

Year 11 Exams



As we rapidly approach the exam season when revision and preparation dominates our time, teachers and parents/carers need to help all of our students to prepare for the exams ahead.

Each student has been given a personalised exam timetable which includes the venue for all exams and the seat in which they will be sitting. We recommend that students check the seating plans before every exam so that they know exactly where they will be; this approach can reduce stress on the day.

Organisation

Please be aware that no equipment will be handed out in the exam rooms. All students are expected to bring to every exam black biro-style pens to write with, pencils and a ruler in a clear case, as well as any subject specific equipment required such as a calculator. The requirement that a black ball-point pen is used comes from the exam boards. This means a biro-style pen; gel pens and ink pens are not permitted.

All bags will be stored in a locked room away from the exam room. Phones and other internet enabled devices (including watches) are not permitted in the exam room and I strongly suggest these are left at home. If they are brought into the college, it is the students' responsibility to store them as we will not be collecting phones at the start of exams. Any student with a phone or internet enabled device in the exam room, even if it is turned off, will be subject to disqualification.

Before and during the exam

Students must arrive 10 minutes before the start time stated on their timetable, fully equipped for the exam. To reduce stress we will aim to start every exam promptly following the reading of the JCQ guidelines:

- ▲ You must not become involved in any unfair or dishonest practice in any part of the examination.
- ▲ You must not:
 - sit an examination in the name of another candidate.
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- ▲ Possession of a mobile phone or other unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- ▲ You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- ▲ You must follow the instructions of the invigilator.
- ▲ If you are in any doubt speak to the invigilator.

If, during the exam, a student has any questions, they must raise a hand and speak to an invigilator. In any unexpected circumstances such as a fire alarm, students must simply follow the invigilators' instructions.

We have recently invested in brand new exam desks in order to improve the exam experience for students. Please be aware that these must not be written on or vandalised in any circumstance. Failure to follow this instruction will result in a student being charged for the desk and their invitation to the Prom revoked.

Parents/carers can support their child in preparing for the exams by keeping them well fed, watered and rested! Visualising the exam process and being organised at this time can improve exam performance.

Students will follow their normal college timetable until **Thursday 9 June**. Following this date, students only need to attend college for specific revision sessions and exams. Please be aware that all students are required to wear **full uniform** at all times when they are in the college until the end of the summer term, even after 9 June.

Details about revision sessions taking place during the half-term break at the end of May will be available closer to the time.

If you have any questions about exam entries, please contact our Examinations Officer, Miss Whorne. If you have any other queries, please contact the subject teacher; Mrs Fisk, Pastoral Support Manager; Mr Smillie, Acting Head of Year 11 or Mr Sutherland, Assistant Principal.

Good luck in the coming weeks!