be approved by the exams office and all should be accompanied by a completed consent form (via a google form) and appropriate payment for the post results service that is required.

Before deciding to request a review of marking you should speak to either your subject teacher or a member of staff within the subject department. They may have additional information on how you performed during the assessment and be able to provide guidance on what paper/s you should consider having reviewed as the exams team are unable to provide such advice.

Once you have discussed your options and you wish to proceed with a post results enquiry, complete the google form (details of which will be available on Results' Day). Upon receipt of the form and payment of fees (via the Parentpay shop), the exams team will process your application. Please be mindful of the exams office deadlines to receive any post results requests.

Outcome of enquiries

The outcome of each enquiry will be confirmed by the respective awarding body.

The awarding body will provide a reason for the decision of a review of marking. If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, that is:

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement.

Grade protection does not apply to any of the post-review services that include a review of marking.

This means that students' marks and subject grades may be:-

- **Lowered**, so your final grade may be lower than the original grade you received;
- **Confirmed** as correct, so there is no change to your grade;
- **Raised**, so your final grade may be higher than the original grade you received.

Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.



Exam Certificates



Certificates arrive at CCCS by:

| Exam Series | Certificates available |
|-------------|------------------------|
| November | March |
| Summer | November / December |

The Exams Office should receive certificates from the awarding bodies early November for the Summer exam series. Those students still attending the school will be asked to collect and sign for them some time during November / December. If you left the school prior to this, then a charge of £5.00 will apply to have certificates posted home via Recorded Delivery. This can either be paid through the Parentpay shop. Alternatively, you can come in to school and sign for them.

Centres are only obliged to keep certificates for a period of one year after issue. This school tends to keep them for several years, but you should be aware that replacement statement of results / certificates will need to be applied for directly to the awarding body who place a cost on this service.



Frequently asked Questions



Why do I need to check the details on my 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 exam 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 for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if there's a clash on my timetable?

CCCS will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch as you will have to remain in quarantine until both exams are completed.

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

Inform the school as soon as possible so that we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers for you but we require as much notice as possible. You will have to obtain medical or other evidence if you wish the school to appeal for special consideration on your behalf. See also 'Student Absence'.

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 of special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). 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 fully prepared and covered the whole course but performance in the examination or in the production of non examined assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Office must be informed immediately, so that necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

What do I do if I fell 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 who will draw this to the attention of the Exams Office.

What happens if I arrive late for an exam?

You must report to Exams Office immediately. A member of staff will then escort you to the exam room. You must not enter an exam room unaccompanied once an exam has started. Please ensure that you allow enough time to get to school.



You should also be aware that if you start the exam more than 1 hour after the published starting time, CCCS must inform the awarding body and it is possible that the awarding body may decide not to accept your work. 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.

What happens if transport links are delayed?

Phone CCCS immediately.

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

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal CCCS regulations apply to uniform, hair, jewellery, make-up etc. You may remove your blazer once seated in the exam room.

What equipment should I bring?

- For most exams you should bring a minimum of 2 pens (black ink only).
- For some exams you will need a calculator, a ruler, pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers 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 awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Why can't I bring my mobile telephone / electronic devices (included watches) into the exam room?

Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term Malpractice?

Malpractice is when a candidate fails to comply with the JCQ regulations.

How do I know how long the exam is?

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

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

The invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Your candidate number will appear on your exam timetable, on your ID card and also on the seating plan on the notice board outside the main entrance to the school.

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

The Centre Number is **12845**. It will be clearly displayed in the examination room.



Can I leave the exam early?

No. It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam. School policy dictates that candidates may not leave the exam room early as this is very disruptive to candidates who may still be working.

Can I leave the room to use the toilet during an exam?

Students are expected to complete a morning or afternoon session without a toilet break. If you feel that this may be a problem then please bring a letter from your GP stating medical need to the Exams Office before your first timetabled exam.

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 and will be placed in an alternative location as indicated on the candidate's individual timetable and seating plans that are displayed. The invigilator will tell you when the 25% extra time has expired.

What do I do if I don't get the grades I need?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the subject tutor who will give their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or may even stay the same. Review of marking requests must be submitted to the Exams Office as soon as possible. The Exams Office will advise of the cost of this process. You must complete a consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam review of marking request to the exam board (which is refunded if your grade changes).

