



# CATHAYS HIGH SCHOOL

## YSGOL UWCHRADD CATHAYS

### OPPORTUNITIES FOR ALL

### CYFLEOEDD I BAWB

<b>Candidate Name</b>	<<Forename>> <<Surname>>
<b>Form Class</b>	<<reg>>

## EXAMINATIONS INFORMATION FOR PARENTS & STUDENTS 2023-24

### Early Entry for Examinations – Information for Parents 2023-24

In order to raise standards and maximise pupils' chances of gaining the best possible GCSE grades and to allow opportunities for More Able and Talented (MAT) pupils, the school enters pupils early for some examinations – i.e. they may sit some examinations in Year 9 or Year 10 as well as at the end of Year 11 as in the traditional model. This differs according to subject.

### Glossary

**Linear courses** – all examinations take place at the end of the course.

**Modular courses** - This means that pupils study a module of work and then sit an examination on that module before moving on to the next module.

**NEA Assessments** – Similar to coursework, but pupils complete all the work in school under supervised conditions.

**AS (Advanced Subsidiary)** – The first half of an A Level.

**Short Course GCSE** – A qualification equivalent to half a GCSE, graded A\*-G.

**Full Course GCSE** – A full GCSE qualification graded A\*-G.

### English

Most pupils sit two GCSE subjects – English Language and English Literature.

Pupils sit English Language in Year 10 and English Literature in Year 11.

The English Language course is linear and examinations take place in June. Pupils have the opportunity to re-sit English Language in November and June of Year 11.

For English Literature, most pupils take one module in January of Year 11 with another in June of Year 11. There are opportunities to re-sit the January module in June. There are also NEA Assessments to complete.

## **Mathematics**

Pupils in KS4 (Years 10 & 11) will sit two GCSEs in Mathematics from 2021 onwards. They are called GCSE Mathematics (which is the traditional subject) and GCSE Mathematics- Numeracy (which is focused on the application of Mathematical skills to everyday life). Pupils will sit both subjects in Year 10 with two chances to improve grades in November and June of Year 11.

## **Science**

Most pupils sit two GCSE subjects – Core Science and Additional Science. The courses are linear and examinations take place in June of Year 10 and June of Year 11. There is also an assessed practical task for students in Year 11.

Some pupils complete a triple (separate) GCSE Science course. This involves three separate GCSE qualifications in Biology, Chemistry and Physics. Students sit examinations in all three subjects at the end of Year 10 and the end of Year 11. There are also assessed practical tasks to complete.

## **Cymraeg – Welsh**

In Year 10, Pupils start the Full Course Welsh Second Language GCSE. The course involves one examination, more NEA assessments, and pupils sit their examination in June of Year 11.

## **Other subjects**

Most subjects are examined at the end of Year 11 and some will have NEA Assessments to complete through Year 10 and Year 11.

Pupils who are More-Able and Talented (MAT) in a certain language or subject may be given the opportunity to sit examinations as early as Year 7. For example, many pupils in Years 7-9 will sit GCSE examinations in Community Languages, e.g. Arabic, Italian, Chinese, Bengali, French etc.

Visit [\*\*Exam Information - Cathays High School | Ysgol Uwchradd Cathays\*\*](#) for further information about:

**Coursework**  
**Non-Examination Assessments**  
**On-screen Tests**  
**Social Media,**  
**Timetables**  
**Results Days**

## Frequently Asked Questions about Examinations

- **Who is responsible for the public examinations taken in school?**

The Centre's Exams Officer is responsible for the administration of all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Headteacher. There is a team of adult invigilators who will be present during the exams at all times, and who are supervised by the Exams Officer. The awarding bodies, or Examination Boards, set down strict criteria which must be followed for the conduct of exams, and the centre is required to follow them precisely.

- **Who is entered for public examinations?**

It is centre policy to enter every student who is being taught a subject for the most appropriate level of examination.

- **Can students take holidays during term time?**

**Dates for exams are rigidly fixed** by the Exam Boards, and pupils will be given individual timetables showing their examination dates at a time near to the exam season. Parents are reminded that they require the Headteacher's permission to take students out of the centre, and they book holidays during term time at their own risk. It is strongly against good practice and centre policy to take holidays in term time. **Any exams missed cannot be taken at another time.**

- **NEA Assessments**

Many subjects have NEA Assessments which are tasks which have to be completed in school under supervised conditions. These are marked and assessed by teachers and the marks and work are sent to the Boards well before the formal examinations take place. The centre sets specific dates and times for these tasks to be completed, and to meet the Board deadlines. These cannot be changed. **Students who fail to attend their NEA Assessment sessions will not be allocated a mark** for this portion, and their overall grade will suffer.

- **What arrangements are made for study leave?**

Lessons continue for all students (including Year 11, 12 and 13) up until May half-term (unless the half-term is late). If students have examinations prior to this period they attend their examination and attend lessons when they do not have examinations. This enables all students to have access to facilities and expert help and revision from their teachers for as long as possible. After May half-term students have permission to revise at home when they do not have examinations. However, a number of subjects run whole and half-day revision sessions for students in their subject after the half-term holiday and it is strongly advised that students attend these when they are made aware of them.

- **What information will students receive about their examination entries?**

When the entries have been submitted on the centre's computer system, students will be given a 'Statement of Entry' detailing their subject and tiers for all exams for which they have been entered. They should **check all details carefully, and the Exams Office must be informed of any errors in personal data.**

This document serves 2 purposes:

- (i) to check that all entries are made and are correct
- (ii) to inform the parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Once entries have been confirmed as correct, and the exam board's deadline has passed, changes to tiers and/or personal details on request will have to be **paid for by the student.**

- **What are modular examinations?**

Modular GCSE and AS/A2 levels involve written examinations on sections of the syllabus taken at intervals throughout the course, rather than all at the end. Most modular sessions are in January and May/ June. Students have the opportunity to retake certain units on the advice of their subject teachers, but the **re-sit costs must be met by the student**, unless the examination was missed through illness, and a medical certificate was produced or the re-sit is requested by the department. In England, modular examinations

are no longer available for GCSE examinations and there are restrictions on A- Level examination opportunities. Rules differ in Wales but are subject to regular changes.

- **Where will the examinations be held?**

The main locations for written papers are either the Upper and Lower Halls, or the Sports Hall. Seating plans will be placed on the Exams Notice Board (next to Lower Hall) in advance of the examination showing the room and seat number for each student. It is the student's responsibility to check this seating plan **before** entering the examination room. Candidates must sit in the seat allocated to them. Candidates are asked to arrive at the examination room at least 10 minutes before the advertised start time, and wait quietly outside the room until they are invited to enter. **Examination regulations apply as soon as the student enters the exam room.** Special rooming arrangements are made for specific students who have Additional Learning Needs.

- **How do I know when exams take place?**

The main period for summer exams is from the start of May until the end of June/early July, but some oral examinations and practical examinations will take place earlier. All candidates will receive individual timetables outlining the date, time and length of each examination once entries have been made. It is helpful if parents make sure a copy of this timetable is available to them at home. In November and January, examinations usually take place in the first two weeks after the half-term and Christmas holiday. Therefore, it is vitally important that students taking those examinations are back in school on the first day after the holidays.

- **What are the examination start times?**

The exam boards dictate the permissible start times for exams. **Exams start promptly at 8.30 a.m. for morning examinations, and 1.10 p.m. for afternoon sessions**, although any examination with a length of 2 ½ hours or more in an afternoon session will start at 12.40 p.m. The length of each examination varies, and it will mean that **some examinations finish later than the normal school day.** Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early** for any reason. **It is the candidate's responsibility to be aware of the start time and length of their examinations**, especially if they are entitled to receive an allowance of extra time, as this means the exam will finish even later for those students.

- **What happens if a student has more than one exam at the same time?**

If a student is timetabled to sit two or more exams for two or more **different subjects** at the same time, this is known as a clash. If they are timetabled for two exams for the **same subject** at the same time, this is intentional on the part of the board, and the exams are designed to run one after the other. If the student has a clash, this should be noticed when they are given their individual timetable, and **they should report this to the Exams Officer immediately**, so that arrangements can be made, and permission be granted for one of the papers to be taken at a different time of the day. The student **will have to remain supervised** between the two papers. If the supervision is from a morning to an afternoon session, the candidate will have to remain supervised over lunch time. They should bring some revision or reading material and their lunch and a drink. **Electronic equipment, such as mobile phones or MP3 players AirPods, earphones/earbuds, will not be permitted** whilst being supervised.

- **What happens if a student is late?**

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should **telephone the centre immediately** and get a message to the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. **Candidates who arrive more than 1 hour after the start of the exam will not be admitted.**

- **What should students bring to the examinations?**

Candidates should bring writing equipment, highlighters, coloured pencils, erasers etc. in a transparent pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. Pens should be **black ink only**. Some subject papers will require the use of dictionaries or set texts, and candidates will be advised by their subject teachers about this. Candidates are responsible for ensuring that they bring everything they need to the examination, including calculators, as equipment will not normally be given to pupils.

- **What should candidates NOT bring with them?**

The following items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device or a watch (of any kind), AirPods, earphones/earbuds.

The Exam Boards treat mere possession of these items as malpractice and should this happen they are likely to be disqualified from that paper, and possibly the whole subject.

If an item such as this is brought in error to the exam room, then it may be possible that the item can be handed to an invigilator in a sealed envelope with your child's name and seat number clearly written on it, **before the start** of an exam, but the centre cannot be responsible for the security of these while the examination is in progress.

The use of Tippex or correction pens is not permitted. Rough notes/plans can be made, but then candidates should cross through work they do not wish to be marked. Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance. Candidates should not bring lucky mascots etc. into the examination room.

**No food items or chewing gum** are allowed, although candidates may bring a **clear bottle** of drink with them, provided that the label is removed. Cans etc are not permitted.

- **What happens if a student does not turn up for an examination?**

A student who is absent from any examination will receive a grade based only on those elements of the examinations which have been marked. If a student is absent due to illness, the procedure is:

1. Parent to contact the school to tell us the pupil is unable to attend due to illness. This needs to be done each day a pupil is absent.

2. The Exams Office will then send you a 'Self Certification for Candidates who have missed an examination' form to be completed. The form consists of 4 parts:

Part A: This is completed by the Centre and states the details of the examination missed.

Part B: This is completed and signed by the doctor/nurse or receptionist of your surgery stating whether or not your son/daughter was seen by a doctor or nurse at the surgery and if they were declared unfit for examinations.

Part C: This is completed by the parent, declaring that school was called and the surgery contacted.

Part D: The pupil signs to state they were too ill to attend their examination.

Both parents and pupils sign to declare that they are aware it is fraudulent to declare a candidate is ill when he/she is fit to attend.

The completed form is returned to the Exams Office and sent to the appropriate Examination Board.

*NB: Medical notes from doctors are no longer accepted as an alternative to this form.*

Parents should be aware that they will need to pay the examination entry fees for any examinations that are missed, unless medical evidence is received.

- **What should a student wear for examinations?**

All pupils other than pupils in Years 12 & 13 are required to wear **normal uniform** during examinations. Students who are not complying with uniform regulations will not be allowed to enter the examination room. All coats must be removed **before** entering the examination room, and are to be placed at an allocated area of the examination room, along with their bags.

- **What happens if a student finishes early?**

Students are not permitted to leave examinations early. They must sit quietly at their desk so as not to disturb other candidates.

- **When and how are the results distributed?**

Results Day dates are yet to be confirmed by the JCQ, and usually take place during the last two weeks of August. Students will be informed of the dates once they are announced and the information will also be made available on the School website.

Results will normally be available for collection from 09:00am – 12:00pm. Students wishing for a relative or friend to collect their results MUST send a signed letter of authorisation with the collector. **Results will not normally be given over the phone.** Any student wishing to have their results posted must leave a stamped addressed envelope with the Exams Office before the end of the summer term. Students will be advised of any changes to this process by Form Tutors and via e-mail, the information will also be available on the School website.

- **When do student receive certificates?**

The Exam Boards issue certificates in October/November. The Centre distributes certificates to those pupils still on roll in December via Form Tutors. Students who have left the Centre will receive a letter outlining when certificates will be available for collection. Information will also be announced on the school website. All certificates need to be signed for. **Certificates uncollected after 1 year are destroyed**, and students will need to contact each Examination Board to arrange for a replacement certificate to be sent. The boards do charge a fee for this service.

## **Malpractice**

- If a candidate is suspected of malpractice, the Invigilator **must** warn the Candidate that he/she may be removed from the examination room.
- The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.
- The Invigilator **must** record what has happened.
- Wherever possible, the Invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.
- **The Head of Centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 - Report of suspected candidate malpractice - must be completed.**
- The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.
- The Head of Centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.
- If candidates commit malpractice, the awarding body may decide to penalise or disqualify them.
- Candidates should be warned of the possible penalties an awarding body may apply.



AQA	OCR	Pearson	WJEC
-----	-----	---------	------

## Information for candidates

### For written examinations – effective from 1 September 2023

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

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

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	<b>Do not</b> become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods, earphones/earbuds. Any pencil cases taken into the exam room <b>must</b> be see-through. <b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	<b>Do not</b> use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	<b>Do not</b> talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you <b>will not</b> be allowed to return.
10	<b>Do not</b> borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in <b>black ink only</b> . Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) <b>do not</b> bring into the exam room any operating instructions or prepared programs.
3	<b>Do not</b> use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator <b>at once</b> if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>Do not</b> start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. <b>Do not open the question paper until you are instructed that the exam has begun.</b>
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets, including those used for rough work.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<b>Put up your hand up</b> during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You <b>must not</b> ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. <b>Make sure you add your candidate details to any additional answer sheets that you use.</b>
2	<b>Do not</b> leave the exam room until told to do so by the invigilator.
3	<b>Do not</b> take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



# Ysgol Uwchradd Cathays High School

## Internal Appeals Policy for External Qualifications

### APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Cathays High School is committed to ensuring that whenever its staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. (Refer to the Assessment, Recording, Reporting Policy for information on Internal Verification/Moderation Processes).

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The existence of this procedure is made known to students by reference in the student planner. This procedure is available from Cathays High School.

### APPEALS PROCEDURE FOR INTERNAL ASSESSMENT

1. **Appeals should be made as soon as possible**, and must be made at least two weeks before the end of the last externally assessed paper in the examination series.
2. Appeals should be made in writing to the Headteacher who will ensure the appeal is investigated.
3. The Headteacher or the member of staff nominated by the Headteacher will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint under the complaint's procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Cathays High School and is not covered by this procedure. If you have concerns about it, please ask the Headteacher for a copy of the Appeals Procedure of the relevant Examinations Board. Records of all appeals will be held for a minimum period of 18 months.

Should the outcome of an appeal affect other pupils, then further action will be initiated by the Examinations Officer. All processes will be monitored by the senior leader with responsibility for Assessment.

Copies of this policy are to be given to pupils at the start of their course where the course is by internal assessment alone.



## **ASSESSMENT MALPRACTICE**

The school will respond promptly and objectively to any incident suggesting malpractice by learners or by staff. Once investigated, appropriate actions will be taken in line with examination board requirements for pupils and 'Professional Standards for teachers' for staff. The aim is to protect the integrity of the centre and the qualifications that it offers. It is not possible to provide an exhaustive list of what constitutes malpractice, but the following lists give an indication of the definition of malpractice.

Malpractice by staff – some examples:

- Improper assistance to a pupil
- Allowing evidence known not to be the pupil's to be submitted
- Awarding or adjusting assessment outcomes where there is insufficient evidence to suggest the criteria for those marks have been met
- Failure to store coursework/assignments/portfolios securely
- Fraudulent claims
- Allowing impersonation
- Misusing special learner requirements etc.

Malpractice by pupils – some examples:

- Plagiarism
- Collaborative work being submitted as individual work
- Copying
- Lending work to another pupil
- Allowing another pupil to use your sources
- Destruction of another pupil's work
- Fabrication of results or evidence
- False declaration of authenticity
- Impersonation
- Introduction of unauthorized material into the Examination Room e.g. mobile phone

Full details on the Examination Board expectations are found in the JCQ document 'Guidance in dealing with instances of malpractice in examinations'.

At the commencement of each certificated course, learners are to be informed of this policy. Pupils will also be issued with copies of Examination and Coursework rules and will be required to sign for receipt of them. This includes pupils sitting external examinations as part of their 'Out of hours' learning.

### **NB: Note to students**

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. NEA assessment/coursework/portfolios, they should discuss the matter with the Head of Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE NEA Assessments state that:
  - "The work you submit for assessment must be your own"
  - "You must not copy from someone else or allow another candidate to copy from you"
  - "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.



## APPEALS PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF MARKS FROM THE AWARDING BODIES – ENQUIRIES ABOUT RESULTS

Any student that is unhappy with a mark awarded from an awarding body upon issue of results should follow the following procedure: -

Contact subject teacher as soon as possible (*but no later than 3 days before the published deadline for Enquiries about Results*) in person to discuss mark, raise concerns and discuss the best way forward. The Exams Officer will advise on what options are available to query the mark and the costs involved.



Students should be aware that Enquires about Results (EARS) can result in marks being raised, confirmed or **lowered**. Students should sign a consent form to confirm that they understand the consequence of an enquiry.



Subject teacher to review marks and discuss with Head of Department to agree the way forward, taking into account the break-down of marks and grade boundaries and the student's predicted grades. If the Department agrees to support the enquiry, please follow (3) below, if not, the subject teacher should advise the student as per (4) below.



A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Headteacher no later than *5 working days before the published deadline for EARs*. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number of the student. This information will be reviewed by the Headteacher or another member of the school's Leadership Team if the headteacher is unavailable, and the outcome of the appeal will be communicated by telephone where possible, or 1<sup>st</sup> class post within 24 hours of receipt. This decision is final.



(3) If the subject team agrees that the school supports an enquiry, the request together with the student's consent form should be made to the Exams Officer *before the published deadline for EARs*. The cost of the enquiry will be taken from the departmental budget. If the enquiry is successful, the fee will be refunded.



(4) If the school does not support the enquiry, the student may still proceed in some cases (please contact the Exams Officer to check) with the enquiry, but all costs involved need to be paid by the student at the time of the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in person to the Exams Officer *before the published deadline for EARs*. If the enquiry is successful, the fee will be refunded to the student.



Outcomes following EARs will be made in writing by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.