



IGCSE Parent & Student Booklet

Sept - June 2019

Secondary School
IGCSE Coordinator: Ms Katya Skoudy

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Full IGCSE Programme

English

Mathematics

Foreign language

5 option subjects

Know your Subject

Each subject has a Syllabus that tells you what you need to know for the examination and how you will be tested in each component of the exam. All syllabi, resources and last year's past papers are available to parents and students at the following link. Completing past papers is an excellent way to prepare for an examination

<http://www.cie.org.uk/qualifications/academic/middlesec/igcse/subjects>

Make sure you look at the syllabus for the year
when you will take the exam.

Option Subjects

- [Art and Design](#) (0400)
- [Biology](#) (0610)
- [Business Studies](#) (0450)
- [Chemistry](#) (0620)
- [Drama](#) (0411)
- [Economics](#) (0455)
- [English - First Language](#) (0500)
- [English - Literature](#) (0486)
- [English - Second Language \(count-in oral\)](#) (0511)
- [French - Foreign Language](#) (0520)
- [Geography](#) (0460)
- [German - Foreign Language](#) (0525)
- [History](#) (0470)
- [Information and Communication Technology](#) (0417) (year 11)/([Computer Science](#) (0478) (year10)
- **Mathematics** (all students in Year 11 and those in Year 10 doing the Core course will study the [0580](#) curriculum; those in Year 10 doing the Extended or Accelerated courses will follow [0607](#))
- [Mathematics - Additional](#) (0606)
- [Music](#) (0410)
- [Physical Education](#) (0413)
- [Physics](#) (0625)
- [Sociology](#) (0495)
- [Spanish - Foreign Language](#) (0530)
- [Turkish - First Language](#) (0513)

IGCSE deadlines 2018/19

October	Teachers make Estimated Entries per subject
January	Final decisions on Core/Extended Level
End of January	Provisional IGCSE statement of entry for checking
Week beginning April 1 st ESL orals	IGCSE 0511/06 English as a Second Language (Count-in Oral) Oral Communication
Week beginning March 18 th to 29 th Language orals	IGCSE 0520/03 Foreign Language French Speaking 01 (15 minutes each) IGCSE 0525/03 Foreign Language German Speaking 01 (15minutes each) IGCSE 0530/03 Foreign Language Spanish Speaking 01 (15 minutes each) IGCSE Self-study Foreign Language Options Speaking 01 (15 minutes each) Please note that there will be an additional charge for any extra IGCSE syllabus taken.
March 27 th Coursework deadline	IGCSE 0500/04 First Language English Coursework Portfolio 04 IGCSE 0410/02 Music Performing IGCSE 0410/03 Music Composing IGCSE 0411/02 Drama Coursework IGCSE 0470/03 History Coursework <u>to the IGCSE coordinator to be sent to the board</u>
Last day of Term 2	Official Statement of Entry is sent out with Term 2 report, together with the timetable and rules
2 nd & 4 th April ICT practical exam	IGCSE 0417/21 Information and Communication Technology Practical Test A 21 2h 30m IGCSE 0417/31 Information and Communication Technology Practical Test B 31 2h 30m
9 th & 10 th April Art exam	IGCSE 0400/04 Art and Design Observational assignment Two day exam (all day)
April	Teachers submit Predicted Grades
29 th April – 11 th June	IGCSE written examinations
12 th September	Deadline for November retake entries

IGCSE Codes and Components

Mathematics (Check which course code to follow on page 2)

subject	level	code	components taken		
Maths 0580	Core	AY	Paper 1	paper 3	
Maths 0607	Ext	BX	Paper 2	Paper 4	Paper 6
Additional Maths 0606	Ext	AX	Paper 1	Paper 2	

Humanities

subject	level	code	components taken		
Business Studies 0450	Ext	AX	Short answer	Case Study	
Economics 0455	Ext	X	multi choice	structured questions	
Geography 0460	Ext	BY	paper 1	paper 2	paper 4 Alt to coursework
History 0470	Ext	AY	paper 1	paper 2	Coursework
Sociology 0495	Ext	AY	paper 1	paper 2	

English & Turkish

subject	level	code	components taken		
2nd lang English 0511	core	AX	paper 1	paper 3 listening	oral
	Ext	EX	paper 2	paper 4 listening	oral
1st lang English 0500	core	BR	Paper 1 reading	coursework portfolio	
	Ext	DR	paper 2 reading	coursework portfolio	
English Lit 0486	Ext	BY	Paper 1 Poetry and Prose	Paper 3 open book	Paper 4 Unseen
1st lang Turkish 0513	Ext	No code	Paper 1 Reading	Paper 2 Writing	

Arts

subject	level	code	components taken		
Art & Design 0400	Ext	C	observational assignment	coursework	
Drama 0411	Ext	AY	paper 1	coursework	
Music 0410	Ext	Y	listening	Performing coursework	Composing coursework

PE

subject	level	code	components taken		
Physical Ed. 0413	Ext	AY	paper 1	coursework	

Sciences & ICT

subject	level	code	components taken		
Biology 0610	core	GX	paper 1	paper 3	paper 6
	Ext	CX	paper 2	paper 4	paper 6
Chemistry 0620	core	GX	paper 1	paper 3	paper 6
	Ext	CX	paper 2	paper 4	paper 6
Physics 0625	core	GX	paper 1	paper 3	paper 6
	Ext	CX	paper 2	paper 4	paper 6
ICT 0417 (year 11 only)	Ext	AY	Paper 1	practical A	Practical B
Computer Science 0478	Ext	AY	Paper 1	paper 2	

Modern Foreign Languages

subject	level	code	components taken			
2nd lang French 0520		X	listening	reading	speaking	writing
2nd lang German 0525		Y	listening	reading	speaking	writing
2nd lang Spanish 0530		Y	listening	reading	speaking	writing

Self Study Languages – some self-taught languages will not be available after 2019

subject	level	code	components taken			
2nd lang Dutch 0515	Ext	B	listening	reading	speaking	writing
2nd lang chinese 0547	Ext	B	listening	reading	speaking	writing
2nd Portuguese 0540		A		reading	speaking	writing
1st lang Russian 0516	Ext	–	Reading	writing		
1st lang French 0501	Ext	–	Reading	writing		
1st lang German 0505	Ext	–	Reading	writing		
1st lang Korean 0521	Ext	–	Reading	writing		
1st lang Chinese 0509	Ext	–	Reading	writing		
1st lang Dutch 0503	Ext	–	Reading	writing		
1st lang Arabic 0508	Ext	–	Reading	writing		

Languages Available for self-study at IGCSE

If a student is fluent in a foreign language, perhaps it is their mother tongue or they have lived in a country for a significant length of time, then they can apply to take an extra IGCSE in this subject. This can be done in year 10 or year 11 and we often encourage students to start with 2nd language study (if it is available) and then progress onto the 1st language exam in the second year.

- [Afrikaans - First Language](#)
- [Afrikaans - Second Language](#)
- [Arabic - First Language](#)
- [Arabic - Foreign Language](#)
- [Chinese - First Language](#)
- [Chinese \(Mandarin\) - Foreign Language](#)
- [Czech - First Language](#) *
- [Dutch - First Language](#) *
- [Dutch - Foreign Language](#)
- [French - First Language](#)
- [French - Foreign Language](#)
- [German - First Language](#)
- [German - Foreign Language](#)
- [Greek - Foreign Language](#)
- [Hindi as a Second Language](#)
- [Indonesian - Foreign Language](#)

- [IsiZulu as a Second Language](#)
- [Italian - Foreign Language](#)
- [Japanese - Foreign Language](#)
- [Kazakh as a Second Language](#)*
- [Korean \(First Language\)](#)
- [Latin](#)
- [Malay - Foreign Language](#)

- [Portuguese - First Language](#)
- [Portuguese - Foreign Language](#)
- [Russian - First Language](#)
- [Spanish - First Language](#)
- [Spanish - Foreign Language](#)
- [Thai - First Language](#)
- [Turkish - First Language](#)

* please note these languages will no longer be available after June 2019

Application to take a Self Study IGCSE Language



If you think your child may be able to take a **Self Study Language** at IGCSE (this means that your child must be proficient in the language either because it is their mother tongue or because they have spent a long time living or studying in this language) please go to www.cie.org.uk/qualifications/academic/middlesec/igcse/subjects and look at past papers in this subject to see if you feel that your child has the fluency to take the exam.

If you are sure they will be successful in a self study language please print out and fill in the Self Study Language Application Form on the next page and return it to Ms Skoudy who will consult with the Head of Modern Foreign Languages. **Please inform Ms Skoudy by 4th October 2018** that you would like your child to sit a self-taught language. Please note that there will be an additional charge for any extra IGCSE syllabus taken.

Entry in a second language is subject to the school being able to find an oral examiner in the language your child wishes to take. First language exams do not have an oral component but require a much higher level of competence.

Students who enter for a language must commit to completion of past papers to prepare for the exam, please take into account that they may need help with these papers either from you as a parent or from a tutor fluent in the language.

Self Study Language IGCSE Examination Application

Please print out this page, fill in your details and return to the IGCSE coordinator. The deadline for final entries is December 8th, however I need to inform the exam board in October if there is any interest.

Student name	
Subject	

Tick as appropriate

- I have looked at the past papers and believe that my child has the fluency to take and pass the examination successfully.

Parent signature: _____

I would like to take this examination and I will commit the time needed to complete at least 4 past papers to prepare for the exam

Student signature: _____

Coursework for the IGCSE

The following syllabuses require students to submit coursework throughout the year. For First Language English, Music, Drama and PE the deadline when the final draft of the coursework must be handed in ready to **be sent to the board is March 27th 2019.** This means there will be internal departmental deadlines which will have to be met by students so that you can get the appropriate feedback from subject teachers and have time to redraft the coursework which must be adhered to.

All coursework is marked against criteria that are published in the syllabus guidelines.

You will be asked to produce a draft version of your work which the teacher will then mark and advise you on how to improve the work to meet the coursework criteria.

0400 Art and Design

0410 Music

0411 Drama

0470 History

0500 First Language English



Information for candidates

To help maintain the security of our exams please share this information with your candidates.

Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

What can I do to be academically honest?

- Make sure that you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc.
- If you work within a group, make sure that your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to cut corners and leave out references.

What you must not do

- Do not allow others to have access to your work. You will be held responsible if it is copied.
- Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism.
- Do not make up or invent data or findings. This is called fabrication.
- Do not accept help and input from another person, or work collaboratively when this is not permitted; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.



Information for candidates

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Full Centre Supervision

Your exam board, Cambridge International Examinations, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure the exam board asks your Centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or your results may be cancelled.

Full Centre Supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your Centre will tell you the dates, times and venues of your Full Centre Supervision sessions.
- If you arrive late, report directly to the person in charge of the session.
- You are not allowed to have mobile phones or use any communication device, including the internet, during Full Centre Supervision.
- You can have books and revision notes with you during Full Centre Supervision, but you must not take them into the exam)
- You can talk to each other during Full Centre Supervision, but you must not during the exam.
- Do not leave the room until you are given permission to do so.
- If you need to leave the room you must be supervised by a member of staff.
- If you feel unwell during Full Centre Supervision tell the person in charge of the session.

Access Arrangements for SEN

It is possible for students to receive special access arrangements during IGCSE exams if they have been using these arrangements throughout the school year and the application is supported by a statement from the SEN department, a Psychological or a medical report.

We can apply for special arrangements if a student has needs in one or more of the following categories:

- 25% extra time
- Rest breaks
- Separate invigilation
- Transcript
- Prompter
- Word processor
- Learning difficulty
- Hearing impairment
- Visual impairment
- Medical

The SEN department should be consulted at the beginning of the academic year if you have any questions about a student qualifying for access arrangements.

IGCSE Exam instructions for BISI

School Uniform: Students must wear full school uniform for **all** examinations and be in school at normal times for key time supervision in the morning and 1 pm if their examination is the afternoon.

Be on Time: It is the responsibility of the student to come to school at the correct time and on the correct day for an examination.

Absence: If a student is late or absent they should call the the Deputy Director of Secondary on **0534 6927009** or leave a message with the school secretary on **0212 202 7027**. Please be aware, however, that it is not possible to reschedule missed examinations.

Equipment: Students must bring the correct equipment to an examination: Blue or black pens, HB pencils, pencil sharpener, eraser, ruler, protractor, compasses and a calculator for those examinations where it is permitted. Calculator lids should be separated from the calculator and **all equipment should be in a transparent plastic bag**, pencil cases are not allowed into the examination room **The school cannot lend equipment to students, nor can they borrow equipment from other students during an examination**

NO Electronic Devices: A copy of the rules applying to IGCSE examinations (published by CIE) is attached. According to these rules it is forbidden to take mobile telephones, MP3 players or any such devices into the examination room. If these items are brought into school they must be left in lockers. Students are **not** allowed watches in the exam room.

Water: Water will be available in the examination room, a personal bottle of water may be taken in provided it is transparent and without a label.

Silence: Students must enter the examination room silently and it is strictly forbidden for students to communicate in any way with another student while in the examination room, this includes speaking, smiling, gesturing or attempting to attract the attention of another student. This includes the time after an examination has finished whilst examination papers are being collected and counted.

Transport: Students should arrange their own transport during the examination period (in consultation with AZ-AL where appropriate). **All afternoon exam sessions require the students to be supervised until 4pm**

Key times: To ensure the integrity of the exam papers students must not make contact with persons who have not sat an exam during the key times. This means that upto 12pm for morning exams or 4pm for afternoon exams they must be supervised by a teacher even once their exam has ended and they are not allowed any access to phones or internet.

Malpractice: The school is obliged to carry out its duty to report any student who does not follow the international regulations of the examining authority.

School Holiday: Examinations continue on these days for IGCSE. Students must arrange their own transport AND lunch on these days.

Notice to Candidates

Know the rules before you take your examinations

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** bring the equipment you need to the examination e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you **must not use the calculator function of another device**.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - Sit an examination in the name of another candidate.
 - Have unauthorised material, including electronic devices and mobile phones in the examination.
 - Have any equipment in the examination which might give you an unfair advantage.



6. Having unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any unauthorised material you may be penalised or disqualified.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must** leave the question paper, your answer book or answer paper, rough work and any other (used or unused) materials in the examination room.

Exam Results

Exam results are issued mid-August. CIE has introduced a system to allow students to access their IGCSE results directly. Each student will be issued with a personal password and instructions to allow access to their own results. This must be kept safe and not disclosed to any other student.

Exam results can also be gotten by emailing the IGCSE coordinator on the day that the results are released.

Retake entries

A student who wishes to retake an IGCSE examination can do this in November of the same year or June of the following year.

In November you can enter up to the deadline date without being charged late entry fees if the student sat the **same syllabus**, regardless of the option code, in the June examination series of the same year. However the school will be charged for any entry for resit after the deadline date and the cost will be passed on to you.

Should you want to resit any examination please talk to your subject teacher first and then contact the IGCSE coordinator well before the deadline.

IGCSE Award Ceremony & Official Certificates

In November we will hold the Award Ceremony for the June IGCSE examinations. At the ceremony we will celebrate the achievements of our students and give out the official IGCSE certificates (these usually arrive at the end of October). Your child will need this certificate for official proof of their examination results.

If your child is leaving BISI at the end of the school year and will not be able to collect their certificate please email a forwarding address to the IGCSE coordinator. It will be arranged for the certificate to be sent on once it arrives. It is also possible to **make an appointment** to collect the certificate from the school when visiting Turkey.