

Bolder Exam Guide



All you need to know to get you
through your exams!

Bolder Exam Guide

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Introduction



At Bolder Academy we are aiming to make the exams as stress free and successful as possible.

We hope this booklet will prove informative and helpful for both you and your parents.

Suelin Billingham – Exams Officer

If you have any questions that are not answered in this booklet please see Mrs Billingham, the Exams in Room 119.

sbillingham@bolderacademy.co.uk

Exam Boards - Awarding Bodies

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations. Please read the information provided in this booklet carefully particularly the Notices for Candidates that are in the back of this booklet.

The school uses the following examination boards: AQA, Pearson/Edexcel, OCR. Each of these website will have subject specification and other resources for their subjects. Useful links can be found at the end of this document.



You can find detailed subject specifications as well as past papers and lots of other resources on these sites.

AQA	https://www.aqa.org.uk/
-----	---------------------------------------------------------------

Pearson Edexcel	https://ocr.org.uk/
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OCR	https://qualifications.pearson.com/en/home.html
-----	---------------------------------------------------------------------------------------------------------------

JCQ	https://www.jcq.org.uk/exams-office/information-for-candidates-documents/
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Contacts at School

Mrs Billingham, the Exams Officer will try to help with any exam questions your have. They are based in Room 119.

Alternatively you can email:

sbillingham@bolderacademy.co.uk

For Access Arrangement questions, please see Ms Maholta.

pmaholta@bolderacademy.co.uk

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Statement of Entry

All students will get a **Statement of Entry** with their exam entries and the exam details.

Let us know immediately if there is information that is not correct or missing on your statement of entry. This includes your name and date of birth as well as the exams you are taking. Corrections to certificates are possible but there will be a charge.

Remember that we will be using your legal name and not your preferred name for our entries.

Candidates Statement of Entry (sample)

Individual Candidate Timetable - Default

Check your birth-day is it correct?

Your candidate number will be the same for all exams.

These numbers are important in the future to track back your results.

Your full legal name (not your preferred name) is here. This will be on all your certificates.

*Put these dates in your phone, planner or stick to the fridge!
If you have a timetable clash (two exams at the same time) come and see Mrs Billingham*

Check that the subject and the Tier (Higher or Foundation) is correct.

Season: 2023
Name: Joe Blogs
Gender: Male
Date of Birth: 01/01/2006
Candidate Number: 10000
Name on Certificates: Joe Blogs

Year: Y11
Registration Group: 11
Admission Number: 0011000
ULN: 3622517378
UCI: 13170000000

Timetabled Components

Date	Start	Duration	Board	Level	Element	Component
Fri 27/01/2023	09:00	135	DOM	Locl/B	EngLi: English Literature	EngLit: English Literature Paper 1
Mon 20/02/2023	14:00	90	DOM	Locl/B	MaH: Maths Higher	MaHP1: Maths Higher Paper 1
Tue 21/02/2023	14:00	105	DOM	Locl/B	TripBi: Triple Biology	TripBio: Triple Biology GCSE
Wed 22/02/2023	09:00	105	DOM	Locl/B	EngLan: English Language	EngLan: English Language Paper 1
Wed 22/02/2023	14:00	90	DOM	Locl/B	CSc: Comp Science	CSP1: Computer Science P1
Thu 23/02/2023	14:00	90	DOM	Locl/B	MaH: Maths Higher	MaHP2: Maths Higher Paper 2
Fri 24/02/2023	09:00	105	DOM	Locl/B	SpH: Spanish Higher	SpH: Spanish Higher Reading and Writing
Mon 27/02/2023	14:00	105	DOM	Locl/B	TripCh: Triple Chemistry	TripCh: Triple Chemistry
Tue 28/02/2023	13:30	90	DOM	Locl/B	CSc: Comp Science	CSP2: Computer Science P2
Wed 01/03/2023	14:00	105	DOM	Locl/B	TripPh: Triple Physics	TripPh: Triple Physics
Thu 02/03/2023	14:00	90	DOM	Locl/B	MaH: Maths Higher	MaHP3: Maths Higher Paper 3
Fri 03/03/2023	09:00	120	DOM	Locl/B	DeTe: Design and Technology	DeTe: Design and Technology GCSE

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Access Arrangements

Some students may have special arrangements to support them in their exams. Ms Gibney (SENDCo) is responsible for organising this.

Exam Clashes

The main exam boards work together to try and get the most sensible exams schedule. For most subjects this means that papers are spread out through the series, however there may be exam clashes where two exams are scheduled at the same time. If this happens to you will advise you on the steps that you need to take in these circumstances.

Exam Regulations

Copies of the JCQ exam information for candidates and our Exams Policy on the school website. These should be read carefully as the rules and regulations are strictly enforced.

If you break any of the examination rules we have to report you to the Exam Board. This may result in your exam paper not being marked.

Exam Invigilators

Invigilators are used to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to.

Invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.

Listen to the invigilators and raise your hand if you have a question.

Fire Evacuation During the Exams

If the fire alarm goes off during an exam you will be asked by the invigilators to stop writing immediately and put down your pen. You must remain completely silent as exam conditions will continue to apply for the duration of any evacuation, therefore there should be no communication between you and other candidates.

You will be escorted by the invigilators in silence from the examination room to the fire assembly point; all equipment will be left on your exam desk.

You will not line up with your normal form groups but on the area next to the MUGA on the hardstanding entrance to the playing fields. Do not talk with anyone else as this could compromise the exam.

Once the "all clear" has been given you will return with your invigilators, again in complete silence and under exam conditions back to the same exam room. You will be allowed the full working time for the examination.

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Exam Paper Cover

Write your full legal surname in CAPITALS (do not use your preferred name).

Write your legal First Name in CAPITALS (do not use your preferred name).

Our Centre Number is **13170**

Check the Subject and Exam Board is correct

Check the Level – Foundation or Higher is correct

Your Candidate Number is on your Candidate Card

If you are not allowed a calculator in this exam and you have one, put it under your chair. All calculator covers should be put under your chair.

Read the instructions carefully! They will help you spread your time between questions and may help you gain marks in the right areas!

is below before entering your candidate information

Candidate surname

Other names

Centre Number

Candidate Number

Pearson Edexcel
Level 1/Level 2 GCSE (9-1)

Time 1 hour 30 minutes

Paper reference **1MA1/1F**

Mathematics
PAPER 1 (Non-Calculator)
Foundation Tier

You must have: Ruler graduated in centimetres and millimetres, protractor, pair of compasses, pen, HB pencil, eraser, Formulae Sheet (enclosed). Tracing paper may be used.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided – there may be more space than you need.
- You must **show all your working**.
- Diagrams are **NOT** accurately drawn, unless otherwise indicated.
- **Calculators may not be used.**

Information

- The total mark for this paper is 80
- The marks for **each** question are shown in brackets – use this as a guide as to how much time to spend on each question.

Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.
- Good luck with your examination.

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The Day of the Exams

Arrive at school **ON TIME**. It is much better to arrive early in case there are problems with your journey.

Students are responsible for arriving in good time for their exams. All our morning examinations start from 9.00 am, so you must arrive at school by 8.30 to have a relaxed start to the exams with your friends. Breakfast will be available and whenever possible we will try to arrange for a revision session before the exam.

Afternoon examinations start from 1.30 pm so you will need arrive at school by 1.00 pm.

All bags and coats must be left in your locker or the white storage bags, which will normally be stored by the changing rooms by 1pm at the latest.

Check the noticeboards for the location of your exam room. Wait in the designated line up area until your name is called and you can enter the exam room in candidate order. Your candidate card will show you where to sit.

Items that are not allowed in the exam room

Students **MUST NOT** have mobiles phones in their possession (either on or off). This is very important – if a phone is found, there is a good chance that you will be disqualified from the exam you are taking and possibly also the whole subject.



If you don't want to put your phone in your bag, you can hand your phone in to the invigilators or to the main office for safe keeping. It is your responsibility to collect these items after the exam.

Ear pods and any type of watch is not allowed in the exam room. Smart devices including glasses are not allowed and will be reported to the exam board.

Any paper or notes, even they are nothing to do with exams are not allowed in the exam room.



There will be spot checks to make sure that you do not have any unauthorised items in the exam room and this many include the use of metal detecting wands.

Food and Drink

No food is allowed in the exam room unless you have specific permission and this includes sweets or chewing gum.

Clear water bottles with no labels are allowed.

What else is allowed in the exam room?

You should bring a clear pencil case with all the things you need, including maths sets and calculators where necessary. Any programming should be removed and calculators may be checked for this.

You will need several black biro in case of breakages.

Do not use gel pens as these do not scan well and are not accepted by the exam boards.

Candidate Cards

On your exam desk there will be an exam card with your legal name (this might be different from the name you use in school), school centre number and candidate number.

Please do not write on this as it will be used for all of your exams.

Please ensure you always write your full legal name on all your exam papers.

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The candidate number you use will be the same for all of your exams.

Bolder Academy's Centre Number is 13170.

The Start of the Exam

Listen carefully to instructions and notices read out – there may be amendments to the exam paper that you need to know about.

Read all instructions printed on the front of the exam paper carefully and number your answers clearly.

Check that you have completed your details correctly on the front of the paper.

If you need equipment raise your hand and a invigilator will try and help.

Forgotten equipment will result in a 30 minute detention. So be prepared!

Do not scribble, doodle or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper for marking.

You will not be provided with paper to do “rough work” – you must write all rough work on your exam paper and neatly cross through it with a single line.

In most cases you will be given a 5 minute warning. Use this valuable time to double check your answers and make sure that you have completed your questions fully.

You will not be allowed to go to the toilet unless you have a toilet pass.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have not missed any questions.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

At the end of the exam

You should remain seated in silence, facing the front of the examination room, until you are told to leave. All the exam papers will be checked before you leave. If you have forgotten to add your name or candidate number, you will be asked to change this before leaving.

Please leave the room in silence and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.

Behaviour During Exams

Exam behavior is crucial as it reflects integrity, respect, and fairness. Students will have worked extremely hard at their studies and their revision and want to do well. We want to be able to give them the conditions that will allow all students to perform their best without distractions. If a student is not behaving as expected, their actions will be noted by the trained invigilators in the Exams Incident Form and the student will face sanctions.

This could include:

- detention after the exam
- removal from the exam
- suspension
- removal of privileges such as attending the graduation party.

JCQ regulations also require that malpractice in exams is reported to the exam boards and could result in no marks for that exam.

These consequences can be avoided by adhering to the instructions and respecting those around you.

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GCSE Results

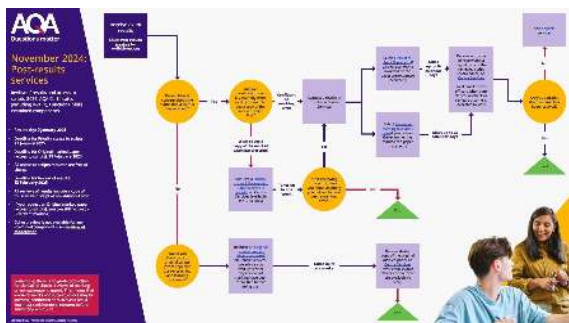
Results will be available to collect from school on Thursday 24th August 2023. More details will be provided about collection times before the end of term.

If you wish any other person (including family members) to collect your results on your behalf, you must complete the Candidate Permission Form available from Mrs Billingham. The person you nominate to collect your results will be asked for proof of id.



Unfortunately no results will be given out by telephone or text. If you are not able to come into school, then your results will be emailed to you the following day, through your school email address.

If you have problems accessing your school email, contact Mrs Billingham who will help you reset your password.



After the Results

Senior Leaders at Bolder will be at the school on Results Day and will issue your results to you directly. We will provide more details of this before the end of term.

If you are unhappy with any of your GCSE results it is possible to have certain checks carried out. This must be done through the school and in accordance with our appeals procedures.

Examination boards make a charge for this service and payment for either a review of marking or to request your exam script back must be paid prior to an application being submitted. The necessary forms will be available from us on results day.

Please be aware that on appeal results can go down as well as up!

Certificates

GCSE certificates should arrive in school by mid-November. Please ensure you keep the school updated with any changes of address should you move house so that we can tell you when and how to collect your certificates.

Bolder Academy is only obliged to keep certificates for a period of three year after issue. After this period of time the certificates will be destroyed.

If a student loses their certificates or fails to collect their certificates within this period of time, it may be possible to request a replacement certificate by applying directly to the appropriate examination boards. There will be a fee for this service.

Once you have collected your certificates please keep them safe as they are important and will need to be presented if you go on to further education, an apprenticeship or employment. Bolder Academy will not keep a photocopy of students' exam certificates in school.

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Frequently asked questions

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

In the case of an accident that means you are unable to write it may be possible to provide you with a scribe or laptop to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital).

In some circumstances we can apply for Special Considerations to be taken into account. These will need to be supported with evidence of the issue and will be decided by the Awarding Body.

Inform the Exams Officer at the earliest possible opportunity so we can help or advise you.

Q. Can I eat anything during the exam

No, unless you have specific permission. This includes sweets and gum.

Q. Do I have to wear school uniform?

Yes. Normal school regulations will apply to uniform

Q. If I am late can I still sit the examination?

It **may** be possible for you to sit the examination. Call the Main Office as soon as know that you may be late and get to school as quickly as possible. You must report to reception on arrival. The Exams Officer will take you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

Not reading the timetable properly is not an excuse for being late.

Q.what if I don't have the right equipment for the exam.

You are expected to be well equipped for the exams including having a calculator.

Stationery packs and calculators are available to buy through ParentMail school shop.

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

No. Going to the toilet will disrupt your exam and require invigilators to accompany you. JCQ regulations also see toilet visits as a risk to the security of the exam.

Please go to the toilet before exam. Most exams are around one and half hours to two hours and you should not need the toilet during this time. If you have medical needs that mean you may need a toilet break please see Mrs Billingham or Ms Nicholson, the school nurse for a pass. Any toilet break taken will not add to the timing of the exam.

Q. What if I have more than one exam in the same session?

If you have a clash exam, special arrangements will be made for you and these will be explained well in advance.

DON'T BE LATE !!

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

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

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

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones etc.) is seen as malpractice (cheating) and is subject to severe penalties by the awarding bodies. If a mobile phone or electronic device is found in your possession, even if it is turned off – it will be taken from you and a report made to the appropriate awarding body.

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

Let the invigilators know that you may be sick and they will try and help by putting up your hand. Special Considerations may be applied in some circumstances but Awarding Bodies often reject or provide minimal marks for illness, so it is best that you try and finish the exam.

If you are prone to period cramps or headaches, please prepare well in advance and have some painkillers before the start of the exam, if supported by your parent or carer. At Bolder we are not able to give any medication so you will need to bring your own.

Awarding Bodies are unlikely to accept period pain or headaches as a reason for awarding extra marks.

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

Clocks will be visible from all parts of the room. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard or flipchart at the front of the exam room.

Q. What if I run out of paper or break my pen?

Raise your hand and the invigilators will try and help.

Q. Can I leave the exam early?

You will not be allowed to leave the exam room early as this is disruptive to other candidates.

Q. What happens if I fail a GCSE exam?

If you fail Maths or English or you wish to try for a higher grade, you may be able to retake the exam in November of the next academic year. You may have to pay for this resit.

At Bolder we only offer resits to students attending our 6th Form.

Tips to Manage Stress

Everyone gets nervous and it is a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve. Here are some tips and techniques you can try if you feel stressed before and in exams.

<https://www.nhs.uk/mental-health/children-and-young-adults/help-for-teenagers-young-adults-and-students/tips-on-preparing-for-exams/>

<https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/>



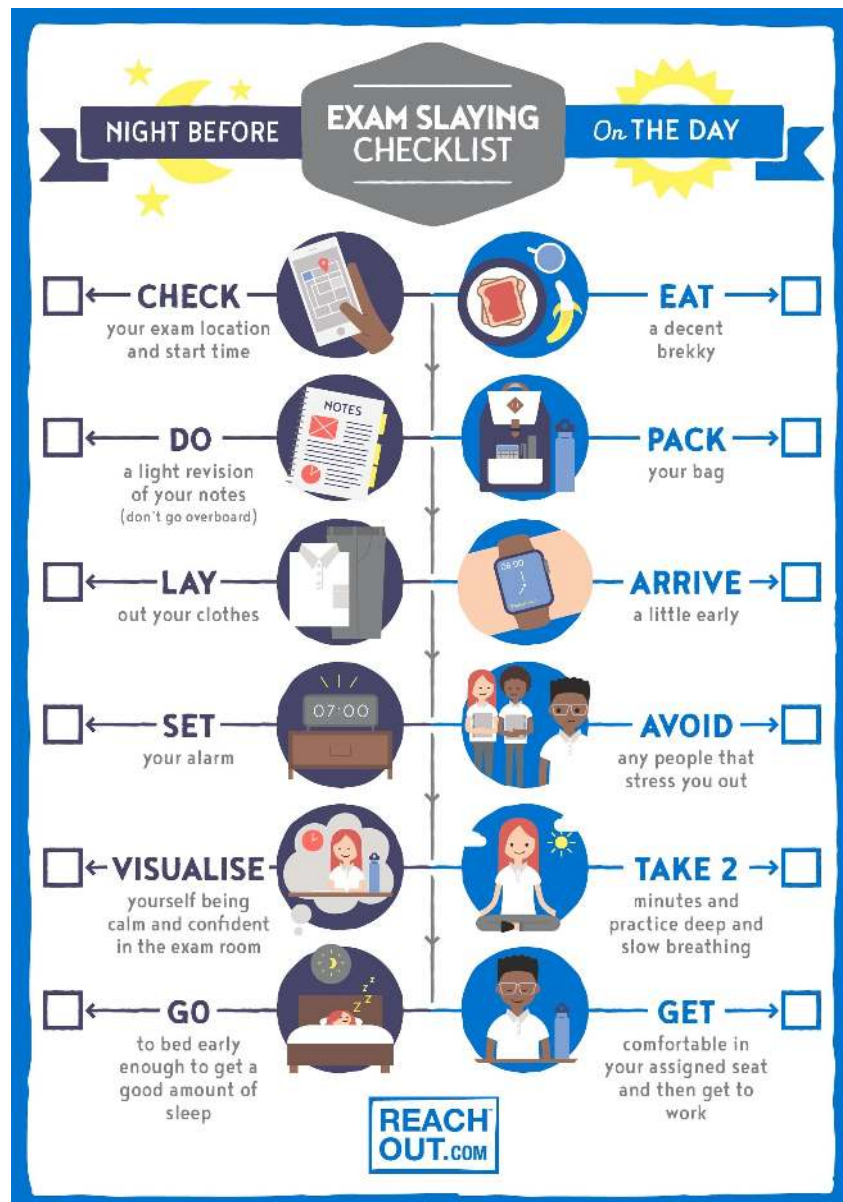
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What to do the night before an exam

- Stick to your routine.
- Get a good night's sleep.
- Have a good meal.
- Hydrate for the next day.
- Get in some exercise or a good walk.
- Don't try to study all night, you will forget it in the morning.
- Arrive early and chat with your firends.
- Avoid people who are being negative.

During the exam

- Take a deep breath and ignore everyone else.
- Read the instructions carefully.
- Read the questions even more carefully.
- Make a strategy for writing your answers.
- Manage your time between questions
- Try to answer all questions but move on if you are stuck,
- Use the 5 minute warning to review your questions.
- If you start to stress, pause for a moment and take 10 long breaths.

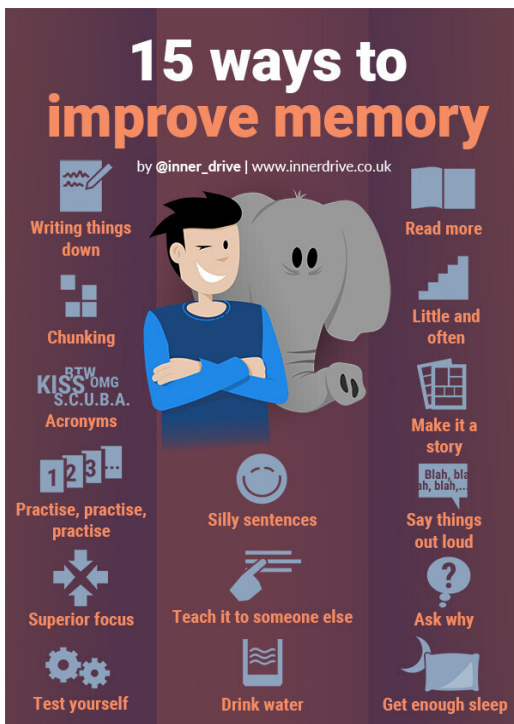


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Be Prepared!

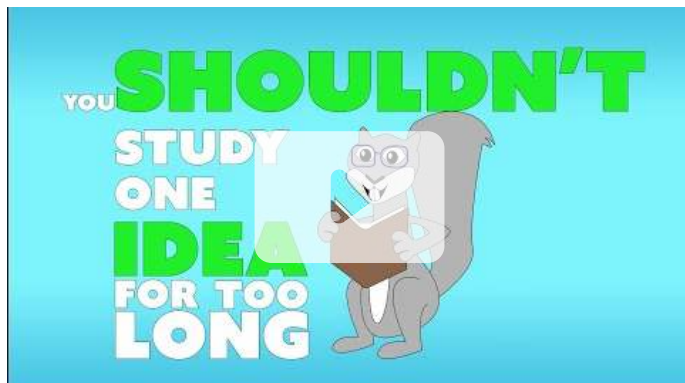
Have a look at the resources below to be well prepared for your exams

- See your Show My Homework links for subject revision links.
- [Revision Timetable Excel Worksheet link.](#) Set a programmed that works for you..
- [Five Secrets to revising that can improve your grades.](#)
- Pin your entries list and exam timetable to the fridge so that your family can support you.
- Click on the images below to link up with some great revision websites.



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Useful Video Resources



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JCQ Exam Day Checklist




On your exam day

This checklist will help make sure you are 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
- You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into the exam:

- 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 accepted
 - 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 is important it does not have a label on
- 

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 exam paper
- If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please ask your teacher or exams officer.



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JCQ Warning to Candidates



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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JCQ Prohibited Items Poster



The poster features the JCQ logo in the top right corner. Below it, a horizontal line lists the following exam boards: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main text is centered and reads: "NO MOBILE PHONES", "NO WATCHES", and "NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION". Below this is a graphic showing a mobile phone, a wristwatch, and a smartwatch, all crossed out by a red diagonal line with the text "NO UNAUTHORISED ITEMS" written across it. The bottom section contains the text: "Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification." and a note: "This poster must be displayed in a prominent place outside each examination room." At the bottom right, there is a copyright notice: "©JCQ 2022 - Effective from 1 September 2022".

JCQ
CLC

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

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

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©JCQ 2022 - Effective from 1 September 2022

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JCQ - Using Social Media



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

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

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

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

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

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



Image by Ben Wight

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

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



Effective from 1 September 2018

