

# Middleton Technology School



## **GCSE/BTEC Examination Booklet**

**2023 - 2024**

**Year 11**

# MIDDLETON TECHNOLOGY SCHOOL

## PUBLIC EXAMINATIONS

This booklet has been designed to help you, please read it carefully.

If there is anything you do not understand, ask Mrs Narayanan, Miss Hayes, Learning Mentor or your subject teacher.

### **These are the Middleton Technology School Rules**

Most examinations will take place in the Hall for Mocks, the Sports Hall for GCSEs in the Summer Period, and some specialist rooms may be used for certain subjects.

Morning examinations will commence at 8.45am and afternoon examinations at 1:00pm unless specifically stated otherwise. Please report to school go to registration and then immediately to the dining room for morning exams. For afternoon exams please go to the dining room the minute the 12.55pm bell goes.

- **NO equipment will be given out prior to exams, if you do not have the correct equipment, it can be purchased as you are coming into school with the exception of calculators which can be purchased from the Maths Department.**
- **Only BLACK pens are permitted.**
- **Sit at the desk allocated to you on the seating plan for each examination, sitting at a desk not allocated to you may mean you sit the wrong paper.**
- **You must attend all examinations wearing full school uniform and wearing acceptable footwear unless otherwise instructed. You may not be allowed into the examination room if you fail to comply.**
- **Toilet breaks will not be permitted for other than medical reasons which must be confirmed by letter to the school before the exam session.**
- **Food is not allowed in the examination room. Chewing gum is not allowed on the school premises and will not be allowed in the examination room. You are allowed to drink water but it must be in a clear drinking bottle.**
- **Inform Miss Hayes if you think you might have two examinations at the same time or if you think you may have any other problems.**
- **If you miss an examination without good reason, for mocks you will not be given a grade in the subject, for GCSE exams you will so be charge the exam board entry fee.**
- **If you are not able to attend because of illness you must see a doctor immediately to obtain a medical certificate and inform Mr Coe, Miss Hayes or the Key Stage 4 office as soon as possible.**

**Examination Regulations are in force from the moment you enter the examination room and remain so until you have left the room.**

The following pages are **JCQ regulations** which you should familiarise yourself with as failure to carry out the instructions can result in **disqualification** of your paper.



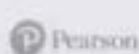
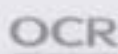
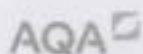
Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**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.

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** 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 or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

**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.**

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.



## B. Information – Make sure you attend your exams and bring what you need

- 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 **must** write clearly and in black ink. 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.

## C. Calculators, dictionaries and computer spell-checkers

- 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 formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once 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 **Do not** 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. **Do not** open the question paper until you are instructed that the exam has begun.
- 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 that you use, including those used for rough work.



## E. Advice and assistance

- 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 Put up your hand 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 must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 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. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** 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.

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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.

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.

## 10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- a) language translators;
  - b) symbolic algebra manipulation;
  - c) symbolic differentiation or integration;
  - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
  - b) dictionaries;
  - c) mathematical formulae;
  - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>





# Complaints, Appeals and Grade Review Procedure September 2023

## EXAM CANDIDATE COMPLAINTS AND APPEALS PROCEDURE

The existence of this procedure is made known to students in the Student Examination Handbook.

If a student or parent wishes to make a complaint about any aspect of the examinations system at Middleton Technology School they should follow the schools General Complaints Procedure. The first point of contact should be the Examinations Manager, unless the complaint concerns the Examinations Manager, in which case they should contact the Head of Centre/Deputy Headteacher

### Appeals Against Internal Assessment of Work for External Qualifications

Middleton Technology School is committed to ensuring that whenever it's staff assesses 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 examination board. Consistency should be assured by internal moderation and standardisation.

If a student feels that any of the above may not have happened in relation to his / her work, s/he 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.

### Appeals

1. Any student or parent who wishes to make an appeal against the *procedures* used in internal assessment should, in the first instance, contact the Examinations Manager.
2. Appeals will be considered by three people, at least one of whom has not been involved in the internal assessment decision. This will be known as the Appeals Panel. The appeal panel will consist of the Examinations Manager, Head of Centre/Deputy Headteacher and relevant Curriculum Leader, or their delegated representative or the most senior subject teacher if the appeal is against assessment made by the Curriculum Leader.
3. The Examinations Manager will convene an Appeals Panel within 10 days of receiving a Notice of Appeal, which will hear the case as presented by the student.
4. No appeal will be considered if received later than two weeks before the date of the last external exam in the subject.
5. All appeals will be considered and resolved by the date of the last externally assessed paper of the series.

6. The student has the right to bring a parent, guardian or friend to act as support in presenting their case to the Appeals Panel.
7. A written record of all appeals will be kept by the Examinations Manager and will include the outcome of the appeal and reasons for that outcome.
8. A copy of the outcome of the appeal will be sent to the candidate.

**The Appeal Panel will:**

- Review the procedures used by the centre to award marks for internal assessments.
- Consider whether these procedures conformed to the published requirements of the awarding body and the code of practice.
- As a result of their considerations either confirm the original mark or refer the matter back to the subject teacher for reassessment.

The Examinations Officer will inform the awarding body of any outcome from an appeal that has implications for the conduct of the examination or the issue or results at the centre.

An awarding body, on request, will be supplied with full details of any appeal.

**All students should be able to gain access to:**

- the marks awarded to them by the centre for an internal assessment.
- all comments recorded by the centre relating to their internally assessed work.
- any correspondence between the centre and the awarding body relating to their internally assessed work.
- information, if available at the time of the appeal, as to whether their work was sampled by the awarding body.
- the moderated mark given to the work by the awarding body, if known.
- relevant awarding body procedures for the conduct of internal assessment.

If a Learner is not able to resolve an appeal at the approved centre then he/she has the right to appeal to the Exam Board. This may be done via the Exams Manager or direct to the Exam Board in writing.

**Appeals/Reviews Against Externally Marked Exam Papers for General Qualifications.**

Middleton Technology School is committed to ensuring that whenever a candidates' result is disputed by the candidate we will endeavour to make sure the decision to review/appeal is carried out in the best interest of the candidate.

**Appeals**

1. Any student or parent who wishes to make an appeal/review against the *grade of an externally marked exam paper* should, in the first instance, contact the Examinations Manager.
2. Exams Manager will contact Head of Department to check grade boundaries in order to ascertain gap between next grade up and/or down.



3. Candidate will be contacted to discuss review/appeal on information gained from (2).
4. Candidate can request Head of Centre to review outcome.
5. Middleton Technology School will follow guidelines in their policy and offer a review/appeal where appropriate.
6. Candidate can request a review/appeal if MTS decline to apply.
7. Candidate must put request in writing, complete the EAR form and the cost of review/appeal will be made to the candidate.
8. Middleton Technology School will inform the candidate in writing of the outcome of the review/appeal.
9. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept.

# On your exam day

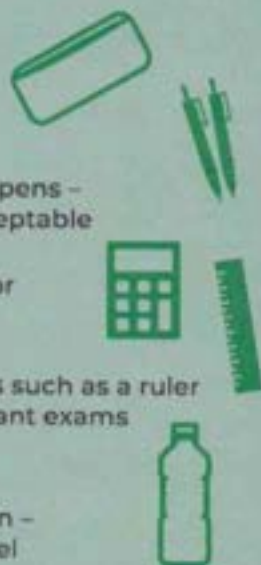
This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## 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 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



## 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.

## What you cannot take into exams:

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



## 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.

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

