

Learning is at the heart of everything we do

Year 10 & 11 Examination Guide

2024 - 2026



Downlands Community School, Dale Avenue, Hassocks, West Sussex BN6 8LP



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KEY STAGE 4 – YEAR 10 BOOKLET

INTRODUCTION

Key Stage 4 is the most **important** phase in your education so far. Years 10 and 11 are the years when you study for either GCSEs or other recognised national qualifications. At the end of Year 11 you will be making exciting decisions about what your next steps will be; will you stay on into further education at college or will you seek employment with a local company? Do you see yourself going on to university, training through a modern apprenticeship or training elsewhere? These decisions are yours to make, BUT only if you succeed at Key Stage 4.

REMEMBER.....



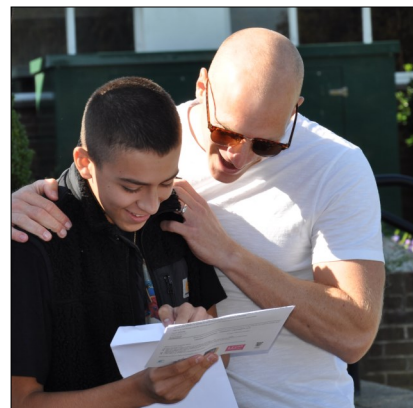
Success at the end of Year 11 allows YOU to choose where you go next.



Your future is NOT decided yet.



YOU decide it over the next few years and it begins NOW!



GCSE GRADING SYSTEM

Current Year 10 students will study GCSE's in all subjects. GCSE's will be graded using the numerical 1 to 9 system. The diagram below shows the appropriate comparison between the current GCSE grading system and the old 'legacy' system.

New GCSE Points	1	2	3	4	5	6	7	8	9
Old GCSE Grades	G/F-	F/E	E+/D	C	C+/B-	B/B+	A	A+/A*	A*
New GCSE Grading Structure									
9	8	7	6	5	4	3	2	1	U
<									



DIFFERENT TYPES OF COURSES AND ASSESSMENTS

The most important reason for understanding the structure of the next two years is so you can cope with the demands of Key Stage 4 courses. Most subjects are assessed through terminal examinations only. However, some practical subjects will have a controlled assessment element to them. A full breakdown of course requirements can be found later in this booklet.

Coursework is usually done at school or at home, working at your own speed although to a deadline.

Formal exams are done in the hall, in silence, against the clock!

CONTROLLED ASSESSMENTS are prepared for and completed in school.

A major challenge for all students of your age is to be able to cope with the pressures of completing all work to a high standard. You will find that at various points during the next two years, many subjects will be asking for work at the same time. This can be very demanding and the better prepared you are for it, the better you will cope with it.

To succeed, you will need to produce work to the best of your ability

and on time!

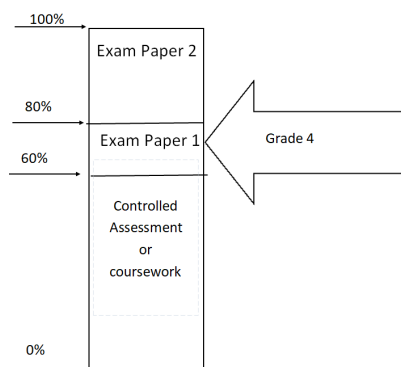
It's **NOT** enough to leave tasks to the last minute then simply say

"I DIDN'T HAVE ENOUGH TIME".



UNDERSTANDING ASSESSMENTS

Students have more chance of success in subjects when they have a clear idea of the course content and structure, and when they understand how the course is assessed. Subjects, which are assessed through a combination of coursework, controlled assessments or exams, need to be understood in terms of achieving a "good" mark. GCSE courses grade any grade as a "pass". The diagram below shows an example of how courses are actually assessed.



If you study subjects with high course work content, you must ensure you complete tasks on time and to the highest standard you are capable of. Every mark you score for coursework means the less you need to score in the exams to achieve a good grade.



In subjects with less controlled assessments, you still need to complete tasks to the best of your ability, but on these courses you need to pay particular attention to revision and practice examination questions, as these carry the bulk of the marks.

The Cambridge National Awards in Sports Studies, Creative iMedia and Health & Social Care are equivalent to GCSEs and are accepted by all colleges, employers and training establishments. The equivalencies with GCSE are as follows:

Level 1

Distinction	3
Merit	2
Pass	1

Level 2

Distinction*	9/ 8
Distinction	7
Merit	6
Pass	5/4

Most GCSE subjects are now assessed by controlled assessment and terminal examination. This means that the examination is at the end of the course, i.e. June 2026, although some subjects have examinations before this date.

TERMINAL EXAMINATIONS

Terminal examinations mean that all of the course content from Years 10 and 11 is examined in **May and June 2026**. It is vital that work covered in lessons is learnt effectively and that notes are kept carefully and safely so that they may be used for revision. Students will need to start revising for their terminal examinations from **October onwards in Year 11!!** Students will receive additional support in Key Stage 4 to help them develop revision techniques. There are two series of mock examinations in Year 11. Series one begins in November and series two begins the week after the February half term.

DEVELOPING YOUR OWN CALENDAR

On page 29 of this booklet is a template for a Revision Timetable. You will need to develop your own which should help you plan ahead, to ensure you give yourself enough time for coursework tasks, exam revision etc.

Write your 'option' subjects in the spaces provided. You can also use the other spaces to mark dates of particular importance to you e.g. trips, visits, exams etc.

If, for example, English plan to do a piece of controlled assessment in the second full week after half term of Year 10, and Computer Science do likewise, you should draw lines across the relevant dates. This will allow you to identify times when you will be under most pressure and to plan your time accordingly.

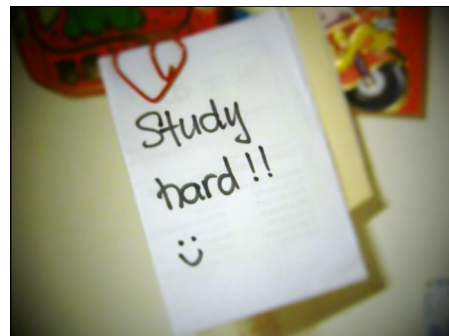
IMPORTANT DIFFERENCES BETWEEN KEY STAGE 3 AND 4

There are many differences between Key Stage 3 and 4. Apart from the amount and the level of work, the most important of these differences is the level of responsibility required from you in Years 10 and 11.

- 👍 Full attendance is a **must** as work tends to be covered more quickly and only once; if you miss it, it's up to you to catch it up. The pace at which work is covered is much faster than at Key Stage 3. Clearly, taking a holiday during term time will severely hinder your chances of keeping up with the work and apart from exceptional circumstances, holidays **will not be authorised** by the school.
- 👍 Concentration in class is vital – the level of work is more demanding than you will be used to and you need to ensure you understand it all.
- 👍 Full completion of homework is essential – this forms a vital part of each course and can often be the preparation for a piece of coursework.



- 👍 Developing a clear 'overview' of each course you follow is very important – this will help you understand the demands you face.
- 👍 Essentially it is an understanding of HOW each course is assessed – and WHEN. This will help you concentrate your efforts properly and appropriately, and let you know when to begin revising!
- 👍 Commitment to success is essential – you need to be determined to achieve the best grades you can.



HOMEWORK EXPECTATIONS

Teachers enter homework on MCAS and parents and pupils will be able to access it from home via their App. Information on the MCAS App can be found on the school website under 'MCAS for Parents'.

As outlined later in this booklet, each subject will set you homework; it will vary in type, length and complexity.

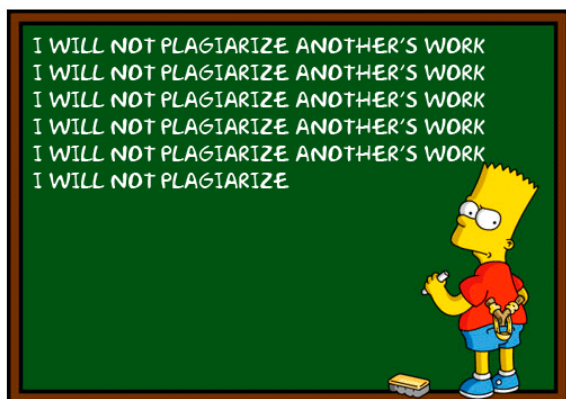
Subject staff will discuss with you when it will be set each week.

Homework forms a vital element of courses at Key Stage 4. You must complete it fully. At this stage, you need to understand the importance of homework and accept its contribution to your chances of success.

REMEMBER: You are not achieving anything by NOT doing homework. You only cheat yourself by not doing homework.

PLAGIARISM

In short, this is a posh word for copying. You **MUST** understand the seriousness of trying to enter work which is not yours. If caught, the exam boards reserve the right to withdraw you from **EVERY** subject you are entered for in the series of exams – ***you don't just fail the one in which you cheated, you fail them all.***



Examples of plagiarism include, amongst others, the copying of other students' essays, results data, coursework, etc. Copying from the internet, and using AI is strictly banned, as is using any practical work completed by someone else. Allowing another student to use your work is also considered an act of plagiarism and will result in failure.

Where help and support has been received i.e. help with coursework and practical assignments, this **MUST** be detailed in your work (in accordance with exam board rules).

THE IMPORTANCE OF REGULAR ATTENDANCE AND PUNCTUALITY

Regular attendance is essential for success. Key Stage 4 courses are very demanding as staff have to cover a comprehensive subject syllabus, which do not have 'catch-up' times built into them for student absence from school. If you miss sections of work you will need to catch them up in your own time – not easy, as you will also be doing other new work. If you miss the beginning of a topic it is often very difficult to follow later work that uses the first bit as its foundation.

Students who take time off regularly or who go on family holidays will find it very difficult to keep up. ***Give yourself the best chance of success – be here and work hard!***

Whilst opportunities are available to re-take missed assessments, it is better to take them when they are planned, as this tends to be immediately after the relevant course has been covered.



ENJOYABLE EVENTS FOR KEY STAGE 4

- ⚙ Work experience in the summer term of Year 10 offers you the chance to spend a week in the workplace, in an employment environment of your choice (where this can be arranged).
- ⚙ Senior student interviews occur towards the end of Year 10, when you will have the chance to put yourself forward to take some responsibility for events throughout Year 11. This can be hugely rewarding and support later applications for jobs, college etc.
- ⚙ The Prom, held after the GCSE summer examinations, has become a rite of passage and an event not to be missed!
- ⚙ The Yearbook will be issued to students in June.



SUPPORT FOR STUDENTS

Please note: many of the events detailed above are not available to students with poor records of attendance, punctuality or behaviour.



- Subjects offer support sessions after school; help is available with homework, coursework, topics covered in missed lessons, work you didn't understand fully and revision etc.
- Pastoral staff (form tutors, Achievement Leaders/Deputies, Pastoral Support Officers) and Senior Managers are all there to help; *use them to support your learning!*
- Revision sessions are held in most subjects during lesson time and after school towards exams. A full timetable will be published in the spring term of Year 11.

EXAM BOARD WEBSITES

There are five exam boards. All your courses will be studied and assessed through one of these :

OCR	(www.ocr.org.uk)
AQA	(www.aqa.org.uk)
EDEXCEL	(www.edexcel.org.uk)
EDUQAS	(https://www.eduqas.co.uk/)
ASDAN	(https://www.asdan.org.uk/)



Each course syllabus can be found through the links on the appropriate exam board site. These will allow you to understand the 'content' of each subject and how it is assessed. If you look at the 'content' for a particular subject, you will be able to check if you really understand what you can be tested on in the actual exams. Your teachers will be able to help you understand the subject syllabus if you find it difficult to follow.



Additionally, the exam board subject web sites often have useful support information, including specimen exam questions with mark schemes, past exam questions, recommended reading lists, support materials etc.

These can be really useful in helping you prepare for your exams and with the completion of coursework assignments.

Try them!

USEFUL WEBSITES AND OTHER SUPPORT

Individual subject documents offer websites which support individual courses. There are many websites, more than those listed and too many to name here! If you use a search engine for a particular subject or topic you will find lots of sites, some of which will prove very useful and others less so. New websites are coming on-line all the time; you need to be selective of the sites you use.

The BBC has a very useful website and their 'Bite-Size' is particularly good. This supports revision and course understanding.



Try this too!

www.bbc.co.uk or www.bbc.co.uk/bitesize

AND FINALLY – why is this so important?

If you could travel forward in time and see yourself in 20 years, what would you like to see? Forget looks and think about your job; will you be happy in your choice of career, will people respect who you have become and what you have achieved?

Take a few minutes to think about the following:

✈ Will you be satisfied when you are older that you made the most of your time at school?

✈ What, realistically, would you like to do and what will you need to be able to do it?

All these things will be decided over the next few years.....beginning now!

Good Key Stage 4 grades will allow you to get the college place, apprenticeship, training opportunity or job you need to begin working up the ladder towards your goal.

Speak to the careers advisor if you need further information regarding jobs, qualifications, how to achieve professional positions etc., and remember..... **we are all here to help!**



ESSENTIAL INFORMATION (all GCSEs unless stated)

SUBJECT	HOMEWORK	OTHER COMMENTS
English Language & Literature (AQA)	1 hour minimum	<u>English Language GCSE</u> 100% terminal examination June 2026 - Paper 1: Explorations in Creative Reading and Writing, 1hr 45 mins, 50% - Paper 2: Writer's Viewpoints and Perspectives, 1hr 45 mins, 50% <u>English Literature GCSE</u> 100% terminal examination June 2026 - Paper 1: Shakespeare and at 19th Century Novel, 1hr 45 mins, 40% - Paper 2: Modern Texts and Poetry, 2hr 15 mins, 60% <u>Spoken Language</u> Non-examination assessment Separate endorsement (0% weighting of GCSE)
Mathematics (Edexcel)	Weekly homework (1 hour) - Set on Sparx Although computer based, pupils must use pen and paper for workings out.	<u>GCSE</u> 100% terminal exam May/June 2026 - Paper 1: 1 hr 30 mins Non - calculator - Paper 2: 1 hr 30 mins Calculator - Paper 3: 1 hr 30 mins Calculator
Combined Science (AQA)	A combination of Educake quizzes and exam technique preparation activities.	2 Science GCSEs - Study Biology, Chemistry and Physics over 2 years (A teacher for each subject) - There is mathematical input and students must complete assessed practical work - All GCSE examinations sat in year 11 - Assessment:- 6 GCSE papers to be sat. Each worth 16.7% and taking 1hr 15mins each.
Separate Science Course (AQA)	A combination of Educake quizzes and exam technique preparation activities.	3 Science GCSEs - Biology, Chemistry and Physics - Study Biology, Chemistry and Physics over 2 years (A teacher for each subject) - There is mathematical input and students must complete assessed practical work - All GCSE examinations sat in year 11 - Assessment 2 papers each in Biology, Chemistry and Physics. Each paper worth 50% of final GCSE - Written exams: 1 hour 45 minutes

SUBJECT	HOMEWORK	OTHER COMMENTS
Fine Art (AQA)	Students should spend at least 1-2 hours per week on homework. All homework contributes towards the coursework portfolio and the Externally Set Assignment.	The GCSE Fine Art course is made up of 2 components taught across the 2 years. Component 1 Coursework Portfolio worth 60%. The portfolio will contain two projects and/or a series of workshops. Homework is a part of the coursework. Component 1 will be completed by December 2025. Component 2 Externally Set Assignment worth 40%. The exam board will set 7 questions available from 2nd January 2026. Pupils will have 12 weeks to complete a sketchbook of supporting work. There will then be a 10-hour exam in the art rooms to complete the Externally Set Assignment final piece. Component 2 will be completed by early May 2026.
Computer Science (OCR)	Homework is 1 hour a week and will include programming practise and theory work in preparation for the two final exams.	Component 1 - Paper A: Computer Systems. Exam, 1hr 30 mins, 50% Component 2 - Paper B: Computational thinking, algorithms and programming. Exam 1hr 30mins, 50% Component 3 - Programming project, approx. 20 hours. Controlled Assessment. Approx. 20 hours Whilst the Programming Project is not formally assessed, the skills and techniques learned will be examined in Paper B.
Design & Technology (AQA)	30 Minutes -1 Hour linked to exam content or non-exam assessment project.	1 Written Exam in June 2026 - 2 hours - accounting for 50% of the final mark. 1 Non-exam assessment accounting for 50% of the final mark.
Drama (OCR)	Regular attendance for rehearsing after school is essential. There will be written evaluations, exam preparations, a drama portfolio and research topics as homework.	60% Non-Exam assessment (Both practical performance and written portfolio work) taking place through Year 10 and Year 11. 40% externally marked written paper (1½ hr.). The assessed performances are based on scripted work as well as original devised group pieces.



SUBJECT	HOMEWORK	OTHER COMMENTS
Photography (AQA)	Students should spend at least 1-2 hours per week on homework. All homework contributes towards the coursework portfolio and the Externally Set Assignment.	Component 1 Coursework Portfolio worth 60%. This is completed during the first four terms (and includes homework). The coursework will contain three projects. Completed by December 2025. Component 2 Externally Set Assignment worth 40%. The exam board will set 7 questions available from 2nd January 2026. Pupils will have approximately 12 weeks to complete a sketchbook of supporting work. There will then be a 10-hour exam in the photography rooms to complete the Externally Set Assignment final piece. The preparatory work will include both class work and homework and is marked with the final piece. Component 2 will be completed by May 2026.
French (AQA) German (AQA) Spanish (AQA)	There will be weekly vocabulary learning in addition to exam practise, which will take the form of written tasks, grammar exercises, reading and listening tasks and speaking preparation. Additionally, students are expected to be regularly learning and revising vocabulary from previous topic areas.	100% Terminal Examination Reading Exam- 25%, 45 minutes Foundation Tier, 1 hour Higher Tier. Comprehension and Translation Listening Exam- 25%, 35 minutes Foundation Tier, 45 minutes Higher Tier Comprehension and Dictation Writing Exam- 25%, 1 hour 10 minutes, Foundation Tier, 1 hour and 15 minutes Higher Tier Extended Answers and Translation Speaking Exam- 25%, internally conducted in April/May of year 11. 7minutes Foundation Tier, 10 minutes Higher Tier. Role Play, Read-Aloud and Conversation Tiers cannot be mixed. Each of the skills will cover a range of topic areas studied across the two year course and will include foundation vocabulary from Key Stage three.
Geography (Eduqas Spec B)	Homework set weekly. To include past exam questions, vocabulary tests, retrieval practice and wider reading tasks.	Component 1: 40% 1 hour 45 mins Examination - Theme 1 (urban topics) - Theme 2 (physical topics) - Theme 3 (environmental topics). Component 2: 30% 1 hour 30 mins Examination - Problem Solving and Decision Making (using Component 1 topics) Component 3: 30% 1 hour 30 mins Examination - Fieldwork and geographical skills (to include 2 fieldtrips; 1 physical and 1 human).

SUBJECT	HOMEWORK	OTHER COMMENTS
History (Edexcel)	1 hour a week. Practice past paper questions, weekly revision quizzes on Carousel Learning and revision for assessments. Students will sit assessments at the end of every topic with a following REACT lesson. Resources for revision and help with homework can be found on the GCSE History Teams Page that all students have access to.	Thematic Study – Medicine in Britain, c1250-present (20%) Historical Environment - the British sector of the Western Front 1914-1918: injuries, treatment and the trenches (10%) Period Study – Superpower relations and the Cold War, 1941-91 (20%) British Depth Study – Early Elizabethan England, 1558-1588 (20%) Modern Depth Study – Weimar and Nazi Germany, 1918-1939 (30%)
Cambridge National Level 1 and 2 (OCR) Creative iMedia	Homework is 1 hour and will include preparation and research for course work modules and exam theory.	Component 1 - Two coursework modules worth 60% of the final mark: • Visual identity and digital graphics • Interactive digital media Component 2 - Examination worth 40% 1hr 30min externally assessed exam focussing on Creative iMedia in the Media industry.
Religious Studies (AQA syllabus A) For more information, go to: www.aqa.org.uk Search: RS,GCSE syllabus A	1 hour per week: REACT marked and response. There is no coursework, but we expect pupils to keep up to date with current events (e.g. changes to law regarding euthanasia, etc.) and there will be research assignments. Watching a quality news report every day, or reading a newspaper once a week is very useful.	100% Examination. Two written exams at the end of Year 11 each lasting for 1 hour and 45 minutes. Paper 1: Religions Beliefs and Practices (Christianity and Judaism) Paper 2: Religious Themes: Religion and War & Peace (includes terrorism), Religion and Relationships (includes a discussion of human sexuality, sex before marriage, cohabitation, marriage and divorce), Religion and Life (includes a study of abortion, vegetarianism, euthanasia), Religion and Social Justice.



SUBJECT	HOMEWORK	OTHER COMMENTS
Dance (AQA)	1 piece of homework per week (taking 1 hour to complete). It is expected that students use the Dance Studio to rehearse practical work. It is also strongly advised that they attend Downlands Dance Company on Wednesday after school. This time is used to develop contemporary technique and take part in extra curricula opportunities.	Assessment: 60% Practical - (30% Performance) a) Performance of two set phrases approximately a combined length of 1 minute. b) A Duet/Trio performance, maximum of 5 minutes long. (30% Choreography) To create a solo or group performance piece. 40% Theory - A written examination lasting an hour and a half long. The theory paper is made up of three sections and will test a student's knowledge and understanding of choreographic processes and skills needed for performance. The paper will also require you to demonstrate critical appreciation of your own and professional works, found in the GCSE Dance anthology.
Music (Eduqas)	Homework will be no more than 1 hour set weekly. Additionally, they will be expected to practice regularly on their first choice instrument or voice and undertake their own composing in preparation for the composition element of the course. All students will need to be receiving instrumental or singing tuition and participate in at least one extracurricular music group.	60% Controlled Assessments, 40% Examination Component 1: Performing 30% A minimum of two pieces, lasting a total of 4 minutes, recorded in the year of assessment: One piece must be an ensemble lasting at least one minute One piece linked to an Area of Study. Grade 3 is standard level Component 2: Composing 30% Two pieces: One in response to a brief set by Eduqas One free composition Component 3: Appraising 40% Listening examination: 8 questions, 2 on each area of study: AoS 1 Musical Forms and Devices (including a set work) AoS 2 Music for Ensemble AoS 3 Film Music AoS 4 Popular Music (including a set work) In addition to the GCSE course the student's will be entered for an ABRSM Music Theory exam in November of Year 1.
Food Preparation & Nutrition (Eduqas)	1 Hour as per scheme of work to include a written piece and the preparation of ingredients and container for the practical session. The students will have access to the SOW at the beginning of each half term. Additionally the students will be expected to be cooking at home once a week to improve their practical skills.	50% Examination – this is for 1 ¾ hours and consists of a variety of question styles that test the content from the learning carried out in Year 10. 50% Controlled Assessment (2 pieces of work) – this consists of: 15% Food investigation which is scientific experiment and write up and carried out from Sept in year 11. 35% Food preparation assessment which is research, planning and a 3-hour practical session followed by evaluation.

SUBJECT	HOMEWORK	OTHER COMMENTS
Physical Education (AQA)	One piece of homework is set per week (30 Minutes – 1 Hour). We also recommend that students attend extra-curricular clubs on a weekly basis,	60% THEORY: Students will sit two examinations in year 11; both are worth 30% each. The exams cover the following topic areas - PAPER 1: The human body and movement in physical activity and sport PAPER 2: Socio-cultural influences and well-being in physical activity and sport 40% PRACTICAL: Practical performance in three different physical activities in the role of player/performer. PRACTICAL PERFORMANCE 1: Individual activity PRACTICAL PERFORMANCE 2: Team activity PRACTICAL PERFORMANCE 3: Either a team or individual activity Analysis and evaluation of performance to bring about improvement in one activity.
Cambridge National Level 1 and 2 (OCR) Sport Studies	Homework will be set once a fortnight when necessary. Additional help will be available at lunch time and after school when necessary (exact timings to be confirmed)	• Exam—40% Assessed through external examination. Covering issues such as sporting values, factors affecting participation, the role of national governing bodies • Practical performance and leadership—40% assessed internally. Assessed in your ability in two practical activities and your ability to plan and lead an activity session • Coursework— Sports and the media—20% assessed internally. Assessed through set assignments covering the positive and negative impacts that media can have on sports and sports participants.
Cambridge National Level 1 and 2 (OCR) Health & Social Care	Homework will be set once a fortnight when necessary. Additional help will be available at lunch time and after school when necessary (exact timings to be confirmed).	• Exam—40% Assessed through external examination. Covering issues such as individual rights, values and effective communication. • Coursework—Supporting individuals through life events—30% assessed internally. Covering life stages, impacts of life events and sources of support. • Coursework—Health promotion campaigns—30% assessed internally. Covering health promotion strategies on health issues. Then the planning, delivering and evaluation of a health promotion campaign.



KS4 Controlled Assessments Schedule for 2024/2026 (correct at time of writing) L = Lesson/ H = Homework

GCSE Subject	Total Controlled Assess %	Autumn Term Year 10	Spring Term Year 10	Summer Term Year 10	Autumn Term Year 11	Spring Term Year 11	Summer Term Year 11
Art - Fine Art	60% Coursework Portfolio (3 projects) 40% externally set assignment.	Project 1 - Natural Environment	Project 2 - Details	Project 3 Mock Externally set assignment	Jan-April Externally set assignment		
Computer Science	60%	Controlled Assessment throughout Yr. 10 and Yr. 11.					
Design & Technology	50% Non Exam Assessment				AQA Non Exam Assessment Task 50%	External Exam 50%	2 hours
Drama	60% non-examination	Component 1 Devising—Summer Term Year 10		Component 2 Performing Text—Spring Term Year 11		Component 3—External Exam	
French	25%	Speaking Assessment - internally conducted in April/May of Year 11. 7minutes Foundation Tier, 10 minutes Higher Tier					
Food Preparation & Nutrition	50% (2 pieces)				NEA1—Food Investigation (Sept—Oct) NEA2—Food Preparation Assessment (Nov– Feb)		
German	25%	Speaking Assessment - internally conducted in April/May of year 11. 7minutes Foundation Tier, 10 minutes Higher Tier					
Creative iMedia	60 % Coursework 40% Examination	1hr 30min externally assessed exam focussing on Creative iMedia in the Media industry.					

GCSE Subject	Total Controlled Assess %	Autumn Term Year 10	Spring Term Year 10	Summer Term Year 10	Autumn Term Year 11	Spring Term Year 11	
Music	60% (6)	Composition 1 begins Summer Year 10 Composition 2 begins Winter Year 11 Performance 1 is recorded Winter Year 11 Performance 2 is recorded Spring Year 11					
P.E	60% (1)	Controlled Assessments throughout year.					
Sport Studies (OCR) Level 1/2	40% Exam 40% Practical 20% coursework	40% Exam assessed externally. Practical performance and leadership—40% assessed internally. Assessed in your ability in two practical activities and your ability to plan and lead an activity session Coursework— Sports and the media—20% assessed internally.					
Spanish	25%	Speaking Assessment - internally conducted in April/May of year 11. 7minutes Foundation Tier, 10 minutes Higher Tier					
Health & Social Care	40% Exam 60% coursework	40% Exam assessed externally. Coursework units assessed internally. Students will complete a series of coursework tasks covering two units: Supporting individuals through life events and Health promotion campaign.					
Photography	60% coursework 40% exam	Component 1 Portfolio: The coursework element consists of three projects of work completed in sketchbooks with a practical outcome for each project and accounts for 60% of your grade. Component 2 Externally Set Assignment: The Externally Set Assignment features seven tasks set by the exam board. You select one of them to create a project of work over the course of approximately twelve weeks. You would then have ten hours of supervised time to create a final outcome for that project. This aspect of the course accounts for 40% of your grade.					



INTERNAL APPEALS PROCEDURE

Policy on Internal Assessments for Qualifications with English awarding bodies.

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Downlands Community School is committed to ensuring that:

- Internal assessments are conducted by Staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification for each subject.
- The consistency of internal assessments is assured through internal standardisation as set out by the awarding bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

Written Appeals Procedure

Each awarding body publishes procedures for appeals against its decisions and the Examination Officer will be able to advise pupils and parents of these procedures.

Appeals may be made to the school/college regarding the **procedures** used in internal assessment, but **not the actual marks or grades** submitted by the school/college for moderation by the awarding body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examination Officer, Mrs G Read, as soon as possible to discuss the appeal and a written appeal must be received by the School **at least two weeks before the date of the last external exam in the subject.**

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Deputy Headteacher for Curriculum. This enquiry will consider whether the procedures used in the internal assessments conformed to the published requirements of the awarding body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body and of any steps taken to further protect the interests of the candidates.

Statement for Pupils:

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. Coursework, Portfolio, Projects), you should see the Examination Officer, Mrs G Read, as soon as possible. The school has a more detailed policy 'Internal Appeals Policy for Assessment Decisions at GCSE'. If any pupil or parent requires a full copy they may contact the school.



Information for candidates

Written examinations

With effect from 1 September 2024

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

Be on time for all your exams. If you are late, your work might not be accepted.

Do not become involved in any unfair or dishonest practice during the exam.

If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.

You must not take into the exam room:

notes;

AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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.

If you have a watch, the invigilator will ask you to hand it to them.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.

You must not write inappropriate, obscene or offensive material.

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

Do not borrow anything from another candidate during the exam.





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

Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

If you arrive late for an exam, report to the invigilator running the exam.

If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

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

You may use a calculator unless you are told otherwise.

If you use a calculator:

- make sure it works properly; check that the batteries are working properly;

- clear anything stored in it;

- remove any parts such as cases, lids or covers which have printed instructions or formulae;

- do not bring into the exam room any operating instructions or prepared programs.

Do not use a dictionary or computer spell checker unless you are told otherwise.



D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

Tell the invigilator at once if:

you think you have not been given the right question paper or all of the materials listed on the front of the paper;

the question paper is incomplete or badly printed.

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

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. Do not open the question paper until you are told that the exam has begun.

Remember to write your answers within the designated sections of the answerbooklet.

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

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.

Put up your hand during the exam if:

you have a problem and are not sure about what you should do;

you do not feel well;

you need more paper.

You must not ask for, and will not be given, any explanation of the questions.



F. At the end of the exam

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. For CCEA examinations, any loose additional answer sheets should be placed behind your script.

Do not leave the exam room until told to do so by the invigilator.

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.



Information for candidates

Coursework assessments

Effective from 1 September 2024

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

‘the work which 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 use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called ‘referencing’. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).





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For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/1/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for

example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.



Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. Don't share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.



Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the rules, one of the following penalties will be applied:

you will be awarded zero marks for your work;

you will be disqualified from that unit for that examination series;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Information for candidates

Non-examination assessments

Effective from 1 September 2024

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you must ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained. You must draw your own conclusions from the data.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. Do not share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.



Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how

you use this material though – you cannot copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you must not copy from someone else or allow another candidate to copy from you’.

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the

passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can

be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.



Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

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Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

you will be awarded zero marks for your work;

you will be disqualified from that component for the examination series in question;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.



Revision Timetable Template

You do not need to study from 8am-10pm; decide which hours of the day you can concentrate best

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
8:00							
9:00							
10:00							
11:00							
PM							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

Don't be over ambitious – break work down into small chunks. Assess how familiar you are with each topic and focus on your weak areas. Take breaks, do short (45 minute) sessions often and include fun stuff / rewards – that way you are more likely to stick to your timetable.

Use different colours for different topics. Remember to keep reviewing what you have revised and testing yourself at the end of the day, the next day and the end of the week - this will help you to recall the information in the exam.



