

Year 11 Summer Examinations masterplan including key dates and arrangements UP TO HALF TERM

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 11 in the dining hall from 08:15. A final preparation session will take place from 08:40 with the class teacher in the allocated **science** classroom.

PM exam sessions begin at 13:30. A final preparation session will take place from 12:30 until 12:55 with the class teacher in an **allocated** teaching room.

Students with additional time will follow the same arrangements but will be later returning where appropriate than those with standard time.

Students have compulsory lessons until the end of period 3 on Thursday 15th June. Following this, a more focused approach is taken. 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 9 weeks of holiday after the final exam is scheduled until the GCSE results are released and a further week after the week the GCSE results are released until September – 11 weeks out of school in total.

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.

Updated versions of this document with specific arrangements will be circulated using ClassCharts by the end of Friday of the preceding week.

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

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.

Information for students (and parents) to support with preparation and taking of exams
The following information is intended to support students in their preparation and taking of exams. The information has been drawn from a range of sources.

The booklet contains the following:

1. Exam information - key tips for exam preparation
2. JCQ - on your exam day guide
3. Pay readers tips
4. Examinations seating plans
5. General health and wellbeing
6. Test anxiety and managing test anxiety
7. Tips for parents/carers supporting their child to support their child to take exams stress-free



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 the Year 11 area for your reference
- **Individual timetables** also distributed (keep your copy safe, take a photo).
- Forbidden items must be placed in LA1 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.
- **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



- Once you have deposited your bag and belongings in LA1, you will proceed to the gym.
- Sports Hall – You will enter once called forward through the gym door.
- **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.

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.



- 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

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 have:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a notebook or planner
- ☐ notes to complete all subject or college or course work & coursework by the time you have to prepare to sit your exams

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 appropriate 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

What you cannot take into exams:

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

Other important information:

- ☐ Check 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.
- ☐ Do not sit down on the floor of your exam room.
- ☐ If you need additional toilet breaks, raise your hand and wait for an invigilator who will accompany you with you. Remember to take your blazer to the exam room.
- ☐ If you need to use the toilet or first aid, raise your hand and wait for an invigilator who will accompany you to the toilet or first aid.
- ☐ Make sure you stay silent – talking or a further candidate's involvement in inappropriate use of your device.

If you have any questions about the format of the day, please ask your teacher or exams officer.

You can also find useful information about preparing for exams at <https://www.jcq.org.uk/wp-content/uploads/2022/06/CG-Prep-guide-for-1st-year-exams.pdf>

Social Media <https://www.jcq.org.uk/wp-content/uploads/2021/05/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 Dunlovsky 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 Dunlovsky, "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 Dunlovsky
- 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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Half Term					
A reminder that lessons where final exams have been sat will be given over to revision. Students should come prepared to undertake quiet study during these lessons and will continue to be taught and supported with final preparation for subjects with exams still to be sat.					
Monday 5 th June am	English Language Paper 1	105 (131)Mins, 166 Students	Final preparation with English teacher 8:40-9:00 Following paper, go to break 1	Y11 tutors cover English staff, all Y11 students will miss lessons 1&2	Miss Snow – C1 Mr Thomas – C2 Mr Crawford – C3 Mr Lintell – C4 Miss Manners – C5 Mrs Granville – C7 Mrs Wenmoth – C8
Monday 5 th June pm	French Writing	H 80 (100)Mins, F 75 (94) Mins, 17 Students	Final preparation with French teacher 12:30-12:55 Following paper, go home	17 students will miss lessons 4&5	Prep with Mr Wilson in E7
Tuesday 6 th June am	Spanish Listening & Reading	List H 45 (56) Mins, List F 35 (44) Mins, Read H 60 (75) Mins, Read F 45 (56) Mins 31 Students	Final preparation with Spanish teacher 8:40-9:00 Following papers, Foundation candidates return to lesson 2 (Option C), Higher candidates go to break.	Y11 tutors hold tutor as normal, ensure Y11 Sp candidates are sent to final prep session 31 students, Higher students will miss lessons 1&2, Foundation students will return to lesson 2 (Option C) at 10:40	Prep with Mr Whittington in C8
Wednesday 7 th June am	Maths Paper 2 <u>Calculator</u>	90 (113) Mins, 166 Students	Final preparation with Maths teacher 8:40-9:00 Following paper, go to Y11 area, released to break/dining hall at 10:55	Y11 tutors cover Maths staff, all Y11 students will miss lessons 1&2. Maths staff to be located between LA1 and Y11 area to supervise / support until break	Mrs Wainwright – C1 Mrs Williams – C2 Mrs Duffield – C3 Mr Crocker – C4 Miss Edwards – C5 Mrs Lloyd – C7 Mr Nutter – C8
Wednesday 7 th June pm	History American West & Early Elizabethan	105 (131) Mins, 59 Students	Final preparation with History teacher 12:30-12:55 Following paper, go home	59 students will miss lessons 4&5	Prep with Miss Carew and Mr Turner in the Canteen
Group and History teacher allocated for final prep: Miss Carew and Mr Turner in the Canteen					
Thursday 8 th June am	Further Maths Paper 1	105 (131) Mins, 21 Students	Final preparation with Further Maths teacher 8:40-9:00 Following paper, go to break 1	21 students, students will miss lessons 1&2	Prep with Mrs Wainwright in C8
Thursday 8 th June am	Russian Listening & Reading	110 (138) Mins, 2 Students	Attend tutor. LA1 at 9:00am. Following paper, go to break	2 students will miss lessons 1&2	
Thursday 8 th June am	PE – Socio-cultural issues	60 (75) Mins, 46 Students	Final preparation with PE teachers 8:40-9:00 Following paper, return to lesson 2 (English)	46 students will miss lesson 1 and return to lesson 2 (English) at 10:20	Prep with Mr Grenney – A8 Miss Brown – C8

Reserved for contingency afternoon

Friday 9 th June am	Geography Paper 2	90 (113) Mins, 99 Students	Final preparation with Geography teacher 8:40-9:00 Following paper – go to Year 11 area / dining hall	99 students will miss lessons 1&2	Prep with Mrs Husband and Mr Beane in the Canteen
Group and Geography teacher allocated for final prep: Mrs Husband and Mr Beane in the Canteen					
Friday 9 th June pm	Biology - Separate & Combined Science – Paper 2	Separate 105 (131) Mins, Combined 75 (94) Mins, 165 Students	Final preparation with science teacher 12:30-12:55 Following paper – go to buses / home	Period 4 Science anyway. All Y11 students will miss lessons 4&5	11/1a - BD C3 11/1b - RMD C8 11/2a - ST C2 11/2b - KW C5 11/3a - BW C4 11/3b - JR C6 11/3c - KRB S4
Monday 12 th June am	English Lang Paper 2	105 (131) Mins, 166 Students	Final preparation with English teacher 8:40-9:00 Following paper, go to break	Year 11 tutors will cover English staff, all Y11 students will miss lessons 1&2	Miss Snow – C1 Mr Thomas – C2 Mr Crawford – C3 Mr Lintell – C4 Miss Manners – C5 Mrs Granville – C7 Mrs Wenmoth – C8
Monday 12 th June pm	Creative iMedia RO81	75 (94) Mins, 3 Students	Final preparation conducted through lessons – go to lunch at 12:55, attend LA1 at 13:20 Following paper, go home	Release 3 students at 12:55 for lunch. 3 students will miss 12:55 onwards	
Tuesday 13 th June am	Chemistry – Separate & Combined Science – Paper 2	Separate 105 (131) Mins, Combined 75 (94) Mins, 165 Students	Final preparation with science teacher 8:40-9:00 Following paper – combined return to lesson 2 (Option C), separates to break 1	Year 11 tutors will cover Science staff, all Y11 students will miss lesson 1, combined return to lesson 2 at 10:35. Separates go straight to break.	11/1a - BD C3 11/1b - RMD C8 11/2a - AJE C1 11/2b - TL C7 11/3a - BW S4 11/3b - KW C5 11/3c - ST C2
Tuesday 13 th June pm	Spanish Writing	H 80 (100) Mins, F 75 (94) Mins, 31 Students	Final preparation with Spanish teacher 12:30-12:55 Following paper, go home	31 students will miss lessons 4&5	Prep with Mr Whittington in E7
Wednesday 14 th June am	Maths Paper 3 <u>Calculator</u>	90 (113) Mins, 166 Students	Final preparation with Maths teacher 8:40-9:00 Following paper, go to Y11 area, released to break/dining hall at 10:55	Y11 tutors cover Maths staff, all Y11 students will miss lessons 1&2. Maths staff to be located between LA1 and Y11 area to supervise / support until break	Mrs Wainwright – C1 Mrs Williams – C2 Mrs Duffield – C3 Mr Crocker – C4 Miss Edwards – C5 Mrs Lloyd – C7 Mr Nutter – C8
Wednesday 14 th June pm	Polish Listening and Reading	105 (131) Mins, 10 Students	Take lunch in dining hall at 12:55 Following paper, go home	4 students will need releasing from lesson 4 at 12:55 and will miss from 12:55	

Wednesday 14 th June pm	Portuguese Listening and Reading	105 (131) Mins, 4 Students	Take lunch in dining hall at 12:55 Following paper, go home	4 students will need releasing from lesson 4 at 12:55 and will miss from 12:55	
Wednesday 14 th June pm	Music Component 3 Appraising	75 (94) Mins, 12 students	Final preparation with Music teacher 12:30-12:55 Following paper, go home	12 students will miss lessons 4&5	Prep with Mr Kay in the Music Room
Thursday 15 th June am	History Weimar & Nazi Germany	80 (100) Mins, 59 Students	Final preparation with History teachers 8:40-9:00 Following paper, go to lesson 2 (English)	59 students will miss lesson 1 but return to lesson 2 at 10:40	Prep with Miss Carew and Mr Turner in the Canteen
Group and History teacher allocated for final prep: Miss Carew and Mr Turner in the Canteen					
Reserved for contingency afternoon					
<p>Thursday period 3 – Science will run 11:30-12:30 for all of Year 11 – this will be the final lesson that all students will be required to attend and will provide further preparation for the final Physics paper on Friday morning.</p> <p>At the end of lesson 3 (12:30), students are to move to the dining hall which will be open for an early lunch and shirt signing can take place. Please see specific, separate guidance on shirt signing and a final celebration prior to the prom. <u>Students are to leave site by 13:15.</u></p> <p>From the end of lesson 3 (12:30pm) on the 15th June (provided the contingency afternoon isn't needed for rescheduled exams), identified study sessions only will replace the timetable. Final preparation sessions on days of exams will continue until Wednesday 21st June, tutor time. From lesson 5 on the 15th June, students will be able to use the Library facility (or will be directed from here to another available facility if a library lesson is taking place) as a quiet study area if they are in school without a lesson taking place because the final exam has been sat but they MUST sign in and out from this facility if they are on school site and not access any other areas of the school.</p>					
Friday 16 th June am	Physics – Separate & Combined Science – Paper 2	Separate 105 (131) Mins, Combined 75 (94) Mins, 165 Students	Final preparation with Science teacher 8:40-9:00 Leave site immediately following exam unless sitting Geography this afternoon in which case, gather in dining hall until break time	Identified Science Team leading final prep during tutor time PE/Life Ed staff to supervise Y11 area (dining hall and toilets) 10:30-11:00 for Geography students	11/1a - BD C3 11/1b - RMD C8 11/2a - ST C2 11/2b - KW C5 11/3a - BW C4 11/3b - JR C6 11/3c - KRB S4
Group and Science teacher allocated for final prep: (11/1a – Mr Dunstan) (11/1b – Mr McDermott) (11/2a – Mrs Tomlinson) (11/2b – Miss Weir) (11/3a – Mrs Webster) (11/3b – Mrs Rodgers) (11/3c – Mrs Byatt)					
Friday 16 th June pm	Geography Paper 3	75 (94) Mins, 99 Students	Final preparation with Geography teacher 11:30-12:55 Following paper, go home	Identified Geography team available 11:30-13:30	Prep with Mrs Husband and Mr Beane in the Canteen

Group and Geography teacher allocated for final prep: Mrs Husband and Mr Beane in the Canteen					
Monday 19 th June am	Russian Writing	85 (101) 2 Students	Attend LA1 at 9:00am	-	
Monday 19 th June am	Design & Technology	120 (150) Mins, 19 Students	Final preparation with D&T teacher 8:40-9:00 Hospitality and Catering Session with GLM 11:30-12:30	- GLM p3 (timetabled lesson)	D&T prep with Mr Miller in C8
Tuesday 20 th June			Hospitality and Catering Session with GLM 14:00-15:00	GLM p5 (timetabled lesson)	
Wednesday 21 st June am	Polish Writing	75 (94) Mins, 10 Students	Attend LA1 at 9:00am	-	
Wednesday 21 st June am	Hospitality & Catering	90 (113) Mins, 19 Students	Final preparation with H&C teacher 8:40-9:00	GLM leading session during tutor time	Prep with Mrs McLean in S7
Wednesday 21 st June am	Portuguese Writing	80 (100) Mins, 4 Students	Attend LA1 at 9:00am	-	
Wednesday 21 st June pm	Further Maths Paper 2	105 (131) Mins, 21 Students	Final preparation with Further Maths teacher 12:30-12:55	VLW or BKD available p4 for final preparation	Prep with Mrs Wainwright in A10
Wednesday 28th June	Reserved for contingency day – holidays should not be booked until after this date (see page 1 of this guidance document)				