

# Year 11 and 13 Summer Examinations 2024



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Joint Council for  
Qualifications

## Approaching the Finish Line



We are nearing the 'finish line' now and it is our job to ensure that you are entering the exams feeling calm and prepared and that no one falls foul of the regulations.

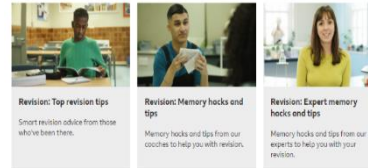
You have spent months (years even) preparing for this, we will help you successfully navigate this time.

# Revision and Study Skills 2023/24



- Familiarise yourself with exam arrangements
- Know your exam/syllabus
- Find a form of revision that works for you
- Make a plan
- Take care of yourself
- Spreading study out over time
- Self-testing
- Managing test anxiety?
- Preparation
- Routines
- Fitness
- Nutrition
- Support

Top revision tips



Exams and assessments



## Information for students (and parents) to support with preparation and taking of exams

The following information is intended to support students as they approach and during exams. The information has been drawn from a range of sources.

### The guide contains the following:

1. Ofqual information – top tips for exam preparation
2. JCQ – on your exam day guide
3. Top revision tips
4. Technique during exams
5. Mental health and wellbeing
6. Test anxiety and managing test anxiety
7. Tips for parents including information from the NHS on how to support your child to beat exam stress



## Revision techniques - the good, the OK and the useless

By Dr Sarah Cullen  
Health Check, BBC World Service  
© 18 May 2015





# Year 11 Summer Examinations 2024

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

You will receive information through an assembly about how exams are run including an overview of the regulations that are in place when exams are taken.



**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 Year 11 tutor rooms.

**PM exam sessions** begin at 13:30. A final preparation session will take place from 12:10 until 12:40 with the class teacher in an allocated teaching room, students will then proceed to lunch until 1:05 before heading straight to their exam venue.

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 2 on Wednesday 12th 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 few 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.

minimum to avoid disruption to other candidates and will be monitored and a record kept. You must be accompanied by an invigilator.

If you bring your own pencil case into the exam room it must be transparent. No other variations will be permitted.

A maths pack will be provided in the exam venue for you to use.

at is required/permitted for each

an exam display boards in A block  
ay can be seen whilst in your  
a personal copy of the individual  
be prominently displayed on the  
ue. It is the candidate's  
hat row and seat number they are  
ave the same seat for every exam,  
m number as it will be required on

ment, watches or coats will be  
be placed in Room LA1 (unless you  
venue.

am venue provided the container  
likewise, the liquid must also be  
mitted unless it's for medical  
ith the Exams Officer.

## 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.

If you have any questions about the format on the day, 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



# Exams Plan

Date	Assessment – length (Times in brackets are for pupils with extra time)	Student Instructions For students who have exams at the times stated																					
Thursday 9 <sup>th</sup> May PM session	Drama 1 h 30 mins (1 hr 53 m)	<p>Students studying drama should leave lesson 3 (Maths) at 12:10 to attend a warm-up session with PG in the room listed.</p> <table border="1"> <thead> <tr> <th>Class</th><th>Teacher</th><th>Room</th></tr> </thead> <tbody> <tr> <td>11C/Dr1</td><td>PG</td><td>E8</td></tr> </tbody> </table> <p>Students should then proceed to lunch from 12:40-1:05. They should then go straight to LA1 to drop of their belongings and then into the gym. Students studying Drama will be absent from lesson 4 (Science) and lesson 5 (option C).</p> <p>Students with extra time will finish their exam at 3:23 and be dismissed straight away, alternative transport home will need to be sought.</p>	Class	Teacher	Room	11C/Dr1	PG	E8															
Class	Teacher	Room																					
11C/Dr1	PG	E8																					
Friday 10 <sup>th</sup> May AM session	Biology Paper 1 Trilogy 1 hr 45 mins Combined 1 hr 15 mins	<p>Students will register with their science teacher in the room listed. At 9:00 all students will proceed to LA1 to drop off their belongings.</p> <table border="1"> <thead> <tr> <th>Class</th><th>Teacher</th><th>Room</th></tr> </thead> <tbody> <tr> <td>11Sc1a</td><td>JR</td><td>A6</td></tr> <tr> <td>11Sc1b</td><td>AJE</td><td>A7</td></tr> <tr> <td>11Sc2a</td><td>KRB</td><td>A10</td></tr> <tr> <td>11Sc2b</td><td>ST</td><td>B6</td></tr> <tr> <td>11Sc3a</td><td>AJP</td><td>B1</td></tr> <tr> <td>11Sc3b</td><td>KL</td><td>B3</td></tr> </tbody> </table> <p>All Year 11 students will miss lesson 1 (PE/Pd/RS), combined scientists will return to lesson 2 (English) from 10:35. Separate scientists will go straight to break 1 following their exam.</p> <p>Combined scientists with extra time should return to lesson 2(English) following their exam. Separate scientists with extra time should proceed straight to break following the exam, break time will be between 11:35 and 12:05.</p>	Class	Teacher	Room	11Sc1a	JR	A6	11Sc1b	AJE	A7	11Sc2a	KRB	A10	11Sc2b	ST	B6	11Sc3a	AJP	B1	11Sc3b	KL	B3
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Those allocated 'inclusion' as a venue will have their own individual arrangements and rooming will be based on need.

You need to know your 4-digit exam number!

# Exams Timetable

<b>Thursday 9<sup>th</sup> May PM session</b>	<b>Drama</b> 1 h 30 mins (1 hr 53 m)	<p>Students studying drama should leave lesson 3 (Maths) at 12:10 to attend a warm-up session with PG in the room listed.</p> <table data-bbox="1179 492 1982 708"><tr><th><u><b>Class</b></u></th><th><u><b>Teacher</b></u></th><th><u><b>Room</b></u></th></tr><tr><td><b>11C/Dr1</b></td><td><b>PG</b></td><td><b>E8</b></td></tr></table> <p>Students should then proceed to lunch from 12:40-1:05. They should then go straight to LA1 to drop of their belongings and then into the gym.</p> <p>Students studying Drama will be absent from lesson 4 (Science) and lesson 5 (option C).</p> <p>Students with extra time will finish their exam at 3:23 and be dismissed straight away, alternative transport home will need to be sought.</p>	<u><b>Class</b></u>	<u><b>Teacher</b></u>	<u><b>Room</b></u>	<b>11C/Dr1</b>	<b>PG</b>	<b>E8</b>
<u><b>Class</b></u>	<u><b>Teacher</b></u>	<u><b>Room</b></u>						
<b>11C/Dr1</b>	<b>PG</b>	<b>E8</b>						

# Exams Timetable

Friday 10<sup>th</sup>  
May  
AM session

Biology Paper 1  
Trilogy 1 hr 45  
mins  
Combined 1 hr  
15 mins

Students will register with their science teacher in the room listed. At 9:00 all students will proceed to LA1 to drop off their belongings.

<u>Class</u>	<u>Teacher</u>	<u>Room</u>
11Sc1a	JR	A6
11Sc1b	AJE	A7
11Sc2a	KRB	A10
11Sc2b	ST	B6
11Sc3a	AJP	B1
11Sc3b	KL	B3

All Year 11 students will miss lesson 1 (PE/Pd/RS), combined scientists will return to lesson 2 (English) from 10:35.

Separate scientists will go straight to break 1 following their exam.

Combined scientists with extra time should return to lesson 2(English) following their exam.

Separate scientists with extra time should proceed straight to break following the exam, break time will be between 11:35 and 12:05.



# Exam Timetable

Friday 10 <sup>th</sup> May PM session	German	Students studying German should leave lesson 3(maths) at 12:10 to attend a warmup session with VKL in the room listed.						
	Listening							
	Foundation – 35 mins	<table><tr><th><u>Class</u></th><th><u>Teacher</u></th><th><u>Room</u></th></tr><tr><td>11A/Gm1</td><td>VKL</td><td>A4</td></tr></table>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>	11A/Gm1	VKL	A4
	<u>Class</u>	<u>Teacher</u>	<u>Room</u>					
	11A/Gm1	VKL	A4					
Reading	Students should then proceed to lunch from 12:40-1:05. They should then go straight to LA1 to drop of their belongings and then into the gym. Students studying German be absent from lesson 4 (Option D) and lesson 5 (Science). Higher tier students will not finish their exam until 3:20, therefore will need to seek alternative transport home. Foundation tier students with extra time will finish their exams at 3:15, higher tier students with extra time will finish at 3:47, both higher and foundation students with extra time will need to seek alternative transport home.							
Foundation – 45 mins								
Listening Higher – 45 mins								
Reading Higher – 1 h								

# Warm Up Sessions – Y11

- From Thursday 9<sup>th</sup> May you will have a 20-minute Warm-Up in either the morning or afternoon before your exam.
- These will help to settle any nerves and get your brains switched on ahead of your exam.
- This will help you to find your focus and remember any key information that you might need for this exam.



# Morning Examinations

- All AM Exams will begin at 9:20
- Breakfast to be available in the canteen from 8:15- 8:35.
- AM Warm Up Session 8:40 – 9:00 with your subject teacher. Posters will be displayed in the Year 11 area each morning reminding you where you need to be.
- Following the warm- up session you should proceed immediately to LA1 to drop off your bags (or go straight to inclusion if this is your venue).





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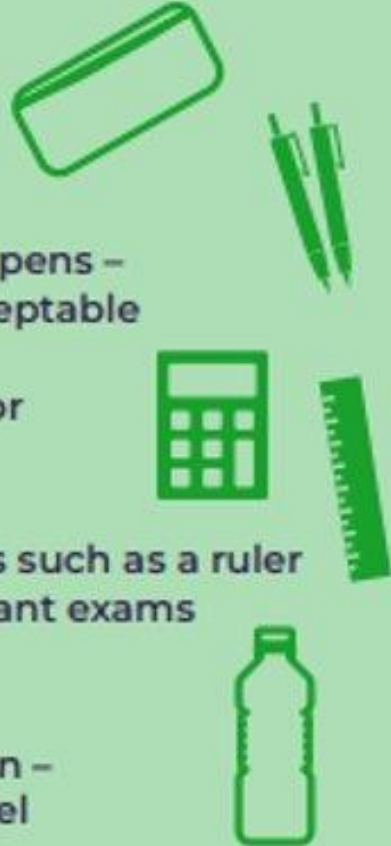
## Afternoon Examinations

- PM Exams to begin at 1:30.
- Students will attend lesson 3 for 30 minutes before proceeding to exam warm up from 12:10-12:40.
- Students will be on lunch from 12:40- to 1:05 when they will proceed to the gym.



### 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



## Before the exam

- Exam Seating Plans will be shared Individual timetables also distributed
- All items must be placed in Room LA1 for Year 11(unless you are in inclusion) or in the Post 16 block for Year 13 prior to going to the 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
- No food (unless medically required)
- Transparent pencil case
- Once you have left your belongings in LA1 or P16, please proceed to the gym and line up in your tutor group row – this is part of the exam venue, you need to be in silence.





# Exam Regulations

- It is essential ALL watches, mobile phones and earphones(airpods etc) remain in your bag in the designated room.
- Calculators are only permitted for certain papers – be aware of which papers do and don't allow the use of one. You will be reminded of this when entering the exam venue.



# Entering the exam venue

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- Having left the bag drop area - gather in the **gym (P16 Common Room for Y13)** in your tutor group rows. You will be **called forward by row and seat number** by the Exams Officer to **enter the venue**.
- Sports Hall – There will be 1 entrance door to the Sports Hall, this will be via the **main entrance from the reception area**.
- **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**. Take your seat. Keep looking forward. Read the instructions on the front of the paper and follow the instructions given by exams staff.
- 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.

# JCQ regulations

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Your examinations are overseen by a team of invigilators that need to be able to work safely in the current circumstances. 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.

## Toilet breaks

These must be kept to a minimum to avoid disruption to other candidates

You must be accompanied by an invigilator

A log will be kept of toilet breaks



Joint Council for  
Qualifications CIC

REVISION THREE

## Instructions for conducting examinations

1 September 2023 to 31 August 2024

For the attention of heads of centre, senior leaders  
within schools and colleges and examination officers.

# During the exam and once the exam has finished

- 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 **to First Aid.**
- A five-minute warning will be given by an 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 by the doors to the sports hall, in SILENCE.





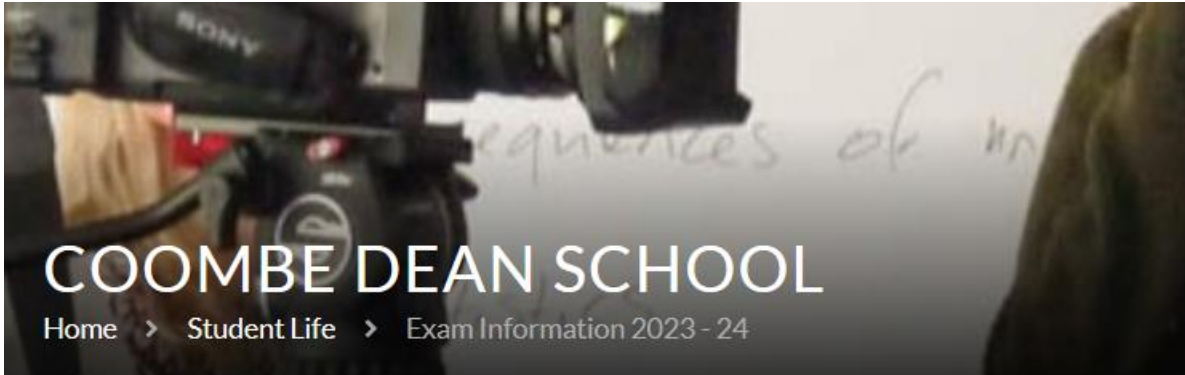
# After the exam

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- The exams plan student guide tells you if you are expected to return to your lesson.
- Registers will be tagged with individual arrangements (i.e. who has extra time, length of exam) to support accurate completion of registers and to allow for reception to be notified if a student doesn't arrive for a lesson they should be in.



# Exams Information



## Exam Information 2023 - 24

The following links give key timetables information for the four main examination b

The awarding bodies have designated Wednesday 26 June 2024 as the 'contingency day' for examinations.

The afternoons of Thursday 06 June and Thursday 13 June have been designated as 'contingency afternoons' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland –

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>.



GCE and GCSE Post-results services 2023 guidance for students

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Receiving my A level or GCSE results 2023

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Information for students (and parents) to support with prepara...

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FINAL Year 13 Summer Examinations masterplan including ke...

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FINAL 2023 Year 11 Weeks 1&2 arrangements

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FINAL 2023 Year 11 Weeks 3+ arrangements post half term

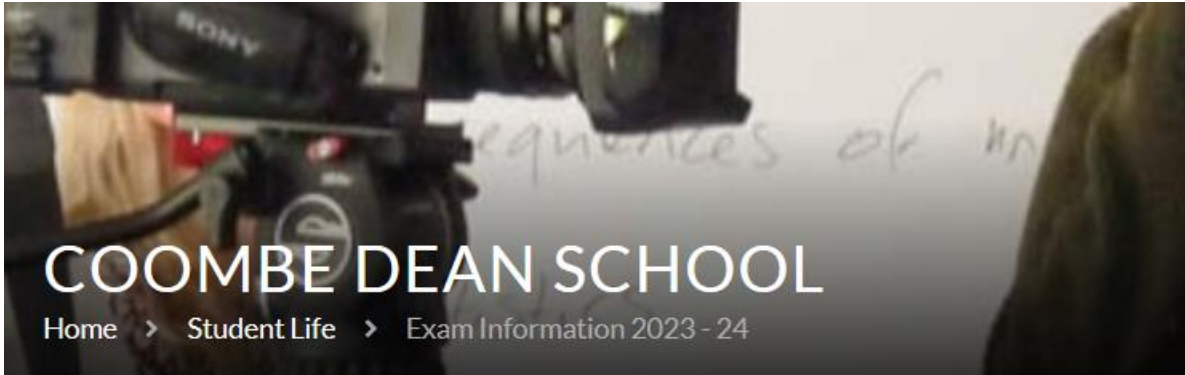
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FINAL Year 13 Summer Examinations masterplan including ke...

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FINAL 2023 Year 11 Weeks 1&2 arrangements

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FINAL 2023 Year 11 Weeks 3+ arrangements post half term

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# Booster Sessions – Y11

- From Wednesday 8<sup>th</sup> May you will have booster sessions offered for every exam.
- These will usually be the night before an exam from 3:10 – 4:10 pm.
- These sessions will run like normal lessons and focus on the highest impact learning points in preparation for your next exam.
- These will help to settle any nerves and get your brains switched on ahead of your exam.
- The schedule for these will be published this week.

Teachers are offering an additional 44 hours of learning opportunities (you will not need to attend all of these as no one takes all subjects!)- will you take advantage of these?

# Contingency Days

- The awarding bodies have collectively agreed on a contingency day and two afternoons 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.
- **These are on Thursday 6<sup>th</sup> June 2024 and Thursday 13<sup>th</sup> June 2024.** The standard contingency day remains at the end of the timetable being scheduled on **Wednesday 26<sup>th</sup> June 2024.** 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 26<sup>th</sup> June 2024 when making their plans for the summer. **Candidates should be encouraged to remain available until Wednesday 26<sup>th</sup> June 2024** 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.



# Instructions for candidates

