

# **Year 11 Examinations and End of Year Information**

Dear Students, Parents and Carers,

We have now finalised our arrangements for our Year 11 students for the forthcoming examination season.

We hope the information in this booklet helps you in your planning for the important weeks ahead. We would like to take this opportunity, on behalf of all the staff at our school, to give our very best wishes for success in the upcoming examinations and beyond, and we thank you for your support over the last five years.

A copy of this booklet will be placed on the school website, and should you require any further information please do not hesitate to contact us.

Kindest regards

Miss Katie Houghton

Head of School

## Examinations – Summer 2024

The main block of examinations run from Tuesday 7<sup>th</sup> May until Tuesday 11<sup>th</sup> June with the final examination taking place on Wednesday 19<sup>th</sup> June. We must stress the importance and expectation of full attendance in the final build up to these crucial examinations!



Your child will be receiving their individual timetable detailing the examinations that they have been entered for with rooming and seating. Please check these with them and report any errors to their subject teacher or to the Exams Manager.

### Exam Period Arrangements

Throughout the exam period:

- Normal school rules apply at all times.
- Full school uniform must be worn at all times when in school.
- Be aware that some afternoon exams run beyond the normal school day.

## **Tuesday 7<sup>th</sup> May to Tuesday 11<sup>th</sup> June 2024**

Where should I be and what can I do?

### **Scenario 1 – ‘I have no exams today’.**

You **attend school as normal**. You go to Tutor Time as normal and you go to all of your normal lessons. Where you have finished a course, the lesson will be independent revision in your normal timetabled classroom. Always have your revision materials with you.

### **Scenario 2 – ‘I have a morning exam but no afternoon exam’.**

Breakfast revision and support will **start at 08:00** in the Sixth Form silent study area. Food will be available as will your teachers for any final questions. Once your exam is finished you will be allowed a break and then you will spend the rest of the day in your normal lessons.

### **Scenario 3 – ‘I have an afternoon exam but no morning one’.**

Attend Tutor Time as normal. Attend Unit 1 to 3 as normal. During Unit 4 you will be allowed to study in the silent study area of sixth form. You will then go for an early lunch before sitting your exam in the afternoon.

### **Scenario 4 – ‘I have a morning and afternoon exam’.**

Attend Tutor Time as normal before going to your morning exam. After your morning exam, go as normal to Unit 3. During Unit 4 you will be allowed to study in the silent study area of sixth form. You will then go for an early lunch before sitting your exam in the afternoon.

## **Tuesday 11<sup>th</sup> June – Wednesday 19<sup>th</sup> June 2024**

**There is a Chemistry exam for all students in the morning of Tuesday 11<sup>th</sup> June. After this, lessons will stop in all subjects.**

Students are not expected to attend school **unless they have an exam** or arrangements have been made with subject teachers for them to attend school for study purposes.

Throughout this period, the Sixth Form Study Centre will be a quiet space for students to study. Students will need to sign in via main reception if they wish to attend school.

**Students with a morning exam** should register at main reception no later than **08:00** and head up to the sixth form silent study area for Breakfast revision and support. Food will be available as before, with teachers and staff on hand to answer any final questions.

Once your exam has finished you should sign out at reception and head home **unless you have an afternoon exam**. Students with an afternoon exam as well should return to the sixth form silent study area to revise.

**Students who only have an afternoon exam** should register at main reception no later than **12:00** and head up to the sixth form silent study area. Students will be able to get an early lunch before starting their afternoon exam.

As soon as they have been dismissed from the exam room, students should sign out at main reception and head home.

## Exam Regulations

The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. A copy of the exam regulations is printed on the back of student exam timetables; please take the time to read this with your child to ensure that everyone is aware of the regulations.

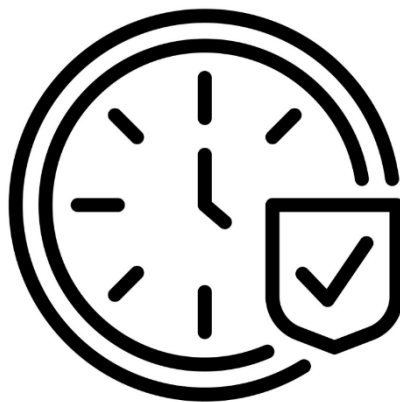


All documents relating to examinations practice and procedures can be found on the [school website](#).

## Attending Exams

Punctuality is important. Morning exams are scheduled **to start at 9.00am**. Afternoon exams are scheduled **to start at 1.00pm**

These are actual start times. Students must **arrive at least 15 minutes prior to this time** - this is to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.



If, due to unforeseen circumstances, students think they are going to be late for an exam, they must **speak** to Mrs Whillans (Exams Manager), Mrs Marin Roman (Exams Assistant) or Mrs Howard (Assistant Head of School) by telephone on **07561259119**. Upon a late arrival, students need to report to **reception** before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission from the Exams Manager. **If a student arrives too late for the exam, then they can be refused entry.** We are not allowed to let students enter the exam room after a certain time.

In a similar way, students are not allowed to leave the exam room during an exam unless this is an agreed access arrangement. Leaving the exam room before the exam has finished can result in a student's paper being disallowed.

## Illness

We hope that every student will be fit and well throughout the exam season.

However, unforeseen illness can strike; in which case the school needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. If a student misses an exam due to illness, **even with medical evidence, it is not always possible for the exam boards to issue a certificate.**



If a student is ill on the morning of an exam, Mrs Whillans (Exams Manager), Mrs Marin Roman (Exams Assistant) or Mrs Howard (Assistant Head of School) by telephone on **07561259119**.

## Equipment/Uniform

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams:

- a **black ball point pen**
- HB pencil(s) and rubber
- Ruler
- scientific calculator (if applicable),
- compass
- protractor
- **clear** pencil case



Please encourage students to be prepared before every examination they are due to take. **The Awarding Bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.**

**Full uniform must be worn for all exams.** It is, therefore, important that blazer pockets are cleared of all items. If we get warm weather, students can remove their blazer and leave it at the back of the silent study area in sixth form with their belongings before entering the exam room.

## **Mobile Phones, Watches, other technological/web enabled devices (MP3/4 Players, iPods, Smart Watches/Fitness Trackers).**

Please encourage your child to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the Examination Room.

**Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**



AQA City & Guilds CCEA OCR Pearson WJEC

**JCO**  
CIC

**NO MOBILE PHONES  
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION

**NO UNAUTHORISED ITEMS**

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.



## Revision

**Students should now be 'fine-tuning' their revision programmes. Advice and support has already been given to students about revision strategies multiple times but it is worth us re-stating some broad principles. Students should:**

- Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- Seek to revise in short bursts of time, punctuated with a break using The **Pomodoro Technique**, (25 minutes' revision – 5 minutes' break x 3, followed by a 30 minute break then repeat the cycle).
- Avoid leaving revision to the last minute. Starting early and taking a little and often approach is the best way to ensure a mindful and manageable approach to exam preparation.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are 'on target' to complete a topic by a set date.



## Support and Guidance

Any student who is encountering any problem with their revision programme should seek the support of their Head of House.

## Official Leaving Date

Once a student's final examination has been taken, and once all BTEC and other assessed work is completed to the teacher's satisfaction, students are no longer required to attend school.

## Arrangements for the Receipt of Results



GCSE Results for Year 11 will be on **Thursday 22<sup>nd</sup> August 2024**. Further details will be provided nearer the time.

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to Mrs Whillans (Exams Officer), **before Friday 12<sup>th</sup> July**.

Results will not be handed to a third party unless they have **prior** written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on the [school website](#).