

A bright yellow sticky note is partially visible on the left side of the image, overlapping the white card.

Y10 and Y11
Examination

Briefing
Thursday 12th May 2022

Examination Timetable

- Copies emailed to your school email address and to your parents.
- Highlight **dates and start times**.
- Put a copy somewhere where everyone can see it at home so they know where you need to be and when.

Revision arrangements

- o Y11s are on Study Leave from Monday 16th May
- o For Y10s who are doing a Science GCSE Examination (Sets 1-4), the Science department will be supporting your revision

Y11 Revision in and around school

o You can stay in school to revise between exams **but you need to be working.**

o You can use the following spaces:

o Dining Room ('sociable' work)

o Library (silent work)

If you are not working, expect to be asked to leave!

The Night Before...

- Final revision of key points and main ideas
- Double-check timetable – which exams and what times?
- Equipment Check:
 - Black pen(s), Pencil(s), Ruler, Compass, Protractor, Water Bottle (**must be clear, not coloured and not labelled**), **Calculator – no spares!**
 - Make sure that you are clear **NOW** what equipment you need and get that ready. There may not be equipment to borrow in the exam. **There won't be spare calculators.**
 - Comfortable and **WARM** clothing - no coats, jackets, hats or scarves in the exam room. Wear layers!
 - **ID CARD/LANYARD – you need this in your exam. Order a new one from the main reception/office today if you've lost it**

Electronic Equipment and coats/bags

- **No phones, tablets, watches* or any other electronic devices at all are permitted now in the exam room** – if you have one of these, you **must** hand it in to reception.
- *Including analogue (“clock face” watches)
- If you are not prepared to hand in your watch, leave it at home
- **If you are found in the exam room with any electronic equipment, even if it’s switched off, your paper – and other papers – is likely to be cancelled by the exam board.**
- Bags, coats, hats and scarves are not permitted in the exam room. Wear layers. If a member of staff asks you to remove your coat, you mustn’t argue about whether it’s a coat, so be prepared.

On the Day...

- Arrive on time - **at least 15 minutes early** - so that you can:
 - Double-check the lists to confirm your exam room and the bag room on the noticeboard outside Mrs Warde's office (don't confuse 'hall' with 'sports hall'). Bag Room usually A4 and 5
 - Check you have all the equipment you need
 - Go to the toilet/fill your water bottle – **you can't count on being able to go to the toilet in an exam.**
 - Expect to not be allowed go to the toilet in the first/final 30 minutes of an exam or during an exam lasting an hour or less.
 - Unless you have a medical condition that the school and exams team are aware of, if you are allowed to go to the toilet, the time missed will not be added onto your exam time.
 - **Hand in your phone/watch etc and other valuables at the office.**
- **Do NOT leave these in the bag room. We cannot guarantee their safety in the bag-room**

School Photo ID Cards

- o **National exam regulations state that you need to have photo ID in the exam room so you can be instantly identified.**
- o Take your School ID card/lanyard into the exam room and place it, face up, on the corner of your desk.
- o It must be *your* ID and your photo must be visible, not obscured.
- o If you haven't got an ID card, go to the main office/reception to order a new one.

Access Arrangements

- o If you have a particular access arrangement(s) for exams then you may be seated in a different room. Ensure you check which room you are in.
- o You will have an additional card on your desk that you will need to check and then tick to say whether you are accepting or declining these arrangements in each exam.
- o If you are unsure which access arrangement(s) you have and/or are unsure how to use them please see Mrs Neill or Mrs Espie in the exams office.

Exam Conduct

- There are strict exam conditions that we, as an examination centre, *must adhere to*. **We have to report, to the exam board (who will decide if this affects your qualification), names of any candidates who have not followed these, while in the exam room:**
 - Sit in your allocated seat. Otherwise, you will hold up the exam start.
 - Exam Conditions *as soon as you enter and until you leave* the exam room.
 - This means **no communication with others** except staff (includes turning around/eye contact).
 - No bags, coats, hats, phones or other electrical equipment. No unauthorised materials, e.g notes, to be taken into the exam room. Be prepared to be empty your pockets if asked to.
 - Sit quietly, facing the front or head on the desk when you have finished, so you can't be mistaken for communicating with others.
 - Leave very quietly in case others nearby are working.
 - Respect the invigilators: they are members of school staff. They are here to help and ensure you are able to perform to the best of your ability.

If you are unwell...

- Ensure that a parent contacts school immediately to let us know in the usual way.
- If you are in school already, come and tell a member of staff as soon as you can.
- If you are in an exam, put your hand up to tell an invigilator.
- Contact your doctor **the same day** to get medical evidence and get this to Mr Kennedy, your Pastoral Manager or Mrs Warde ASAP

What now?

- Check that you are clear on exactly **WHAT** to revise
- Check with your teachers the best ways of **HOW** to revise, in this final bit of time
- Make a **PLAN** for the week ahead
- **TALK** to us if you're unsure about anything at all.

GOOD LUCK!