



**TORPOINT**  
COMMUNITY  
COLLEGE

Inspiring Optimistic Learners



**STUDENT  
EXAM  
ASSEMBLY  
2022-2023**



It is in the best interests of all our students if **holidays are not taken** in term time, as this has serious repercussions on teaching and revision leading up to examinations.

Also - the JCQ/Exam Boards may have to move an examination to a different date later in a season which means it is important **not to go on holiday until after the last date in that season** has passed(not the last date on your timetable).

**Work Hard – Be Kind**

# EXAM SEASONS 2022-2023

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- **GCSE Resits E & M – 31st October to 7th November –**
- **Autumn Internals for Year 11 & 13 - 28<sup>nd</sup> November to 15<sup>th</sup> December**
- **January External CAMTEC Year 12/Year13 – 10<sup>th</sup> to 18<sup>th</sup> January**
- **Year 10 Summer Internals– 2<sup>nd</sup> May-12<sup>th</sup> May**
- **Year 12 Summer Internals– 28<sup>th</sup> June-3<sup>rd</sup> July**
- **Summer Externals Years 11 and 13 - 15<sup>th</sup> May – 28<sup>th</sup> June**

**Mr Golding on the Sixth Form: “We are the smallest school sixth form in Cornwall and yet our students are ready and willing to take their places on the world stage.”**

# NATIONAL CONTINGENCY DAY

- This is **usually** a day that must be kept free in the event of summer exams being moved due to contingency by the exam boards – **the dates for 2023 contingency are 8<sup>th</sup> June afternoon, 15<sup>th</sup> June afternoon, 28<sup>th</sup> June 2022 all day**
- If you do not attend an exam that has been moved to this contingency season you will not be eligible for special consideration enhanced grading
- **Usually** -No holidays until after this please!

**Respect. Prepare. Focus.**



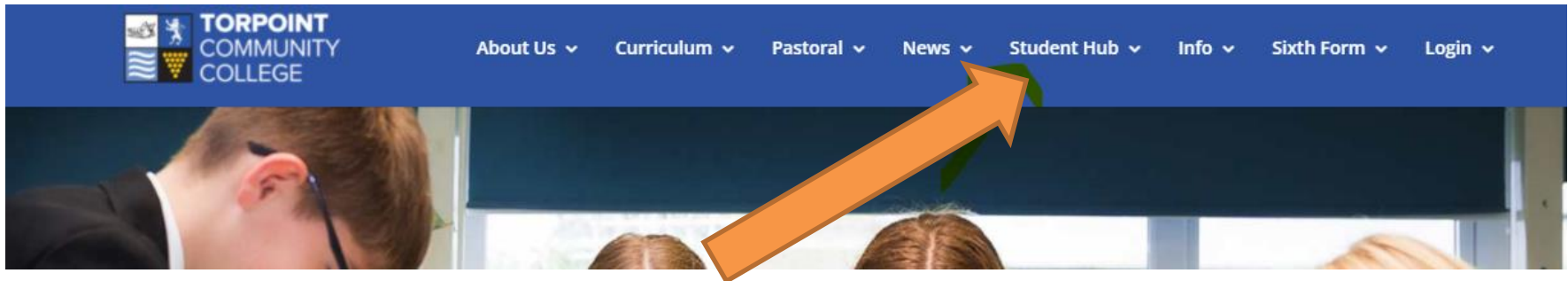
# DATA SHARING



- So that we can process your exams electronically we need to share some of your personal data with a number of organisations. This data may relate to your health, medical condition or disability. In some cases, we may need to provide more detailed personal information to support any application for access arrangements being made on your behalf.
- These organisations are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (AQA, CCEA, OCR, Pearson (Edexcel) and WJEC).
- Your application will be processed in line with the common standards, regulations and guidance developed by the Joint Council for Qualifications (JCQ) and the participating awarding bodies.
- If you are not happy for us to share your data please see the Exam Officer immediately. We will not use your data for any other purpose without your consent (unless authorised to do so by law).

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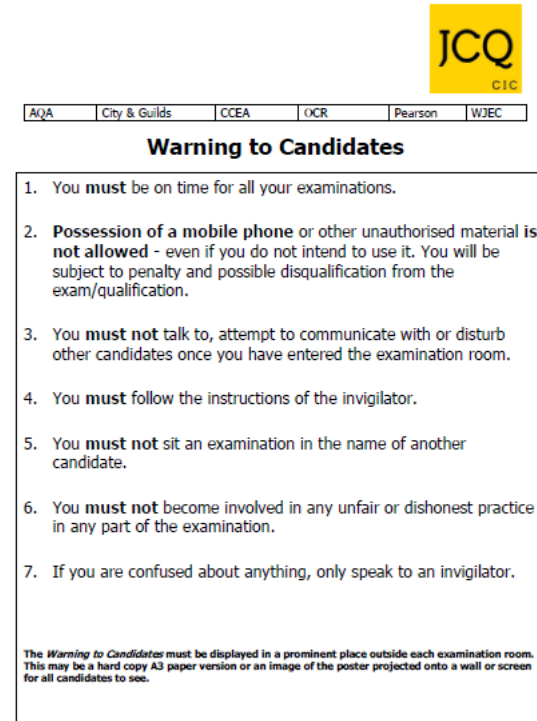
- **PLEASE TAKE TIME TO READ AND ADHERE TO THE REGS - they are on the college website under STUDENT HUB 'Exam Guidelines', on Show My Homework, emailed to exam students yr10-yr13, and sent via the Parent App....**
- – it is in your best interest to read and adhere!



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# JCQ Posters

- These posters are on display where exams take place, please read & adhere to them:-
- They are also on the College website

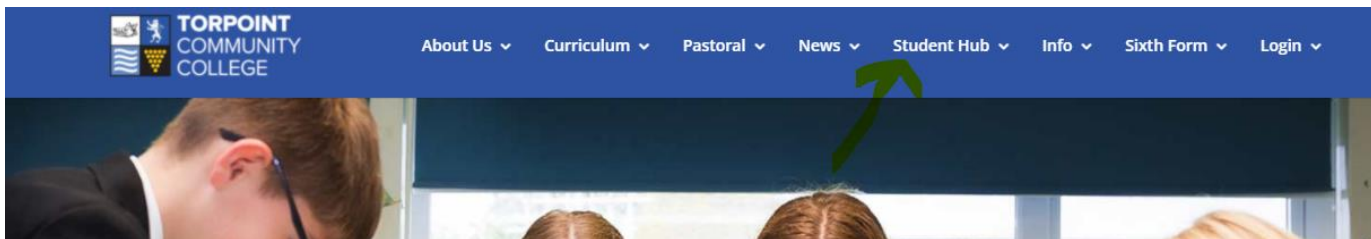


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# Exam Information

- As well as the jcq regulations - Information to Students & Parents, this assembly presentation, College Exam Policy and Summary Timetable are on the website too



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# STATEMENT OF ENTRY

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- You receive a copy of your Statement of Entry when the entries are made – **it is important you check all details are correct, and notify the college immediately of any inaccuracies** –
- You may be charged for any exams you do not attend if you do not inform us they are incorrect.
- PLEASE DO NOT USE THIS AS A TIMETABLE** the times are default & might be changed!



Statement Of Entry

Season: [REDACTED]  
Name: [REDACTED] Year: [REDACTED]  
Gender: [REDACTED] Registration Group: [REDACTED]  
Date of Birth: [REDACTED] Admission Number: [REDACTED]  
Candidate Number: [REDACTED] ULN: [REDACTED] UCI: [REDACTED]  
Name on Certificates: [REDACTED]

## Entries

AQA	GCSE/9FC	8461H	Biology/Tier H			
8461/1H	Biology Paper 1 Tier H	Board Timetabled	15/05/2018	13:30	105	
8461/2H	Biology Paper 2 Tier H	Board Timetabled	11/06/2018	09:00	105	
AQA	GCSE/9FC	8700	English Language			
8700/C	English Language Spoken Language	Not Timetabled				
8700/2	English Language Paper 2	Board Timetabled	08/06/2018	09:00	105	
8700/1	English Language Paper 1	Board Timetabled	05/06/2018	09:00	105	
AQA	GCSE/9FC	8702	English Literature			
8702/1	English Literature Paper 1	Board Timetabled	22/05/2018	09:00	105	
8702/2	English Literature Paper 2	Board Timetabled	25/05/2018	09:00	135	
EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H			
1MA1 2H	Calculator (H)	Board Timetabled	07/06/2018	09:00	90	
1MA1 3H	Calculator (H)	Board Timetabled	12/06/2018	09:00	90	
1MA1 1H	Non Calculator (H)	Board Timetabled	24/05/2018	09:00	90	
EDEXL/GCSE	GCSE/B	5BS01	Business Studies 1			
5BS0101	Intro to Small Business	Board Timetabled	23/05/2018	09:00	45	
EDEXL/GCSE	GCSE/B	5BS02	Business Studies 2			
5BS0201	Invest Small Business	Not Timetabled				





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# EXAM TIMETABLE

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- You receive a copy of your exam timetable a couple of weeks before the start of the exam season
- **IMPORTANT** - Please arrive 10 minutes before start time for the pre-exam information, so that you can be seated and ready to listen to the Exam Regulation announcement in the Exam Room 5 minutes before start time.

Individual Candidate Timetable

Season :   
Name :   
Candidate Number :   
UCI : 

Centre Number : 53637  
Year :   
Reg Group :   
ULN : 

**GOOD IDEA! –**  
use your mobile  
to photograph  
your timetable  
so you always  
have a copy



Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Wed 01 Nov	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	66 - 6th Form	C1
Thu 02 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 1F	Non Calculator (F)	1h 30m	66 - 6th Form	A4
Fri 03 Nov	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	66 - 6th Form	C1
Mon 06 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 2F	Calculator (F)	1h 30m	66 - 6th Form	A4
Wed 08 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 3F	Calculator (F)	1h 30m	66 - 6th Form	A4

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Exam papers vary, please make sure you complete all information boxes on both the exam paper and supplementary answer papers

& using LEGAL NAMES not known as names.

If it is not completed properly it is **YOUR responsibility.**

Only start writing your details when told to do so by the invigilator at the start of the exam.

Only start answering the paper when told to do so.

# EXAM PAPER

Centre Number				Candidate Number							
Surname											
Other Names											
Candidate Signature											

For Examiners' Use	
Examiner's Initials	
Question	Mark
1	
2	

AQA General Certificate of Secondary Education Foundation Tier

**AQA** General Certificate of Secondary Education  
Foundation Tier  
June 2013

**Science A**  
Unit Biology B1

**Biology**  
Unit Biology B1

Wednesday 5 June 2013 1.30 pm to 2.30 pm

For this paper you must have

- a ruler.  
You may use a calculator.

Time allowed  
• 1 hour

### Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer all questions.
- You must answer the questions in the spaces provided outside the box around each page or on blank pages.
- Do all rough work in this book. Cross through any work to be marked.


Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 60.
- You are expected to use a calculator where appropriate.
- You are reminded of the need for good English and clear presentation in your answers.
- Question 9 should be answered in continuous prose. Your answer will be marked on your ability to:
  - use good English
  - organise information clearly
  - use specialist vocabulary where appropriate.

### Advises

- In all calculations, show clearly how you work out your



CBAC WJEC		Examiner's Initials	For Examiner's Use
Centre number:	Candidate number:	Question No.	Mark
Paper reference:	Date of Examination:		
Subject/Unit title:			
Surname:			
Other names:			
Candidate signature:			
I declare this is my own work.			
<p><b>Write in the white box how many answer books you have used</b></p> <p>PLEASE PUT YOUR EXAMINATION CODE, CENTRE NUMBER AND CANDIDATE NUMBER ON EACH BOOK AND TING THEM TOGETHER IF POSSIBLE</p>			Total
<p><b>INSTRUCTIONS TO CANDIDATES</b></p> <ul style="list-style-type: none"> <li>• Use black ink or black ball point pen only. Do not use pencil or gel pen. Do not use correction fluid.</li> <li>• Write the information required in the spaces above. Complete in BLOCK CAPITALS.</li> <li>• Use both sides of the paper. Please only write within the white areas of the book.</li> <li>• Write the question number in the two boxes provided in the left hand margin at the start of each answer a g 0 1</li> <li>• If you make an error when filling in the question number boxes, fill in both boxes completely and write the question number in the space immediately below the boxes you have filled in.</li> <li>• Leave at least a space of two lines between each answer.</li> <li>• Do all rough work in this answer book. Cross through any work that you do not want to be marked. Do not tear out any part of this book. All work must be handed in.</li> <li>• Check that you have written the information required on each book used.</li> </ul>			
		AB 20	

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# REQUIREMENTS

- Make sure you know and adhere to the exam regulations - you are under regulations as soon as you walk into the exam room.
- Be on time(arrive 10 minutes before the start time) & make sure you know your seat number.
- If you do arrive late the Exam Board may not accept your work, report immediately to Reception to record the exact time of arrival
- Respect the exam and others.



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# Student Checklist

## Exam checklist for students



Before each exam, be sure to check:

- ☐ The date, time and location of the exam (particularly if it's in the morning or afternoon)
- ☐ The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.

If you are allowed to bring a calculator into the exam, check that:

- ☐ it is an approved model
- ☐ the batteries are working
- ☐ anything stored on it is cleared
- ☐ parts such as cases, lids or covers are removed
- ☐ If you have a case for your equipment (i.e. pens, pencils etc), it is transparent
- ☐ There is no label on any drinks bottle you intend to bring in
- ☐ Your mobile phone and any web-enabled devices are switched off and stored in line with advice from your Exams Officer

## Did you know?

ofqual

- ☒ To keep exam papers confidential until students sit them, all exams in a given subject qualification are taken at the same time nationwide.
- ☒ The exam boards and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.
- ☒ Exam rules apply to every school and college throughout the country, and checks are made to ensure the rules are followed.
- ☒ You must not take any exam stationery with you out of the exam hall once the exam has finished, including question papers, answer booklets (used or unused) or rough work.
- ☒ If you have your phone in the exam room, you could be disqualified, regardless of whether or not it is switched off or in aeroplane mode. You could even be disqualified from all your subjects.



# PROVIDE WHAT YOU NEED



- Bring the equipment you need in a **clear pencil case**.
- Write in **BLACK** ballpoint pen(only use coloured pencils or inks for diagrams, do not use highlighter pens on your answers).
- Water is **only permitted in a clear unlabelled bottle and must be placed on the floor.**
- Leave anything you do not need outside the exam room.



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# IMPLICATIONS



- Do not borrow from another student.
- Do not write on exam candidate cards or exam desks or chairs.
- Do not write inappropriately on your script.
- Do not take an unlisted resource into the exam room.

**“There is a table of offences which range from; 1=warning penalty to 9=barred from all exams.”**

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# EXAMPLE 1 PENALTY



## MOBILE PHONE OR ELECTRONIC DEVICE:-

In candidates possession and evidence of it being used by candidate (penalties 5 - 9).

5 = disqualification from the unit.

6 = disqualification from all units in one or more qualifications in series.

7 = disqualification from the whole qualification.

8 = disqualification from all qualifications taken in that series.

9 = barred from entering for examinations for a set period of time.



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# EXAMPLE 2 PENALTY



## Allowing Copying by another candidate

Permitting examination script to be copied; showing other candidates the answers

2 = disqualification from the unit.

3 = disqualification from all units in one or more qualifications in series.

4 = disqualification from the whole qualification.

## Copying from another candidate

5 = disqualification from the unit.

6 = disqualification from all units in one or more qualifications in series.

7 = disqualification from the whole qualification.

8 = disqualification from all qualifications taken in that series.

9 = barred from entering for examinations for a set period of time



(this includes via social media & websites – EXAM BOARDS MONITOR THEM!)

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# EXAMPLE 3 PENALTY



## UNACCEPTABLE BEHAVIOUR IN THE EXAM (including offensive language):-

**THINK** BEFORE YOU **SPEAK**

Minor disruption lasting short time – calling out, causing noise, turning around:-

1 = warning.

Repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions:-

2 – 4 penalties.

Defacing scripts and destruction of own work:-

2 – 4 penalties.

**BAD**  
Behaviour

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# RESOURCES



- Do not take a resource into the exam room (unless listed for the exam)
- Do not use a dictionary or spell-checker(unless told to do so).
- You may use a calculator (unless you are told you must not).
- If you use a calculator - it is your responsibility -Make sure it works properly - Clear anything stored in it.
- Do not bring any operating instructions or prepared programs.
- Make sure battery life is good.
- “YOU MUST PROVIDE YOUR OWN CALCULATOR.”



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# CALCULATOR REGULATIONS:-

**Advice:\*** An invigilator may give a candidate a replacement calculator if one is available.

**Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.**

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

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# NOT ALLOWED IN EXAM ROOM



- Electronic data storage devices.
- Communication devices, eg mobile phones, MP3, ipods, smart watches or pens etc.



**“You could be disqualified from all your exams by not adhering to these regulations”**



Wrist watches will only be allowed in the exam room if it is part of Access Arrangements

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# ALSO NOT ALLOWED IN EXAM ROOM



- No hats on or hoods up.
- Notes.
- Calculator lids or cases/instruction leaflets.
- Bags.



**“You could be disqualified from all your exams by not adhering to these regulations”**



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# IN THE EXAM ROOM YOUR INVIGILATORS ARE:-

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# IN THE EXAM ROOM



- Find your seat, put your water bottle on the floor, sit quietly, face the front and await instructions. Do not write anything until asked to do so.
- Listen to the invigilator.
- To attract the invigilator's attention raise your hand:
  - if you do not have the right question paper.
  - if the question paper is incomplete or badly printed.
  - if something is wrong.
- Emergency evacuation & regulations will be announced before each exam.

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# IN THE EXAM MAKE SURE



- Your **'Legal Name'** is used on all exam papers
- Remember you are responsible for producing legible writing.
- Read and follow the instructions on the front of the exam papers carefully before you are told to start.
- Remember to complete question number details for your script.

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# ADVICE & ASSISTANCE



- **Put up your hand if;**
  - you have a problem.
  - you feel ill.
  - you need more paper.
  - you check the exam start/finish times on the whiteboard and think they have been written incorrectly.
  - you think anything is wrong.
- **Do not ask for any explanation of the questions.**
- **Follow the Invigilators instructions at the end of the exam carefully.**
- **All papers will be collected before dismissal in silence.**

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# Year 10 EXAM Evacuation Day

- For Summer term internal exams the college conducts a emergency evacuation from exam rooms so that students know what to expect if this has to be done for real:

3<sup>rd</sup> May 2023 immediately before the Biology GCSE papers



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# RESULTS DAYS

## EXTERNAL RESULTS IN SIXTH FORM COMMON ROOM

November GCSE Resits – 12<sup>th</sup> January – during Tutor

January CAMTEC – 15<sup>th</sup> March – during Tutor

Summer KS5 (GCE) 17<sup>th</sup> August 2023 8.00am until 10am

Summer KS4 (GCSE) 24<sup>th</sup> August 2023 8.00am until 10am

Students with Access Arrangements should contact Mrs Lear if they require a copy of their approved access arrangements to give to their further education establishment.

## INTERNAL RESULTS DAYS

To be confirmed



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# ENQUIRY ABOUT RESULTS

ACCESS TO SCRIPTS, CLERICAL RE-CHECKS,  
REVIEW OF MARKING, REVIEW OF  
MODERATION, APPEALS, ETC. (for 2022 to  
yet be confirmed)



If you feel your external results are incorrect and require a post result service refer to the letter in your results envelope or see Mr Golding within the specified deadline.

Payment for post result services must be made before the application deadline in the letter, and **you must sign to confirm acceptance of the post result service.**

**Please note points/grades can go down as well as up!**

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# CERTIFICATES



- GCE Certificates are posted in November to the address provided by year 13's before they leave the college.
- GCSE Certificates are available for you to collect from the Exam Office in the November after you have completed your course, or available from your Year Group Achievement Event.
- You must keep them safe as Exam Boards are reluctant to re-issue, and it is costly to obtain their letter of achievement.
- Certificates are held at TCC for 2 years from the date of achievement and then uncollected certificates are **DESTROYED** - after this you need to contact the exam boards direct.

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FINALLY

THANK YOU FOR LISTENING  
AND WE WISH YOU WELL WITH YOUR EXAMS.



**#TogetherWeWillSucceed**