



EXAMINATIONS 2023-2024

GUIDANCE FOR STUDENTS & PARENTS

Centre Number: 54261

School Telephone No: 01392 204600



CONTENTS

This booklet sets out information for students and their parents in Year 10 & 11 at St Luke's School. Keep it at home so you can refer to it during the year.

| Pages | Title | Content |
|---------|--|--|
| 3 – 4 | Parent Information | The courses your child is following, the questions they lead to and how you can help them do their best |
| 5 – 10 | Student Information | Detailed information on exam board rules and how the examinations will be run at St Luke's School. This will be explained to students in school. |
| 11 – 12 | After the Examination | Detailed information on Results Day and Evening Presentation |
| 13 – 15 | Frequently Asked Questions | Detailed information regarding what to do on the Exam Day if any questions arise. |
| 16 - 22 | Appendices & Proposed Summer Timetable | Information & Proposed Summer Timetable |

It is the aim of St Luke's Church of England School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow during and after the exams.

If you have any questions about the information in this booklet do not hesitate to contact your child's tutor at St Luke's School on 01392 204600.

PARENT INFORMATION

In many ways Years 10 and 11 are the most important years of a student's education. This booklet outlines why and suggests ways you can support your child at this important time.

Year 11 is the final year of compulsory education and results gained in this year will help frame the rest of each student's life. Students have already begun their Level 2 courses (GCSEs and Technical awards in most subjects) and you will be aware from this of the demands of KS4. Year 10 will have given students a clear idea of what it is like to follow an individual curriculum and students should by now realise it is vital that they are able to organise themselves, their time and their work, to meet deadlines and work to the very best of their ability.

Why is Year 11 so important?

Year 11 has always been a very pressured time for students; in the past, most subjects finished with examinations in June making revision vital for success. On-going assessments though and Technical portfolios now mean hard work is vital through Year 10 and Year 11 to avoid major disappointment.

What exactly does that mean?

Your child will be studying Key Stage 4 (Level 2) courses. These either will be GCSE or Technical qualifications, which allow students to study at the next level or to take up higher level apprenticeships in the future.

Technical courses are mainly 'coursework' based with an additional external assessment element that may be in the form of a written paper, set task or on-line test. The 'coursework' assessment is through teacher-set assignments throughout the course so every task completed is a vital part of the final assessment.

GCSEs are now linear meaning that all units have to be taken at the end of the course in Year 11.

For both types of qualification, the deadlines are set by the exam board not the school so missing a final deadline will mean sacrificing all the marks for a section of the course.

Why does it matter?

Achieving Level 2 qualifications allows students to choose from a far wider range of post 16 courses, apprenticeships etc. Employers see this as being the level students need to reach to be considered literate and numerate in the workforce.

In order to give each student, the best possible chance of succeeding in life and fulfilling their potential, we are committed to helping as many as possible to reach this level, but it is only possible if students take their education seriously from the beginning of Year 11. Your help as parents in this can be invaluable. For details see the following sections.

HOW CAN I HELP MY CHILD ACHIEVE THEIR BEST THIS YEAR?

Parents often ask how they can best help their child. The ideas below give some specific advice – the most important thing, however, is often simply to be aware of the issues and concerns your child may have by talking to them about school, emphasising the importance of doing their best and offering challenge and support as they are needed.

Examination Dates/Controlled Assessment Deadlines – Students will be given details of exam entries via their subject teacher and the issue of the individual exam timetable when entered for any examinations. Controlled Assessment tasks set during Years 10 and Year 11 and the deadline for each one will be notified by individual subject teachers. A *Warning to Candidates* notice available on the St Luke’s School website also advises about what you can and cannot do when sitting examinations and completing controlled assessments. Some people find it helpful to write these dates onto a calendar at home to help identify pressure points and help avoid leaving too many pieces of work to be completed at the same time and to ensure deadlines are met.

Punctuality to Examinations – The published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. It is vital that students arrive on time. As parents it can be really helpful if you ensure your child is up in plenty of time and that they are well rested, fed and hydrated during the exam period.

Examination Preparation – Everyone learns differently but students often find preparing for examinations hard. Let your child explore different ways of learning but be supportive of their efforts, ensure they are realistic about putting in enough work for each exam without becoming stressed or anxious and talk to them about what works for them after each exam to help them improve their preparation for the next one.

Time Management – a list of exam dates will be posted on the St Luke’s School website and students need to manage their time sensibly. This is something many students find very difficult; often leaving coursework until the last moment and not following advice given in school about breaking tasks down and spreading them over the whole time allowed. Talking to students about tasks set and starting work on them immediately may help to avoid panic and underachievement later.

Resources – Students will need to be fully equipped for lessons with writing equipment etc as well as specialist equipment in some areas. They will often need to carry coursework to and from school and so should come equipped with a bag large enough to carry an A4 folder every day.

Holiday During Term Time – Please do not make any plans for family holidays or any other known absence from school, including dental or medical appointments. We do not yet have dates for the practical or exam sessions for 2023/2024 as these are dependent on the awarding bodies.

Examinations are expected to continue until Wednesday 26th June 2024, so you should not make any plans for holidays before this date. Since Years 10 and 11 are such critical years for all students, and full attendance is vital for exam success, we would not normally expect students and families to plan any term-time holidays during this year. The official leaving date for Year 11 is Friday 28th June 2024.

Communications – If you have any concerns about your child’s progress then please do not hesitate to contact the school (01392 204600). You may wish to discuss general issues with your tutor or specific subject matters with individual teachers. An early call will often avoid major problems.

EXAMINATIONS – THINGS YOU NEED TO KNOW

Exam times are very important times in your life at St Luke's School. The examinations that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for examinations that you must be aware of (most of these rules are set by the awarding bodies, not by the school).

IF YOU DO NOT FOLLOW THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMINATIONS, SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, THEN ASK YOUR TUTOR OR A TEACHER FOR HELP.

UNIFORM

Full school uniform **MUST** be worn, including black shoes.

TIMETABLES

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell your subject teacher immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later.

Check each examination date carefully, and check to see if the examination is in the morning or the afternoon. If there is an examination on the timetable that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** tell the subject teacher immediately.

Make sure you know which **room** and **seat** you need to go to for each examination (your room and seat number will stay the same for most exams). Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE.

IF YOU LOSE YOUR TIMETABLE, ASK YOUR TUTOR OR STUDENT SERVICES FOR A NEW ONE.

LOCATION OF EXAMINATIONS

Most examinations will take place in the Main Hall, and the DT corridors will also be used at certain times. Your individual timetable will state where your examination will take place.

ATTENDANCE AT EXAMINATIONS

Unless otherwise stated on your timetable, all examinations at St Luke's School start at **9.00am** for the **morning papers** and **1.30pm** for the **afternoon papers**. You should aim to be at school **no later than 30 minutes** prior to the start time of their examination. Please line up in your rows and wait quietly outside your exam room or in the outside area until you are invited to enter the room by the examination invigilators.

You will be told when you are allowed to enter the examination room and you **MUST** sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. **IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATOR COULD MARK YOU AS ABSENT.** You are **NOT** allowed to enter the examination room before the exam time.

Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Exams Officer, Mrs Goodfellow.

ABSENCE FROM EXAMINATIONS

You must attend all the examinations on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill of £40 or more if you do not attend an examination that has been paid for by the school.

If you are ill, come in and sit the exam anyway if possible. Not sitting the exam will always result in a lower final grade.

If you miss an examination through illness or are unwell during the examination, make sure you see a doctor the same day to get a medical note and pass this to Main Reception to give to the Exams Officer, within three days. It may be possible to apply, under certain circumstances, to the exam board for Special Consideration. If you do miss an exam it is important to contact Main Reception who can tell the Exams Officer on the same day to let her know why you are not present.

BEHAVIOUR IN THE EXAM ROOM

Firstly, make sure you have visited the toilet before entering the exam room. You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave. Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage.

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

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination early if you have finished your work.

CANDIDATE NAME

Candidates are entered under the name format of (Legal) First Name, middle name + (Legal) Surname, e.g. Adam John Smith. The legal surname that the student is registered with at the school is the one that will appear on the exam certificates.

EXAM / CANDIDATE NUMBER

You will be given a 4-figure reference number that refers only to you. **You need to remember this number**, as you will write it on all your examination papers.

ID CARDS

Photographic ID cards are put on the table in front of you this also includes your exam number and centre number. This is a requirement of the Awarding boards. Please do not deface these cards.

BAGS, BOOKS, NOTES AND VALUABLES

You are not allowed to keep any bags, books or notes with you in the examination room and these will be locked away in the Exams cupboard outside the hall, or preferably at home. Please do not bring valuables with you when you come into school for an examination.

MOBILE PHONES, WATCHES, ELECTRONIC COMMUNICATION OR STORAGE DEVICES, AIR PODS/EARPHONES

Mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, reading pens, watches, which have a data storage device any other products with text or digital facilities, air pods/earphones are not permitted – ideally, don't bring any of these in on examination days. If you must bring equipment in, it must be in a bag that is placed in the Exams cupboard and turned off so it will not ring or make a sound. Any candidate taking a phone or watch to a desk will be reported to the awarding bodies, even if it is turned off. The awarding bodies are very strict on phones and watches, as they can be used as communication devices and may allow cheating. They will disqualify any candidate with a phone or watch on his/her person.

IF A MOBILE PHONE, WATCH, ELECTRONIC COMMUNICATION OR STORAGE DEVICES, AIR PODS/EARPHONES ARE FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE AWARDING BODY.

NO EXCEPTIONS WILL BE MADE.

CHEATING

If you are caught cheating in any way in an examination, you WILL be reported to the awarding bodies. 'Cheating' means doing anything that is against the rules and this includes:

- ⊗ Being in possession of a mobile phone/watch/storage device/air pods/earphones
- ⊗ Using unauthorised aids
- ⊗ Communicating with other candidates (by talking or otherwise)
- ⊗ Copying from other candidates

IF CANDIDATES ARE CAUGHT CHEATING, THE EXAM BOARD MAY DECIDE TO PENALISE OR DISQUALIFY YOU.

EQUIPMENT

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances; please put up your hand for an invigilator if you need a replacement pen/pencil etc. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- ☺ 2 pens – BLACK ONLY
- ☺ 2 HB pencils
- ☺ Ruler (marked with millimetres)
- ☺ Pencil sharpener (preferably one which catches the shavings!)
- ☺ Eraser
- ☺ Compass
- ☺ Protractor
- ☺ Calculator
- ☺ Coloured pencil crayons

YOU ARE NOT ALLOWED TO USE CORRECTING FLUID (TIPPEX ETC) IN EXAMINATIONS.

CALCULATORS

Calculators may be used in most examinations: your subject teacher will tell you if they are not allowed for a particular paper. **YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE. YOU ARE NOT ALLOWED TO USE A MOBILE PHONE AS A CALCULATOR.** The awarding bodies do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend.

Calculators must not:

- ☺ Be dependent on mains supply (i.e. needs a plug!)
- ☺ Have alphabetic keys
- ☺ Be programmable
- ☺ Have noisy keys which would disturb others
- ☺ Use magnetic card input
- ☺ Have a permanent memory

If in doubt, buy one from Main Reception.

DICTIONARIES

Dictionaries may not be used in examinations unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). **ELECTRONIC TRANSLATORS ARE NEVER ALLOWED.** If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain examinations. However, this **MUST** be arranged before the examinations begin.

If you think you are eligible to use a bilingual dictionary, see your subject teacher or the Exams Officer.

BANNED ITEMS

The following items **MUST NOT** be brought into any examination room:

- ☺ Mobile phones, watches, pagers, organisers, any type of electronic communication or storage device, air pods/earphones
- ☺ Calculator case and instruction books

- ⊗ Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- ⊗ Watches
- ⊗ Books, notes, letters, diaries or other printed material

DRINKS AND FOOD

You are only allowed to take into the examination room **a drink of water in a clear plastic bottle**. If you have a cough then cough sweets can be brought in must in a clear bag with no labels/writing. Chewing gum and any other food or drink is not allowed. You will not be able to leave the examination room to refill a bottle of water.

END OF THE EXAM

The invigilators will collect your examination papers before you leave the examination room. **Silence MUST be maintained during this time**. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper place it inside the original exam paper. For those of you who have a scribe or use a laptop then please ensure the correct form has been filled in for each of these and that they too are placed inside the original script. Question papers, answer booklets and additional paper must NOT be taken from the examination room. You will be dismissed from the examination row by row, and may be told which door to use. Collect your own bag from the cupboard and no one else's. Leave the exam area straight away. Do not wait for others in this area. **You must remain silent until you are away from the exam room.**

IN THE EVENT OF AN EMERGENCY

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point (rugby pitch). Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external invigilators to conduct the examinations. **Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot explain the questions to you.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

ACCESS ARRANGEMENTS

Access arrangements are agreed and processed at the start of the course. Access arrangements put in place **must** reflect the support given to a candidate in School and has to be their '**normal way of working**'. A history of support and provision has to be evidenced by the School.

The arrangement is not able to be granted to the candidate at the time of their examinations. A doctor's note produced at the time of the examinations, for whatever reason, IS NOT sufficient evidence to warrant the implementation of an access arrangement.

Access arrangements have to be applied and processed on-line and approved, and the evidence of need must be made available for inspection by the JCQ Centre Inspection Service who conduct unannounced inspections of centres. Inspectors will expect to see appropriate documentation to substantiate the use of an access arrangement and will take decisive action if the inspection reveals lack of sufficient evidence.

EXAMINATION REGULATION

It is your **responsibility** to read and understand the exam boards' Warning to Candidates available on St Luke's School website. A copy of this notice is displayed outside every exam room and is also in the Appendices at the end of this pack.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK YOUR TUTOR, OR TEACHER FOR HELP.

AFTER THE EXAMINATIONS

GCSE results will be published on **Thursday 22 August 2024**.

NOTIFICATION OF RESULTS

You will be able to collect your results from 10.00am – 12.30pm on Thursday 22 August 2024. You will not be able to come into school before 10.00am.

You will need to sign for your results. If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. Forms are either available from reception or a PDF version is available from the website.

If you would like your results emailed to you on results day then you will need to advise the Exams Officer by email prior to results day.

Candidates who do not collect their results in August will receive notification through the normal post. Letters (not certificates) will be posted on results day and not before. **If you change your address after leaving school in June, please inform us of your new address.**

No results will be given out by telephone under any circumstances.

POST RESULTS

If you need post-results advice, both St Luke's teaching staff and a representative from Exeter College will be available on Results Day.

Exam certificates arrive in school about three months after you have received your results and will be available at a Presentation Evening in November.

PRESENTATION OF CERTIFICATES

A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

Students who are unable to attend Presentation Evening will need to collect their certificates from the school exams office after Presentation Evening and before the end of January. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Certificates can only be posted by registered post if payment has been made in advance.

St Luke's Church of England School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding body. A charge is made per awarding body to issue a certified statement of results. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.

YOU WILL NEED THESE CERTIFICATES FOR ANY FURTHER EDUCATION COURSES YOU WILL BE STUDYING OR FOR ANY FUTURE EMPLOYMENT THROUGHOUT YOUR WORKING LIFE.

APPEALS PROCEDURE / ENQUIRES ABOUT RESULTS

Please refer to the St Luke's Internal Appeals Procedure on the School Website for full details on the Appeals Procedure and Review of Marking.

WARNING

All the awarding bodies have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion for examinations for a period of up to 5 years.
- Invigilators HAVE to stick to the rules; they HAVE to report to the Exams Officer and Data Assistant ANYTHING that they feel could be suspicious.
- We are inspected by the exam boards to make sure that we carry out the exams in the correct way.

DON'T LET IT HAPPEN TO YOU, STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE.

☺ GOOD LUCK IN YOUR EXAMINATIONS! ☺

FREQUENTLY ASKED QUESTIONS

What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Candidate Numbers are printed on your individual timetables and also on your ID card on your desk.

What do I do if I forget the school Centre Number?

The Centre Number is **54261**. It will be clearly displayed in the examination rooms and on your ID card on your desk.

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

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance. We may be able to sit you nearer the door for that particular exam.

If I am late, can I still sit the examination?

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

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

What items are not allowed into the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators, locked securely outside of the room. Do not bring any valuables into school with you when you attend for an examination.

No food (apart from cough sweets if required) is allowed in the exam room, water will be accepted. Mobile telephones must not be brought into the exam room even if they are turned off.

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

Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones, air pods) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Please see appendices for further information on what sanctions can be implemented.

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in a named envelope in the exams office before entering the examination room. You are responsible for collecting it at the end of the examination.

How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

If I have more than one exam on a day can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain food at break in the usual way. For afternoon exams it is recommended you bring a packed lunch. Limited selections of food will be available from the canteen.

Why do I need to check the details on the Timetable?

The details on your Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems, if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is **Vital** that you phone the school first thing in the morning (after 8am **01392 204600**) to inform us. Leave a message with the reception staff.



You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and other unit marks. This will then sometimes enable them to adjust the mark and grade accordingly. Please note that special consideration only allows up to a 2% increase in the final grade.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – **PHONE THE SCHOOL 01392 204600 after 8am**

If you do not attend an exam without a valid reason, you will be charged for that exam.

APPENDICES



| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

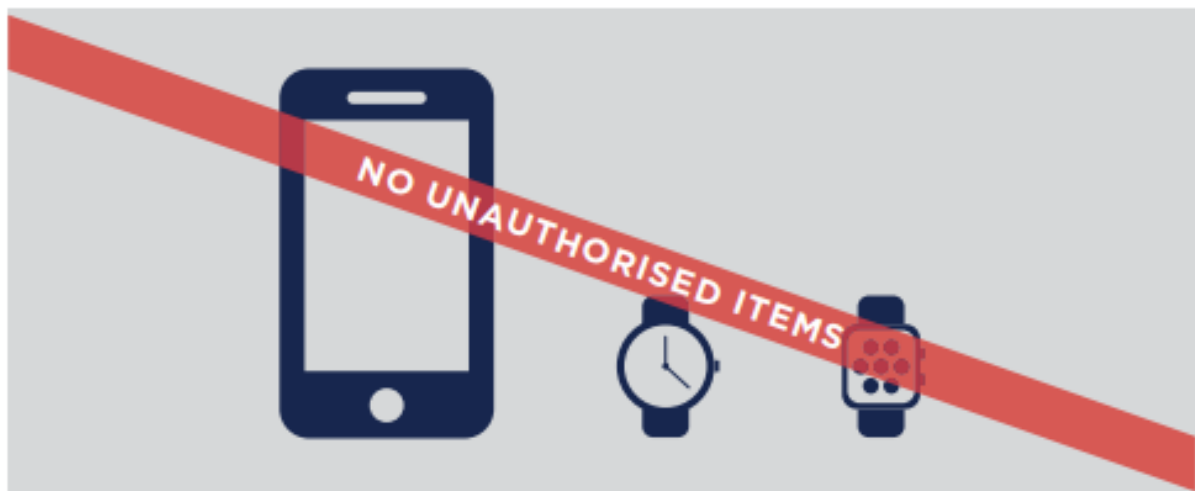
Warning to Candidates

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.

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.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




JCQ **Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

JCQ **Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

JCQ **If you do any of the above activities, you may:**

- !!! Receive a written warning
- !!! Lose marks
- !!! Be disqualified from a part of or all of your qualifications
- !!! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candi-dates-documents


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.

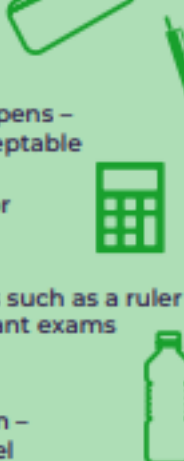
Before sitting your exams, ensure you know:

- 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 cannot take into exams:

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

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not 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
- 

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.

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.

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



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

CANDIDATE MALPRACTICE SANCTION EXAMPLES

| Type of offence | Warning (Sanction 1) | Loss of marks (Aggregation still permitted) (Sanctions 2-4) | Loss of aggregation or certification opportunity (Sanctions 5-9) |
|--|---|---|---|
| Introduction of unauthorised material into the examination room, for example: | | | |
| Own blank paper | used for rough work | used for final answers | |
| Calculators, dictionaries (when prohibited) | not used | used or attempted to use | |
| Bringing into the examination room notes in the wrong format or prohibited annotations | notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject | notes/annotations are relevant and give an unfair advantage | notes/annotations introduced in a deliberate attempt to gain an advantage |
| Unauthorised notes, study guides and personal organisers | content irrelevant to subject | content relevant to subject | relevant to subject and evidence of use |
| Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, airpods, earphones and headphones) | not in the candidate's possession but makes a noise in the examination room | in the candidate's possession but no evidence of being used by the candidate | in the candidate's possession and evidence of being used by the candidate |
| Watches (not smartwatches) | in candidate's possession | | |
| Standard sanctions: | | | |
| <ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; | | <ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time. | |

PROPOSED SUMMER 2024 EXAM TIMETABLE

| Exam Date | Exam Series | Exam Board | Qualification | Exam Code | Subject | Title | Exam Time | Exam Duration |
|------------|-------------|------------|----------------------|----------------|------------------------|---|-----------|---------------|
| 07/05/2024 | Jun-24 | Pearson | BTEC Tech Award 2022 | BH503 | Health and Social Care | Health and Wellbeing | MORNING | 2 hours |
| 09/05/2024 | Jun-24 | Pearson | GCSE | 1R80.1A-1G | Religious Studies B | Paper 1: Area of Study 1 – Religion and Ethics | MORNING | 1h 45m |
| 10/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1BF | Combined Science | Paper 1: Biology 1 Foundation Tier | MORNING | 1h 10m |
| 10/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1BH | Combined Science | Paper 1: Biology 1 Higher Tier | MORNING | 1h 10m |
| 10/05/2024 | Jun-24 | Pearson | GCSE | 180.1F | Biology | Paper 1 Foundation Tier | MORNING | 1h 45m |
| 10/05/2024 | Jun-24 | Pearson | GCSE | 180.1H | Biology | Paper 1 Higher Tier | MORNING | 1h 45m |
| 13/05/2024 | Jun-24 | AQA | GCSE | 8702/1 | English Literature | English Literature Paper 1 | AM | 1h 45m |
| 13/05/2024 | Jun-24 | OCR | CAMBRIDGE NATIONAL | R184/01 | Sport Studies | Contemporary Issues in Sport: Written Paper | PM | 1h 15m |
| 13/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.1F | Turkish | Paper 1: Listening and understanding in Turkish Foundation Tier | AFTERNOON | 0h 35m |
| 13/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.1H | Turkish | Paper 1: Listening and understanding in Turkish Higher Tier | AFTERNOON | 0h 45m |
| 13/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.3F | Turkish | Paper 3: Reading and understanding in Turkish Foundation Tier | AFTERNOON | 0h 50m |
| 13/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.3H | Turkish | Paper 3: Reading and understanding in Turkish Higher Tier | AFTERNOON | 1h 05m |
| 14/05/2024 | Jun-24 | AQA | GCSE | 8658/1F | French | French Paper 1 | AM | 35m |
| 14/05/2024 | Jun-24 | AQA | GCSE | 8658/1H | French | French Paper 1 | AM | 45m |
| 14/05/2024 | Jun-24 | AQA | GCSE | 8658/1F | French | French Paper 3 | AM | 45m |
| 14/05/2024 | Jun-24 | AQA | GCSE | 8658/1H | French | French Paper 3 | AM | 45m |
| 14/05/2024 | Jun-24 | AQA | GCSE | 8658/1F | French | French Paper 3 | AM | 1h |
| 15/05/2024 | Jun-24 | AQA | GCSE | 81A5/1A/A-1B/E | History | History Paper 1 | AM | 2h |
| 15/05/2024 | Jun-24 | Pearson | GCSE | 1CP2.01 | Computer Science | Paper 1: Principles of Computer Science | AFTERNOON | 1h 30m |
| 15/05/2024 | Jun-24 | Pearson | GCSE | 1A40.1F | Arabic | Paper 1: Listening and understanding in Arabic Foundation Tier | AFTERNOON | 0h 35m |
| 15/05/2024 | Jun-24 | Pearson | GCSE | 1A40.1H | Arabic | Paper 1: Listening and understanding in Arabic Higher Tier | AFTERNOON | 0h 45m |
| 15/05/2024 | Jun-24 | Pearson | GCSE | 1A40.3F | Arabic | Paper 3: Reading and understanding in Arabic Foundation Tier | AFTERNOON | 0h 50m |
| 15/05/2024 | Jun-24 | Pearson | GCSE | 1A40.3H | Arabic | Paper 3: Reading and understanding in Arabic Higher Tier | AFTERNOON | 1h 05m |
| 16/05/2024 | Jun-24 | Pearson | GCSE | 1R80.2A-2G | Religious Studies B | Paper 2: Area of Study 2 – Religion, Peace and Conflict | AFTERNOON | 1h 45m |
| 16/05/2024 | Jun-24 | Pearson | GCSE | 1MA1.1F | Mathematics | Paper 1 (Non-Calculator) Foundation Tier | MORNING | 1h 30m |
| 16/05/2024 | Jun-24 | Pearson | GCSE | 1MA1.1H | Mathematics | Paper 1 (Non-Calculator) Higher Tier | MORNING | 1h 30m |
| 17/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1CF | Combined Science | Paper 2: Chemistry 1 Foundation Tier | MORNING | 1h 10m |
| 17/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1CH | Combined Science | Paper 2: Chemistry 1 Higher Tier | MORNING | 1h 10m |
| 17/05/2024 | Jun-24 | AQA | GCSE | 8035/1 | Geography | Geography Paper 1 | PM | 1h 30m |
| 17/05/2024 | Jun-24 | Pearson | GCSE | 1CH0.1F | Chemistry | Paper 1 Foundation Tier | MORNING | 1h 45m |
| 17/05/2024 | Jun-24 | Pearson | GCSE | 1CH0.1H | Chemistry | Paper 1 Higher Tier | MORNING | 1h 45m |
| 20/05/2024 | Jun-24 | AQA | GCSE | 8702/2 | English Literature | English Literature Paper 2 | AM | 2h 15m |
| 20/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.4F | Turkish | Paper 4: Writing in Turkish Foundation Tier | AFTERNOON | 1h 20m |
| 20/05/2024 | Jun-24 | Pearson | GCSE | 1T1U.4H | Turkish | Paper 4: Writing in Turkish Higher Tier | AFTERNOON | 1h 25m |
| 21/05/2024 | Jun-24 | Pearson | GCSE | 1CP2.02 | Computer Science | Paper 2: Application of Computational Thinking (Onscreen using an Integrated Development Environment (IDE) of choice) | AFTERNOON | 2h 00m |
| 22/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1PF | Combined Science | Paper 3: Physics 1 Foundation Tier | MORNING | 1h 10m |
| 22/05/2024 | Jun-24 | Pearson | GCSE | 15CO.1PH | Combined Science | Paper 3: Physics 1 Higher Tier | MORNING | 1h 10m |
| 22/05/2024 | Jun-24 | Pearson | GCSE | 1PH0.1F | Physics | Paper 1 Foundation Tier | MORNING | 1h 45m |
| 22/05/2024 | Jun-24 | Pearson | GCSE | 1PH0.1H | Physics | Paper 1 Higher Tier | MORNING | 1h 45m |
| 22/05/2024 | Jun-24 | AQA | GCSE | 8582/1 | Physical Education | Physical Education Paper 1 | PM | 1h 15m |
| 23/05/2024 | Jun-24 | AQA | GCSE | 8700/1 | English Language | English Language Paper 1 | AM | 1h 45m |
| 23/05/2024 | Jun-24 | Pearson | GCSE | 1EN2.01 | English Language 2.0 | Paper 1: Non-Fiction Texts | MORNING | 1h 55m |
| 23/05/2024 | Jun-24 | Pearson | GCSE | 1A40.4F | Arabic | Paper 4: Writing in Arabic Foundation Tier | AFTERNOON | 1h 20m |
| 23/05/2024 | Jun-24 | Pearson | GCSE | 1A40.4H | Arabic | Paper 4: Writing in Arabic Higher Tier | AFTERNOON | 1h 25m |
| 24/05/2024 | Jun-24 | AQA | GCSE | 8658/1F | French | French Paper 4 | AM | 1h |
| 24/05/2024 | Jun-24 | AQA | GCSE | 8658/1H | French | French Paper 4 | AM | 1h 15m |

| Exam Date | Exam Series | Exam Board | Qualification | Exam Code | Subject | Title | Exam Time | Exam Duration |
|----------------------|-------------|------------------------------------|---------------|------------------------------|--|--|-----------|---------------|
| 03/06/2024 Jun-24 | AQA | AQA | GCSE | 8582/2 | Physical Education | Physical Education Paper 2 | PM | 1h 15m |
| 03/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1MA1 2F | Mathematics | Paper 2 (Calculator) Foundation Tier | MORNING | 1h 30m |
| 03/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1MA1 2H | Mathematics | Paper 2 (Calculator) Higher Tier | MORNING | 1h 30m |
| 04/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/LF | Spanish | Spanish Paper 1 | AM | 35m |
| 04/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/LH | Spanish | Spanish Paper 1 | AM | 45m |
| 04/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/RF | Spanish | Spanish Paper 3 | AM | 45m |
| 04/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/RH | Spanish | Spanish Paper 3 | AM | 1h |
| 04/06/2024 Jun-24 | AQA | AQA | GCSE | 8145/2A/A-28/D | History | History Paper 2 | PM | 2h |
| 05/06/2024 Jun-24 | AQA | AQA | GCSE | 8035/2 | Geography | Geography Paper 2 | AM | 1h 30m |
| 05/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15T0 1F | Statistics | Paper 1 Foundation Tier | AFTERNOON | 1h 30m |
| 05/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15T0 1H | Statistics | Paper 1 Higher Tier | AFTERNOON | 1h 30m |
| 06/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1EN2 02 | English Language 2.0 | Paper 2: Contemporary Texts | MORNING | 1h 55m |
| 06/06/2024 Jun-24 | AQA | AQA | GCSE | 8700/2 | English Language | English Language Paper 2 | AM | 1h 45m |
| 07/06/2024 Jun-24 | Pearson | Pearson | GCSE | 180 2F | Biology | Paper 2 Foundation Tier | AFTERNOON | 1h 45m |
| 07/06/2024 Jun-24 | Pearson | Pearson | GCSE | 180 2H | Biology | Paper 2 Higher Tier | AFTERNOON | 1h 45m |
| 07/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CD 2BF | Combined Science | Paper 4: Biology 2 Foundation Tier | AFTERNOON | 1h 10m |
| 07/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CD 2BH | Combined Science | Paper 4: Biology 2 Higher Tier | AFTERNOON | 1h 10m |
| 10/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1MA1 3F | Mathematics | Paper 3 (Calculator) Foundation Tier | MORNING | 1h 30m |
| 10/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1MA1 3H | Mathematics | Paper 3 (Calculator) Higher Tier | MORNING | 1h 30m |
| 10/06/2024 Jun-24 | OCR | CAMBRIDGE NATIONAL | GCSE | R093/01 | Creative iMedia | Creative iMedia in the media industry:Written Paper | PM | 1h 30m |
| 10/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/WF | Spanish | Spanish Paper 4 | PM | 1h |
| 10/06/2024 Jun-24 | AQA | AQA | GCSE | 8698/WH | Spanish | Spanish Paper 4 | PM | 1h 15m |
| 11/06/2024 Jun-24 | AQA | AQA | AQA Cert | 8365/1 | Certificate in Further Mathematics Level 2 | Level 2 Certificate in Further mathematics Paper 1 | PM | 1h 45m |
| 11/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1CH0 2F | Chemistry | Paper 2 Foundation Tier | MORNING | 1h 45m |
| 11/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1CH0 2H | Chemistry | Paper 2 Higher Tier | MORNING | 1h 45m |
| 11/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CO 2CF | Combined Science | Paper 5: Chemistry 2 Foundation Tier | MORNING | 1h 10m |
| 11/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CO 2CH | Combined Science | Paper 5: Chemistry 2 Higher Tier | MORNING | 1h 10m |
| 12/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/LF | Polish | Polish Paper 1 | PM | 35m |
| 12/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/LH | Polish | Polish Paper 1 | PM | 45m |
| 12/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/RF | Polish | Polish Paper 3 | PM | 45m |
| 12/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/RH | Polish | Polish Paper 3 | PM | 1h |
| 14/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CO 2PF | Combined Science | Paper 6: Physics 2 Foundation Tier | AFTERNOON | 1h 10m |
| 14/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15CO 2PH | Combined Science | Paper 6: Physics 2 Higher Tier | AFTERNOON | 1h 10m |
| 14/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1PH0 2F | Physics | Paper 2 Foundation Tier | AFTERNOON | 1h 45m |
| 14/06/2024 Jun-24 | Pearson | Pearson | GCSE | 1PH0 2H | Physics | Paper 2 Higher Tier | AFTERNOON | 1h 45m |
| 14/06/2024 Jun-24 | AQA | AQA | GCSE | 8035/3 | Geography | Geography Paper 3 | AM | 1h 30m |
| 17/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15T0 2F | Statistics | Paper 2 Foundation Tier | AFTERNOON | 1h 30m |
| 17/06/2024 Jun-24 | Pearson | Pearson | GCSE | 15T0 2H | Statistics | Paper 2 Higher Tier | AFTERNOON | 1h 30m |
| 18/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/WF | Polish | Polish Paper 4 | PM | 1h |
| 18/06/2024 Jun-24 | AQA | AQA | GCSE | 8688/WH | Polish | Polish Paper 4 | PM | 1h 15m |
| 19/06/2024 Jun-24 | AQA | AQA | AQA Cert | 8365/2 | Certificate in Further Mathematics Level 2 | Level 2 Certificate in Further mathematics Paper 2 | AM | 1h 45m |
| 20/06/2024 Summer-24 | WJEC | Vocational Awards Technical Awards | 5409U80-1 | Hospitality and Catering NEW | Hospitality and Catering Unit 1 The Hospitality and Catering Industry (on paper) NEW | Hospitality and Catering Unit 1 The Hospitality and Catering Industry (on paper) NEW | AM | 1h 20m |