



Year 13 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 13 in the dining hall from 08:15.

PM exam sessions begin at 13:30.

Lessons and tutor sessions will continue as normal until May half term and students will be expected to attend all their timetabled sessions. Where students have completed a subject, staff will supervise them to complete their own independent revision for other subjects during the lesson time.

After half term, students will no longer be expected to attend tutor times, though tutors will be available in these times for support and guidance. Students should continue to attend all timetabled subject lessons in each subject until they have completed all assessments in that subject. Where students complete all or most of their subjects before the half term we will consider releasing them before the break, as long as they have been signed off by all their teachers and their tutor. Sign off sheets are available from the P16 office.

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 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. From June 2023 onwards, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on Thursday 6th June 2024 and Thursday 13th June 2024. The standard contingency day remains at the end of the timetable being scheduled on Wednesday 26th June 2024. Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days.


Candidates should be encouraged to remain available until Wednesday 26th 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.

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 2024 (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: coombedean.co.uk/attachments/download.asp?file=2204&type=pdf

2: [download.asp \(coombedean.co.uk\)](https://coombedean.co.uk)

Phase	Action	Summary Advice
Pre-Exam	<p>Ensure you are aware of the equipment that is required/permitted for each exam to ensure you come prepared.</p> <p>Exam Seating Plans will be displayed on the exam display boards in the Post 16 common room and outside P5 in such a way that they can be seen whilst in your allocated area. Candidates will also receive a personal copy of the individual seating allocations. Seating plans will also be prominently displayed on the relevant day outside of the main exam venue. It is the candidate's responsibility to check which venue and what row and seat number they are sat in for that exam. You will not always have the same seat for every exam, so please check. You MUST know your exam number as it will be required on each paper.</p> <p>No bags, mobile phones, wifi-enabled equipment, watches, AirPods/ Earphones or coats will be permitted in the exam venue. These must be placed in P5 (unless you are in inclusion) prior to going to the exam venue.</p> <p>A drink is permitted to be taken into the exam venue provided the container has all labels removed and is transparent. Likewise, the liquid must also be transparent. No food, however, will be permitted unless it's for medical reasons and has been previously agreed with the Exams Officer.</p> <p>Toilet breaks must be kept to an absolute minimum to avoid disruption to other candidates and will be monitored and a record kept. You must be accompanied by an invigilator</p> <p>If you bring your own pencil case into the exam room it must be transparent. No other variations will be permitted.</p>	<div style="text-align: center;">  <h2 style="margin: 0;">On your exam day</h2> <p style="font-size: small; margin: 0;">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.</p> </div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; padding: 5px;"> <p>Before sitting your exams, ensure you know:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner <input type="checkbox"/> who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam </div> <div style="width: 50%; padding: 5px;"> <p>What you cannot take into exams:</p> <ul style="list-style-type: none"> <input type="checkbox"/> any type of phone <input type="checkbox"/> revision notes <input type="checkbox"/> any type of watch (this includes analogue, digital and smart watches) </div> <div style="width: 50%; padding: 5px;"> <p>What you will need:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a clear pencil case <input type="checkbox"/> at least two black ink pens – blue pens are not acceptable <input type="checkbox"/> an approved calculator for relevant exams <input type="checkbox"/> appropriate apparatus such as a ruler or protractor for relevant exams <input type="checkbox"/> a clear water bottle if you wish to take one in – it must not have a label </div> <div style="width: 50%; padding: 5px;"> <p>Other important information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Fill in your details on the front of your answer booklet. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams. </div> <div style="width: 50%; padding: 5px;"> <p>Contingency sessions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam. </div> <div style="width: 50%; padding: 5px; text-align: center;"> <p style="font-size: small;">If you have any questions about your exams, please ask your teacher or exams officer. ?</p> </div> </div> <div style="font-size: x-small; margin-top: 10px;"> <p>You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents</p> <p style="text-align: center;">EFFECTIVE FROM 1 SEPTEMBER 2023</p> </div>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Entering the Exam Venue</p>	<p>Once you have left your belongings in P5, please proceed to the Post 16 Common Room, from which you will be called into the exam venue from in your row and seat order – once in the common room, you must remain in silence in line with JCQ regulations and to support the smooth running of the call forwards.</p> <p>An Invigilator will be stood on the inside of these doors with a hand sanitiser - please use it. On entering the venue you MUST continue to observe the normal exam rules in that you enter in silence. You will then find your seat and sit down. Make yourself comfortable and place any equipment you will need on your desk. DO NOT TALK - remain silent and await further instructions from the Lead Invigilator. Before the exam starts there are several procedures to go through that must be done, so be patient.</p> <p>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. Use the hand sanitiser provided and follow the Invigilator to your room. Remain silent at all times and await further instructions from the Invigilator. Your coats/bags will be stored in this area.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">During the exam</p>	<p>Understandably students feel nervous under exam conditions, this is quite normal. But usually this soon passes once the exam is under way.</p> <p>You MUST NOT get up and leave the exam venue, you must place your arm in the air and wait until an Invigilator comes to you. Explain the issue and the matter will be dealt with. 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. The Exams Officer will call for a first aider to attend. Students must NOT take themselves off to First Aid.</p> <p>A five-minute warning will be given by the Invigilator prior to the end of the exam.</p> <p>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 exit you are directed to, in SILENCE.</p>

Date	Assessment	Time (Times in brackets are for pupils with extra time)	Student Instructions For students who have exams at the times stated
Monday 13 th May AM session	Biology AS: Paper 1 (1 student)	1 hr 30 mins (1 hr 53 mins)	Students with an exam will be registered by Mrs Stapleton and directed to the nominated baggage room for that exam.
Monday 13 th May PM session			
Tuesday 14 th May AM session	Sociology AS: Paper 1 (1 student) Business: Unit 1- The business environment (15 students)	1 hr 30 mins (1 hr 53 mins) 2 hrs (2 hrs 30 mins)	
Tuesday 14 th May PM session			Students should then gather in the common area pending registration and will then proceed to the exam venue.
Wednesday 15 th May AM session	L3 Core Maths: Paper 1 (7 students)	1 hr 30 mins (1 hr 53 mins)	Lessons for specific subjects cease on this date as indicated by the subject name being in this column
Wednesday 15 th May PM session	BTEC Sport: Anatomy and Physiology (8 students)	1 hr 30 mins (1 hr 53 mins)	
Thursday 16 th May AM session	Geography: Paper 1 (14 students)	2 hrs 15 mins (2 hrs 49 mins)	
Thursday 16 th May PM session	Criminology: Unit 2 (19 students)	1 hr 30 mins (1 hr 53 mins)	
Friday 17 th May AM session	Psychology: Paper 1 (20 students)	2 hrs (2 hrs 30 mins)	17 th May – Year 13 students should continue to attend Business lessons unless they have been signed off by all

	Business: Unit 2 – Working in business (9 students)	1 hr 30 mins (1 hr 53 mins)	their teachers and their tutor. Sign off sheets are available from the P16 office.
Friday 17 th May PM session			
Monday 20 th May AM session	Sociology: Paper 1 (10 students)	2 hrs (2 hrs 30 mins)	
Monday 20 th May PM session			
Tuesday 21 st May AM session	Sociology AS: Paper 2 (1 student) BTEC Applied Science - Chemistry (19 students) Film Studies: Component 1- Varieties of film (6 students)	1 hr 30 mins (1 hr 53 mins) 40 mins (50 mins) 2 hrs 30 mins (3 hrs 8 mins)	
Tuesday 21 st May PM session	BTEC Applied Science - Biology (19 students)	40 mins (50 mins)	
Wednesday 22 nd May AM session	Psychology: Paper 2 (20 students)	2 hrs (2 hrs 30 mins)	
Wednesday 22 nd May PM session	Further Maths: Paper 1 (9 students) BTEC Applied Science - Physics (19 students)	2 hrs (2 hrs 30 mins) 40 mins (50 mins)	22 nd May – Year 13 students should continue to attend BTEC Applied Science lessons unless they have been signed off by all their teachers and their tutor. Sign off sheets are available from the P16 office.
Thursday 23 rd May AM session	L3 Core Maths: Paper 2 (7 students) History: Paper 1 Opt C (7 students)	1 hr 30mins (1 hr 53 mins) 2 hr 30 mins (3 hrs 8 mins)	23 rd May – Year 13 students should continue to attend L3 Core Maths lessons unless they have been signed off by all their teachers and their tutor.

	Biology AS: Paper 2 (1 student)	1 hr 30 mins (1 hr 53 mins)	Sign off sheets are available from the P16 office.
Thursday 23 rd May PM session			
Friday 24 th May AM session	Physics: Paper 1 (14 students) English Literature: Paper 1A (10 students)	2 hrs (2 hrs 30 mins) 2 hrs 30 mins (3 hrs 8 mins)	
Friday 24 th May PM session			
Half Term			
Monday 3 rd June AM session	Geography: Paper 2 (14 students)	2 hrs 15 mins (2 hrs 49 mins)	
Monday 3 rd June PM session	Psychology: Paper 3 (20 students) Further Maths: Paper 2 (9 students)	2 hrs (2 hrs 30 mins) 2 hrs (2 hrs 30 mins)	3 rd June – Year 13 students will be no longer required to attend Psychology lessons from this point.
Tuesday 4 th June AM session	Sociology: Paper 2 (10 students) Film Studies: Component 2- Global Filmmaking (6 students)	2 hrs (2 hrs 30 mins) 2 hrs 30 mins (3 hrs 8 mins)	4 th June - Year 13 students will be no longer required to attend Film Studies lessons from this point.

Tuesday 4 th June PM session	Mathematics: Paper 1 (20 students)	2 hrs (2 hrs 30 mins)	
Wednesday 5 th June AM session	English Literature: Paper 2A (10 students)	3 hrs (3 hrs 45 mins)	5 th June – Year 13 students will be no longer required to attend English Literature lessons from this point.
Wednesday 5 th June PM session	Biology: Paper 1 (12 students) Criminology: Unit 4 (24 students)	2 hrs (2 hrs 30 mins) 1 hr 30 mins (1 hr 53 mins)	5 th June – Year 13 students will be no longer required to attend Criminology lessons from this point.
Thursday 6 th June AM session	Physics: Paper 2 (14 students)	2 hrs (2hrs 30 mins)	
Thursday 6 th June PM session	Contingency Afternoon		
Friday 7 th June AM session			
Friday 7 th June PM session	History: Paper 2 Opt Q (7 students) Further Maths: Paper 3 (9 students)	2 hrs 30 mins (3 hrs 8 mins) 2 hrs (2 hrs 30 mins)	7 th June – Year 13 students will be no longer required to attend History lessons from this point. Further Mathematicians should still attend lessons to prepare for Maths exams.
Monday 10 th June AM session	Chemistry: Inorganic and Physical chemistry (8 students) French: Listening, Reading and Translation (10 students)	1 hr 45 mins (2 hrs 11 mins) 2 hrs (2 hrs 30 mins)	

Monday 10 th June PM session	Geography: Paper 3 (14 students) Computer Science: Computer systems (10 students)	2 h 15 mins (2 hrs 49 mins) 2 hrs 30 mins (3 hrs 8 mins)	10 th June – Year 13 students will be no longer required to attend Geography lessons from this point.
Tuesday 11 th June AM session			
Tuesday 11 th June PM session	Sociology: Paper 3 (10 students) Mathematics: Paper 2 (20 students)	2 hrs (2 hrs 30 mins) 2 hrs (2 hrs 30 mins)	11 th June – Year 13 students will be no longer required to attend Sociology lessons from this point.
Wednesday 12 th June AM session			
Wednesday 12 th June PM session			
Thursday 13 th June AM session			
Thursday 13 th June PM session	Contingency Afternoon		
Friday 14 th June AM session	Biology: Paper 2 (12 students)	2 hrs (2 hrs 30 mins)	
Friday 14 th June PM session			
Monday 17 th June AM session	Physics: Paper 3 (14 students)	2 hrs (2 hrs 30 mins)	17 th June – Year 13 students will be no longer required to attend Physics lessons from this point.
Monday 17 th June PM session			

Tuesday 18 th June AM session	Chemistry: Paper 2 - Organic and Physical chemistry (8 students)	1 hr 45 mins (2 hrs 11 mins)	
Tuesday 18 th June PM session	Computer Science: Algorithms and Programming (10 students)	2 hrs 30 mins (3 hrs 8 mins)	18 th June – Year 13 students will be no longer required to attend Computer Science lessons from this point.
Wednesday 19 th June AM session	Biology: Paper 3 (12 students) French: Writing (10 students)	2 hrs (2 hrs 30 mins) 2 hr 40 mins (3 hrs 20 mins)	19 th June – Year 13 students will be no longer required to attend Biology or French lessons from this point.
Wednesday 19 th June PM session			
Thursday 20 th June AM session	Mathematics: Paper 3 (20 students)	2 hrs (2 hrs 30 mins)	20 th June – Year 13 students will be no longer required to attend Maths lessons from this point.
Thursday 20 th June PM session			
Friday 21 st June AM session	Chemistry: Paper 3 – General and Practical Principles in chemistry(8 students)	2 hrs 30 mins (3 hrs 8 mins)	21 st June – Year 13 students will be no longer required to attend Chemistry lessons from this point.
Friday 21 st June PM session			
Wednesday 26 th June ALL DAY	Contingency Day		