

Year 13 Summer Examinations masterplan including key dates

Please use this overview in conjunction with your statement of entry and individual timetable to ensure attendance on time and to all exams.

AM exam sessions begin at 09:15. Breakfast items will be available for Year 13 in the dining hall from 08:15.

PM exam sessions begin at 13:30.

Students have compulsory lessons until assessment is completed in that subject. We are taking this approach to maximise the amount of time that teachers and students can work together to cover the knowledge needed, to support revision and to maintain contact as students navigate the bulk of their exams.

Students have missed enough time from school over the last 2-3 years and we are committed to continuing to minimise the impact of this by maintaining school rather than sending students on study leave in May. They also have an extended summer holiday to look forward to.

Students should plan their studying/revision around the school day and include lessons which will be given over to revision once assessment in that subject has concluded. Students will be given supervised study opportunities in school which can be used and should come to school prepared to get the most out of them while being able to ask questions of teachers and seek support through their lessons.

Contingency days / afternoons

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables. The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.

For the June 2023 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on Thursday 8 June 2023 and Thursday 15 June 2023. The standard contingency day remains at the end of the timetable being scheduled on Wednesday 28 June 2023.

Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days. They should consider the contingency day of Wednesday 28 June 2023 when making their plans for the summer. Candidates should be encouraged to remain available until Wednesday 28 June 2023 should examinations need to be rescheduled.



EXAMINATION INFORMATION AND
SUPPORT BOOKLET 2023
FOR STUDENTS AND PARENT/CARER

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Information for students (and parents) to support with preparation and taking of exams
This booklet is intended to support students in their exam preparation and taking of exams. The
information in this booklet is for a range of students.

The guide contains the following:

1. Overall information – key tips for exam preparation
2. How to use your exam kit
3. Top revision tips
4. Techniques during exams
5. Mental health and wellbeing
6. Test anxiety and managing test anxiety
7. Tips for parents (including information from the JMC on how to support your child to best exam stress)

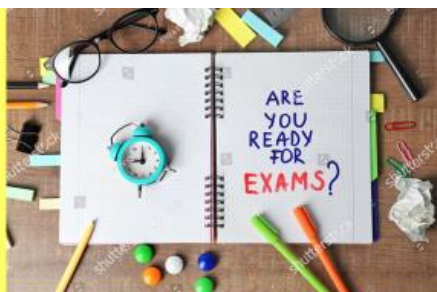


It is essential that you take some time to look through the information booklet which is on the school website. The Examination Information and Support Booklet 2023 (1) contains important information about how the exams run and also vital documentation provided by the Joint Council for Qualifications (JCQ) which explains the rules and regulations surrounding assessment through exams, non-exam assessment etc. The Information for students (and parents) to support with preparation and taking of exams (2) booklet gives advice on themes such as revising, how to prepare and what to bring and combatting test anxiety.

1: <https://www.coombedean.co.uk/attachments/download.asp?file=947&type=pdf> 2: <https://www.coombedean.co.uk/attachments/download.asp?file=1339&type=pdf>

Before the exam

- **Exam Seating Plans** will be shared and displayed in Post-16
- **Individual timetables** also distributed.
- Forbidden items must be placed in the designated baggage room prior to going to your exam venue.
- Be prepared – ensure you have **ALL the correct equipment** to be able to complete the exam and for every exam.
- Please arrive at the Common Area at least 15 minutes before the exam is due to start.
- **A drink** is permitted provided it is **transparent and in a transparent container**
- **No food** (unless medically required and agreed in advance)
- **Transparent pencil case**
- It is essential watches and mobile phones remain in your bag.



Entering the exam venue



- Main Hall – You will enter once called forward through the **main internal door from the dining hall or from the front of school, as directed.**
- **Sanitiser on entry** - please use it.
- On entering the venue you **MUST** observe the normal exam rules in that you enter and **remain in silence.**
- Alternative venues (Inclusion) – Please wait outside of the main door leading to Inclusion. You will be met by an Invigilator who will confirm who you are and what room you will be in.



Your examinations are overseen by a team of invigilators.

Their role is to ensure that JCQ regulations for conducting exams are followed at all times.

They will circulate during the exam but will mainly observe from the sides.

- You MUST NOT get up and leave the exam venue. If you are feeling unwell or needing the toilet, DO NOT just get up and leave, place your arm in the air and wait for an Invigilator to come to you.
- Students must NOT take themselves off to First Aid.
- A five-minute warning will be given by the Invigilator prior to the end of the exam.
- Once the exam has finished, follow the instructions from the Invigilator and remain SILENT, others may still be working on. You will be dismissed by rows and you are to leave in SILENCE.



During the exam and once the exam has finished

What if I need to go to the toilet during the exam?

The toilet that we use during each exam will vary. We keep a record of who uses the toilet during an exam and for how long, just in case there are any allegations of malpractice (cheating) through access to the toilet during an exam. You will be required to show the invigilator that accompanies you to the toilet that your pockets are empty and your blazer if you take it with you will need to remain with the invigilator.

If you get the right balance between remaining hydrated and not needing the toilet, disruption will be kept to a minimum. If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.



JCQ 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: <ul style="list-style-type: none"> the date, time and location of your exams - you might find it helpful to bring this information to a suitable location what to do if you are unwell or unable to come there's an emergency that means you have to return to school 	What you cannot take into exams: <ul style="list-style-type: none"> any type of phone revision notes any type of watch (this includes analogue, digital and smart watches)
What you will need: <ul style="list-style-type: none"> 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 <p>If you have any questions about the format on the day, please ask your teacher or exams officer</p>	Other important information: <ul style="list-style-type: none"> 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, time your hand and wait for an invigilator who will provide you with one. Remember to add your details to this answer too. If you need to use the toilet or rest, wait! Raise your hand and wait for an invigilator who will escort you from the exam hall. Make sure you are always talking to a fellow candidate when you are in the toilet. <p>You can also find useful information about preparing for exams at https://www.jcq.org.uk/wp-content/uploads/2022/06/JCQ-Preparing-to-sit-your-exams.pdf</p>

Social Media <https://www.jcq.org.uk/wp-content/uploads/2023/09/Social-Media-information-for-candidates-FINAL.pdf>

This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

Revision - The most effective techniques

- The study looked at ten different revision methods such as highlighting and underlining, re-reading notes and writing summaries. Prof Dunlosky and his team concluded that two of the methods tested came out on top.

Spreading study out over time

- Spreading your revision out over a longer period of time proved to be very effective. So get started as early as you can with revision and avoid cramming in the days before an exam.

Self-testing

- According to research conducted by Prof Dunlosky, "students who can test themselves or try to retrieve material from their memory are going to learn that material better in the long run".
- "Start by reading the text book, then make flash cards of the critical concepts and test yourself. A century of research has shown that repeated testing works." Prof Dunlosky
- The study rated the following three revision techniques as 'moderately effective'.
- Explaining a point or fact you are learning to another person.
- Explaining to yourself, without prompts, how a problem is solved or how facts relate to each other.
- Switching between different subjects and/or types of questions.

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Date	Assessment activity	Length and number of students	Notes
Monday 15 th May am	Biology AS Paper 1	90 (113) Mins, 2 Students	Students with an exam will be registered by Mrs Stapleton and directed to the nominated baggage room for that exam.
Monday 15 th May pm	Psychology AS Paper 1	90 (113) Mins, 6 Students	
Monday 15 th May pm	Further Maths AS Paper 1	90 (113) Mins, 1 Student	
Monday 15 th May pm	BTEC Sport – Anatomy and Physiology	90 (113) Mins, 11 Students	
Tuesday 16 th May am	Sociology AS Paper 1	90 (113) Mins , 2 Students	Students should then gather in the common area pending registration and will then proceed to the exam venue.
Tuesday 16th May am	Business Unit 1 – The Business Environment	120 (150) Mins, 9 Students	
Tuesday 16th May am	Geography AS Dynamic Landscapes	105 (131) Mins, 2 Students	
Wednesday 17 th May am	Level 3 Maths Paper 1	90 (113) Mins, 2 Students	Lessons for specific subjects cease on this date as indicated by the subject name being in this column
Wednesday 17 th May am	Physics AS Paper 1	90 (113) Mins, 1 Student	
Wednesday 17 th May am	Geography A Level Paper 1	135 (169) Mins, 17 Students	
Wednesday 17 th May pm	History AS Paper 1	90 (113) Mins, 3 Students	
Thursday 18 th May pm	Criminology Unit 2	90 (113) Mins, 27 Students	
Friday 19 th May am	Psychology A Level Paper 1	120 (150) Mins, 30 Students	
Friday 19 th May am	Further Maths AS Paper 2	90 (113) Mins, 1 Students	
Monday 22 nd May am	Sociology A Level Paper 1	120 (150) Mins, 7 Students	23/05 – Business
Monday 22 nd May pm	Psychology AS Paper 2	90 (113) Mins, 6 Students	
Tuesday 23 rd May am	Sociology AS Paper 2	90 (113) Mins , 2 Students	
Tuesday 23 rd May am	BTEC Applied Science – Chemistry	40 (50) Mins, 17 Students	
Tuesday 23 rd May pm	BTEC Applied Science – Biology	40 (50) Mins, 17 Students	
Tuesday 23 rd May pm	Business Unit 2 – Working in Business	90 (113) Mins, 6 Students	
Tuesday 23 rd May pm	History AS Paper 1	90 (113) Mins, 3 Students	
Wednesday 24 th May am	History A Level Paper 1	150 (188) Mins, 8 Students	
Wednesday 24 th May am	Geography AS Paper 2 Dynamic Places	105 (131) Mins, 2 Students	
Wednesday 24 th May pm	Level 3 Maths Paper 2	90 (113) Mins, 2 Students	
Wednesday 24 th May pm	Physics AS Paper 2	90 (113) Mins, 1 Student	
Wednesday 24 th May pm	Physics A Level Paper 1	120 (150) Mins, 7 Students	

Wednesday 24 th May pm	English Literature A Level Paper 1	150 (188) Mins, 10 Students	24/05 – Applied Science
Wednesday 24 th May pm	Film Studies Varieties of Film	150 (188) Mins, 6 Students	
Wednesday 24 th May pm	BTEC Applied Science – Physics	40 (50) Mins, 17 Students	
Thursday 25 th May am	Biology AS Paper 2	90 (113) Mins, 2 Students	
Thursday 25 th May pm	Psychology A Level Paper 3	120 (150) Mins, 30 Students	25/05 - Psychology
Thursday 25 th May pm	Further Maths A Level Paper 1	120 (150) Mins, 5 Students	
Half Term			
From this point, all lessons should continue to be accessed for subjects where examinations have not yet taken place unless an exam is scheduled to take place at the same time. Revision planning should be undertaken so as to ensure that attendance is kept at 100% until the final lesson before the final exam in each subject. Study leave will be given for all other lessons and from tutor periods 08:40-9:00 each day (where exams and assessment have taken place/been concluded and this has been confirmed by the class teacher) and study periods from Monday 5 th June. Students must continue to sign in and sign out at post-16 reception throughout this period.			
Monday 5 th June am	Film Studies Global Filmmaking	150 (188) Mins, 6 Students	Film Studies
Monday 5 th June pm	Psychology A Level Paper 3	120 (150) Mins, 30 Students	
Monday 5 th June pm	Further Maths A Level Paper 2	120 (150) Mins, 5 Students	
Tuesday 6 th June am	Geography Paper 2	135 (169) Mins, 17 Students	
Tuesday 6 th June pm	Maths A Level Paper 1	120 (150) Mins, 21 Students	
Wednesday 7 th June pm	Biology A Level Paper 1	120 (150) Mins, 24 Students	
Wednesday 7 th June pm	Criminology Unit 4	90 (113) Mins, 34 Students	Criminology
Thursday 8 th June am	English Literature Paper 2	180 (225) Mins, 10 Students	English Literature
Reserved for contingency afternoon			
Friday 9 th June am	Sociology A Level Paper 2	120 (150) Mins, 7 Students	
Friday 9 th June am	Physics A Level Paper 2	120 (150) Mins, 7 Students	
Friday 9 th June pm	History A Level Paper 2	150 (188) Mins, 8 Students	History
Monday 12 th June am	Chemistry A Level Paper 1	105 (131) Mins, 14 Students	
Monday 12 th June pm	Geography A Level Paper 3	135 (169) Mins, 17 Students	Geography
Tuesday 13 th June pm	Maths A Level Paper 2	120 (150) Mins, 21 Students	
Wednesday 14 th June pm	Sociology A Level Paper 3	120 (150) Mins, 7 Students	Sociology
Wednesday 14 th June pm	Further Maths A Level Paper 3	120 (150) Mins, 5 Students	Further Maths
Thursday 15 th June am	Physics A Level Paper 3	120 (150) Mins, 7 Students	Physics

Reserved for contingency afternoon			
Friday 16 th June am	Biology A Level Paper 2	120 (150) Mins, 24 Students	
Monday 19 th June pm	Chemistry A Level Paper 2	105 (131) Mins, 14 Students	
Tuesday 20 th June pm	Maths A Level Paper 3	120 (150) Mins, 21 Students	Maths
Wednesday 21 st June am	Biology A Level Paper 3	120 (150) Mins, 24 Students	Biology
Friday 23 rd June am	Chemistry A Level Paper 3	150 (188) Mins, 14 Students	Chemistry
Friday 23 rd June pm - Leavers activities – details will be confirmed separately			
Wednesday 28 th June	Reserved for contingency day – holidays should not be booked until after this date (see page 1 of this guidance document)		