



## **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 hard work and support.

Should you require any further information please do not hesitate to contact us.

Kind regards,

A handwritten signature in black ink, appearing to read "T. Clarey".

Mr T Clarey

Deputy Head of School

## **Examinations – Summer 2024**

The main block of examinations run from **Thursday 9<sup>th</sup> May** until **Thursday 20<sup>th</sup> June 2024**. We must stress the importance and expectation of full attendance in the final build up to these crucial examinations!

There are three JCQ-set contingency sessions planned. Two afternoons, on **6<sup>th</sup> and 13<sup>th</sup> June**, and a full day on **26<sup>th</sup> June**. Students should be available for these sessions in case they are used because of nationwide issues.

Your child has now received their individual exam timetable detailing the examinations that they have been entered for with rooming and seating. Please check these with them and ask them to report any errors to the Exams Manager located in the Exams Office located between CS3 and MA9.

The exam timetable is available for students to view on their Bromcom app as well as for parents/carers on the MCAS app.

## **Exam Period Arrangements: guidance for students**

### **Throughout the exam period:**

- Morning Exams will start at 9.00 am and afternoon exams at 1:30 pm
- 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.
- Café Mersey will be open for breakfast from 8:00am when there are morning exams
- Room and seating details are on the Bromcom student app – and will also be up in the Café.

## **Thursday 9<sup>th</sup> May up to and including Friday 24<sup>th</sup> May (before half-term)**

### **You will attend school as usual**

Where should I be and what can I do?

#### **Scenario 1 – ‘I have a morning exam but no afternoon exam’.**

Breakfast will be available in Café Mersey from 8am if you would like to take advantage of this. When the start of school bell rings at 8:30, you should go to your form room to get registered and check your exam readiness.

Once you have registered you will come down to Café Mersey, leave your bag as instructed by staff and proceed to your exam room.

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 2 – ‘I have an afternoon exam but no morning one’.**

Come into school at the normal time and attend registration. Attend your lessons as normal then go for an early lunch at 12:30pm and sit your exam. Please make sure you have your revision materials with you.

#### **Scenario 3 – ‘I have a morning and afternoon exam’.**

Breakfast will be available in Café Mersey from 8am. After your morning exam, go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam. You will be allowed to revise for your afternoon exam so please make sure you have your revision materials with you.

#### **Scenario 4 – ‘I have no exams today’.**

You attend school as normal. Go to registration as normal and go to all of your normal lessons. Always have your revision materials with you, you won't be able to go and collect revision materials from other areas of the school. You should be in your normal lessons.

## **Monday 3<sup>rd</sup> June up to last exam on 20<sup>th</sup> June**

**Lessons will continue in subjects still to be examined or where work remains to be completed.**

### **Where should I be and what can I do?**

We appreciate that students work and revise in different ways to ensure optimum performance and to maintain their wellbeing, therefore these arrangements enable some flexibility over school attendance during this period.

#### **Scenario 1 – ‘I have a morning exam but no afternoon exam’.**

Breakfast will be available in Café Mersey from 8am if you would like to take advantage of this. When the start of school bell rings at 8:30, you should go to your form room to get registered and check your exam readiness.

Once you have registered you will come down to Café Mersey, leave your bag as instructed by staff and proceed to your exam room.

Once your exam is finished you will be allowed a break and we then expect you to spend the rest of the day in your normal lessons.

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

Come into school at the normal time and attend registration and lessons as normal then go for lunch at 12:30 and sit your exam.

Or revise at home in the morning and arrive in school at 12:30 pm (no earlier). You must always sign-in at the Student Hub when you arrive in school. After signing in, go straight to Café Mersey and sit your exam.

#### **Scenario 3 – ‘I have a morning and afternoon exam’.**

After your morning exam, go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam.

#### **Scenario 4 – ‘I have no exams today’.**

You attend school as normal. Go to registration as normal and go to all of your normal lessons. Always have your revision materials with you: you won't be able to go and collect revision materials from other areas of the school. You will be supervised in your normal, timetabled, classrooms.

**Students should still be available for the three set JCQ Contingency Days. These are the afternoons of 6<sup>th</sup> and 13<sup>th</sup> June and a full day on 26<sup>th</sup> June. Students need to be available for these sessions in case they are used because of nationwide issues.**

## Exam Regulations

The school has to implement a very precise set of requirements in all public exams. We would like to 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 at the end of this document and on the school website.

## Attending Exams

Punctuality is essential: students must arrive in school by 8:30am in time for form and registration – from where they will leave to the exam rooms. Exams are scheduled to **start at 9am and 1.30pm**: these are actual start times. Students must arrive at their exam room at least 15 minutes prior to this time 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 or parents/carers must contact school by telephone on 0161 549 7300 and ask that the message be passed on to the Exams team as a matter of urgency.

Upon a late arrival, students need to report to Student Hub where a member of the Exams Team will come to meet them. Under no circumstances must students enter an exam room without permission from the Exams Manager. If a student arrives too late for the exam, they can be refused entry.

## Illness

We hope that every student will be fit and well throughout the exam season. However, unforeseen illness can happen 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, please contact Main Reception on 0161 549 7300 and ask to speak to Mrs Robson, Miss Bolland or a member of the Pastoral Team.

## Equipment/Uniform

It is important that students are prepared for the examinations.

Students will need the following and it is their responsibility to be equipped properly.

- Black ball point pen
- Pencil
- Ruler
- Eraser
- Scientific calculator (if applicable),
- Pencil sharpener
- Pair of compasses
- Protractor

These must be in a ***clear*** pencil case/bag or held together with an elastic band.

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 may be allowed to remove their blazer and leave it in the Cafe with their belongings before entering the exam room.

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

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.**





## 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 create or use self-testing material from their notes and not just simply through reading 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.
- The timing of revision is very important for many people. Some study best in the early morning, others late at night, and others at a different time.
- 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. Copies of blank revision planners are available from the Year 11 office.

## **Support and Guidance**

Any student who is encountering any problem with their revision programme should seek the support of their form tutor, Mr McCourt, Miss Bolland or Mrs Foden.

## **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 made available later in the Summer Term.

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to Mrs Robson, before Wednesday 17 July 2024.

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.

Official Examination documents follow:

# **NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**  
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**



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

REVISION ONE

## Information for candidates

Written examinations

With effect from 1 September 2023

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[Link to full document](#)

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