



# ST FRANCIS OF ASSISI CATHOLIC COLLEGE

## EXAM INFORMATION BOOKLET

Exams Manager - [exams@stfrancis.cc](mailto:exams@stfrancis.cc)



# Contents

Examination Subjects and Exam Boards .....	3
Examination Subjects and Exam Boards .....	4
Exam Timetables .....	5
FAQs .....	5
Exam Day .....	6
JCQ Exam Day Information .....	7
JCQ Information for candidates.....	8
JCQ Social Media Information .....	9
JCQ AI Information .....	10
Exam Materials .....	11
Contingency Days .....	12
After the exams .....	13
Coping with exam pressure .....	14

# Examination Subjects and Exam Boards

## A LEVEL

Subject	Board	Code	Title	QAN
Art	OCR	H601	A Level Art & Design (Fine Art)	60150889
Business Studies	EDEXL/GCE	9BS0	A Level Business	60146734
Computer Science	OCR	H446	A Level Computer Science	60149115
Criminology	WJEC/L3	4543QD	WJEC Level 3 Applied Diploma in Criminology	6016248X
Design Engineering	OCR	H404	A Level Design Technology: Design Engineering	60311319
English Literature	AQA	7717AA	A Level English Literature	60153283
French	AQA	7652V	A Level French	6018727X
Geography	AQA	7037	A Level Geography	6018940X
Health & Social Care	EDEXL/KSQ	WYV46	BTEC Level 3 National Extended Certificate (360) RQF Health and Social Care	60171972
History	OCR	H505	A Level History	60147015
Law	EDEXL/KSQ	ZFC88	BTEC Level 3 National Extended Certificate (360) RQF Applied Law	60190437
Mathematics	EDEXL/GCE	9MA0	A Level Mathematics	6031333X
Mathematics	EDEXL/GCE	9FM0	Further Maths	60314990
Media Studies	AQA	7572	A Level Media Studies	60323723
Physical Education	EDEXL/GCE	9PE0	A Level Physical Education	60182787
Product Design	OCR	H406B	A Level Design Technology: Product Design	60311319
Psychology	AQA	7182	A Level Psychology	6014838X
Science	EDEXL/KSQ	TTE67	BTEC Level 3 National Extended Certificate (360) Applied Science	60174365
Science	OCR	H420	A Level Biology A	60142601
Science	OCR	H432	A Level Chemistry A	60152552
Science	OCR	H556	A Level Physics A	6014743X
Sociology	Eduqas	A200QS	A Level Sociology	60147489

# Examination Subjects and Exam Boards

## GCSE

Subject	Board	Code	Title	QAN
Art	OCR	J171	GCSE Art & Design (Fine Art)	60180869
Computer Science	OCR	J277	GCSE Computer Science	6018355X
D & T	OCR	J310	GCSE Design Technology 9-1	60306634
English Language	AQA	8700	GCSE English Language	60142923
English Literature	AQA	8702	GCSE English Literature	60144476
Food Tech.	Eduqas	C560P1	GCSE Food Preparation and Nutrition	60180936
French	AQA	8658	GCSE French	60181576
Geography	OCR	J384	GCSE Geography	60182246
Health & Social Care	EDEXL/KSQ	RHS3	BTEC L1/2 Tech Award in Health and Social Care	60370476
History	OCR	J410/OC	GCSE History	60180912
Information Technology	EDEXL/KSQ	RIT3	BTEC L1/2 Tech Award in Digital IT	60370506
Mathematics	EDEXL/GCSE	1MA1	GCSE Mathematics	60147003
Media Studies	AQA	8572	GCSE Media Studies	60321052
Music	EDEXL/GCSE	1MU0	GCSE Music	60182040
Physical Education	EDEXL/GCSE	1PE0	GCSE Physical Education	60181618
Religious Education	Eduqas	C120PB	GCSE Religious Studies B	60184012
Science	EDEXL/GCSE	1BI0	GCSE Biology	60186100
Science	EDEXL/GCSE	1CH0	GCSE Chemistry	60186112
Science	EDEXL/GCSE	1PH0	GCSE Physics	60186094
Science	EDEXL/GCSE	1SC0	GCSE Combined Science	60186124

# Exam Timetables

A provisional timetable is available on the school website [here](#).

You will have received your provisional timetable before February half term, final timetables that will confirm your seating arrangements will be issued after the Easter holidays.

Make sure you check your timetable thoroughly, and come to see the Exams Manager in the Exams Office if you have any queries.

## FAQs

### **What if I feel unwell on the day of the exam?**

In all cases, you should try to attend your exam, however, if you are unwell you must contact school as soon as possible.

In some cases, it may be possible to apply for special consideration as long as you have completed at least 50% of your course. Special consideration will grant from 0% (special consideration given, but no marks awarded) to 5% in exceptional cases. Any consideration given is likely to be small.

Medical evidence will be required before special consideration can be applied for, for example a GP or hospital letter.

### **What if I have an exam clash?**

Come to see Miss Lewis to discuss this, one of your exams will be rearranged (unless the clash is with A Level Maths which must remain in the allocated spot) and you will be supervised at all times on your clash day.

### **What if I lose my timetable?**

Please try to keep your timetable safe. Copies will be made available to HALs and form tutors in the event that you do lose yours.

### **What if I am late for an exam?**

You must arrive 15 minutes before the start of your exam time. If you arrive more than 30 minutes after the exam has started, the Exam Boards will be informed and it is their decision whether they will accept your paper.

### **Will the invigilators know I have an access arrangement in place?**

Yes, all invigilators will know whether you are permitted extra time, a medical pass to go to the toilet, use of a laptop, or any other arrangement. If you have any concerns please speak to Mrs Padhiar, or Miss Lewis.

# Exam Day

- All morning exams start at 09:15, afternoon exams start at 01:15.
- You **must** arrive at your exam room at least 15 minutes before the exam start time.
- Make sure you have been to the toilet before the exam, only those with a medical diagnosis will be permitted to have a toilet break during the exam.
- Full and correct school uniform must be worn for your exam, or appropriate attire for Sixth Form.
- Your timetable will show your exam room and seat number, these may change if adjustments have been needed. Please check the seating plans displayed in Bridge Hall and outside the exam room in case of any changes.
- Mobile phones are **strictly forbidden**, if you are caught with a mobile phone on you, or your phone goes off in the exam hall, this will be reported to the Exam Boards.
- Disrupting the exam in any way will be reported to the Exam Boards.
- Penalties can range from a formal warning, to losing your marks for that paper, to a full examination ban – the school does not decide these outcomes so you must make sure you follow the regulations.
- You will not be allowed to leave the exam room early. If you have finished your paper, use the time to check over your work.
- Remain silent as you leave the exam room, other students may still be completing their exams.

**REMINDER** - Mobile Phones MUST NOT be taken into the examination room

If you have your phone in your possession, you may receive zero marks

If you are caught using your mobile phone, the examination boards may disqualify you from that subject

Repeat offenders may be banned from examinations entirely

# On your exam day

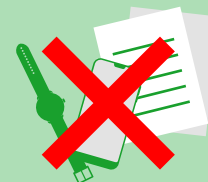
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



## What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



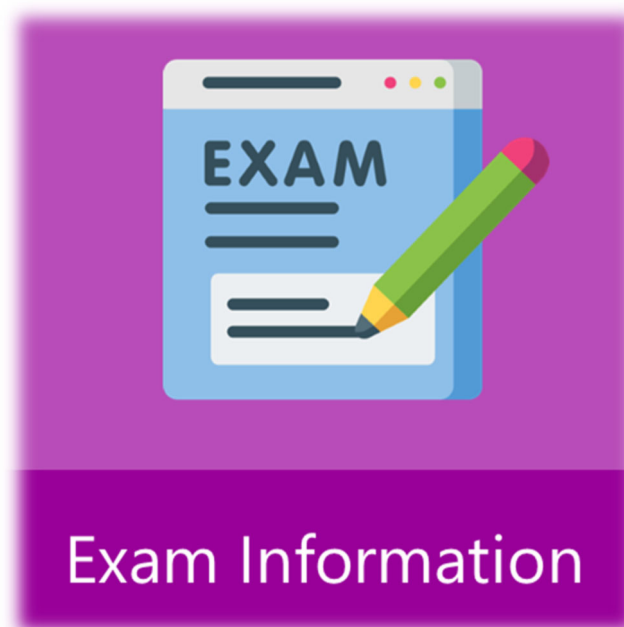
# JCQ Information for candidates

As a school, we must ensure that you are given access to the following documents which contain information relating to your exams, non-examination assessments and use of your personal data.

You can click the links below to take you to the relevant pages:

- [JCQ Privacy Notice](#)
- [Written Exams](#)
- [On-screen tests](#)
- [Non-examination assessments](#)
- [Coursework](#)

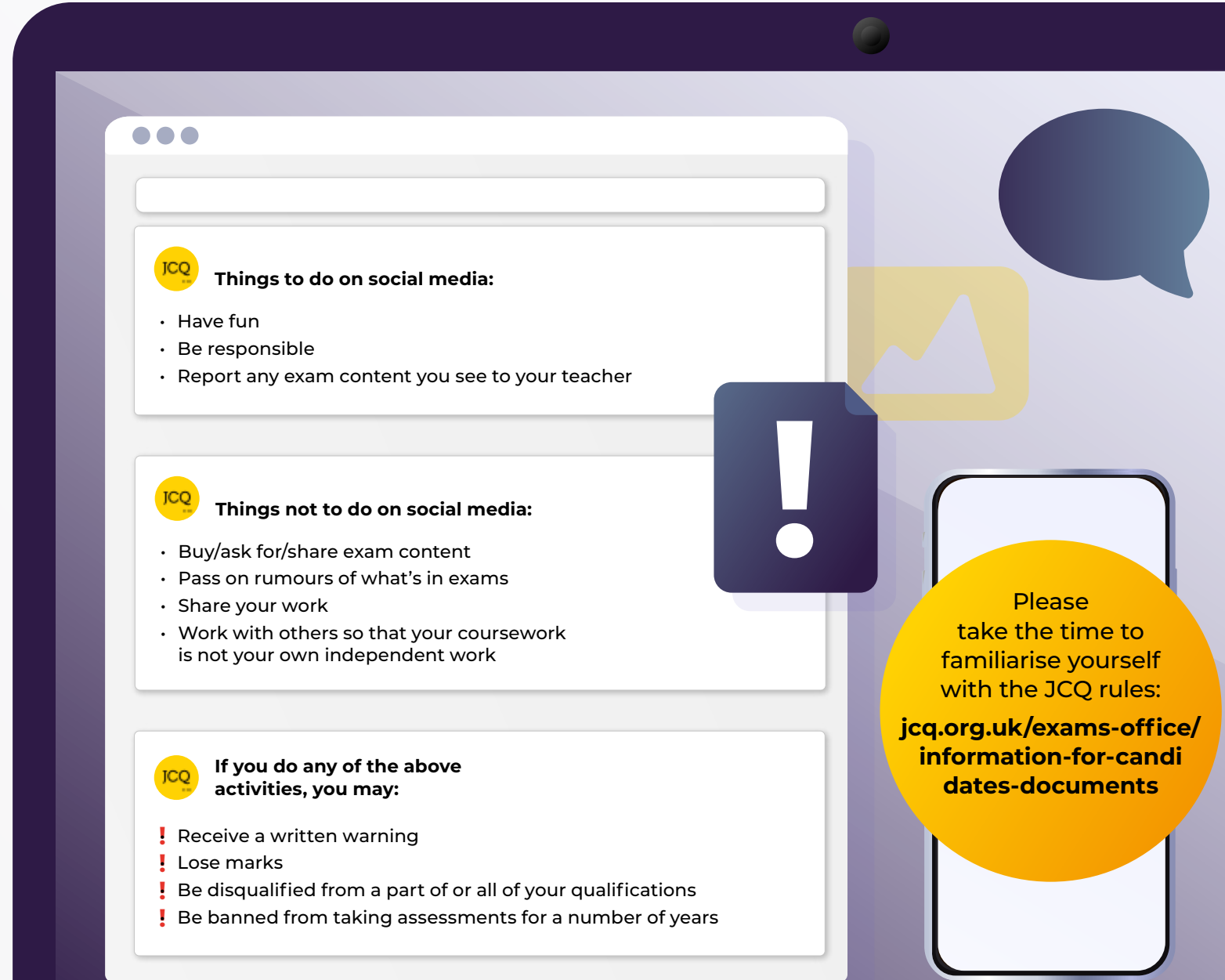
If you have any questions about any of the content in the information documents, please come and speak to Miss Lewis in the Exams Office.






**While we like to share our experiences online, when it comes to exams, we have to be careful.**


- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher



**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work



**If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!  
Know the rules  
Talk to your teachers  
Reference clearly

# Exam Materials



## YES

- A clear pencil case
- Water in a clear bottle
- Black pen(s)
- Pencils
- Eraser
- Sharpener
- Ruler
- Calculator (if permitted)
- Protractor
- Compass
- Highlighter

Please note you must only highlight the question paper.  
Do not highlight your answers.



## NO

- Mobile phones
- Watches of any kind
- Earphones, earbuds, AirPods of any kind
- Notes or handwritten documents of any kind
- Food
- Fizzy drinks
- Sunglasses
- Makeup, including lip balms

Remember – do not write any notes on your hands, arms etc. - this will be reported as malpractice to the Exam Boards.

# Contingency Days

Contingency Days are set by the Exam Boards and students must remain available for the following dates and times:

Thursday 6<sup>th</sup> June 2024 – Afternoon, from 12:00

Thursday 13<sup>th</sup> June 2024 – Afternoon, from 12:00

Wednesday 26<sup>th</sup> June 2024 – ALL DAY

You must ensure that you are available for these dates, in the event of a national or local emergency, where your exam may be moved to one of the above dates.



# After the exams

Results Days

A Level – 15<sup>th</sup> August 2024

GCSE – 22<sup>nd</sup> August 2024

Results will be available to collect in school on the above dates.

If you are unable to come into school to collect your results, you may nominate someone to collect these on your behalf, in writing to the Exams Manager - [exams@stfrancis.cc](mailto:exams@stfrancis.cc).

Results will not be given out by telephone.

Details of post-results services, such as access to scripts or reviews of marking, will be included in your results envelope.

You must make sure that you pay attention to the deadlines for any of the services offered.

Certificates from exams taken in the Summer usually arrive in school by the end of November. If you are not staying at school for sixth form, a message will be posted on social media and the school website to confirm when you can come to collect your certificates.



# Coping with exam pressure

We all want you to feel as confident as you can ahead of your exams, please talk to your teachers if there is something concerning you, so we can help.

There are lots of resources available online to help you feel more confident about your exams, some useful links are included below:

[Mind](#)



[Student Minds](#)



[Health for Teens](#)



[Young Minds](#)



[Ofqual - Guide for Students](#)

