



Year 11 Examinations

A guide for Students and Parents

2023/2024

INSTRUCTIONS TO CANDIDATES

Introduction

This booklet is to provide you and your parents with some information and to hopefully answer any questions that you may have about the examination regulations and procedures.

You will have experience of sitting mock examinations, and it is hoped that this will have enabled you to familiarise yourself with the examination regulations and procedures.

The Awarding Bodies (or Examination Boards) under the guidance of the JCQ (Joint Council for Qualifications), set down strict criteria that must be followed for the conduct of your forthcoming exams to be sat at Regents Park Community College.

Notices to Candidates issued jointly by the Examination Boards are at the back of this booklet. You should read these carefully. Please note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of the regulations to the Awarding Body.

If there is anything within this booklet you do not understand, or you still have questions once you have read this booklet, please ask either your tutor or subject teacher or come to see the Exams Officer in the Exams Office. Finally, all the staff and I would like to wish you the best of luck with your examinations and for the future.

Mrs Kelly Fielder - Exams Officer

BEFORE THE EXAMS BEGIN

Revision & Exam Entries

What will make the biggest difference to a pupil's results?

- Create a revision timetable.
- Attendance and concentration in all lessons.
- Use the revision resources on show my homework
- Ask teachers for help.

What are good methods of revision?

- Working through past exam papers
- Using resources such as revision guides, notes and extra questions provided
- Key words
- Spider diagrams
- Mind maps
- Flow charts
- Revision cards
- BBC Bitesize
- Recommendations from teachers

When will the exams take place?

- Written exams begin on 7th May 2024
- Practical exams such as Drama, Dance & Food and Nutrition will take place prior to 7th May
- MFL speaking exams will also begin during May 2024

Whose responsibility is it that pupils attend the correct exam?

- It is the individual pupil's responsibility
- All details on your individual timetable must be thoroughly checked, including the spelling of names, date of birth as this will determine the information shown on the GCSE certificates.

You will receive a copy of the GCSE timetable and your individual timetable showing your own specific examinations. Your individual timetable will provide you with the date, time, and duration of the exams. **IT IS IMPORTANT THAT YOU CHECK YOUR TIMETABLE CAREFULLY.** If you think that something is wrong or incorrect, or you have two or more exams scheduled at the same time please go to the main office and ask for the Exams Officer. Please make sure you read your timetable carefully and ensure that you arrive at school on the correct day and on time.

If you lose your exam timetable, please visit the Exams office to obtain another copy, this will also be issued by email.

Your Candidate Details

All entries for your exams will use your legal name. When you are instructed to complete the front of the exam paper, please ensure you write your legal surname and first name. You will also need to sign the front of the exam paper where it says candidate signature.

A unique, four-digit candidate number will be allocated to you, and this is the number that you will write on your exam papers. Please learn it.

Equipment

All equipment will be provided by Regents Park Community College. You are not permitted to use correcting pens, tippex or tape or erasable pens. Highlighters must not be used in your answers, however, can be used on your question paper. You must not borrow anything from another candidate during an exam. If you find that you are missing any equipment required for your exam please speak to an invigilator.

Food and Drink

You may take a transparent water bottle with the label removed into the exam, it should not have any tint of colour or contain any branding or writing. We do not permit any squashes or other drinks. You cannot bring food into the exam room.

Arriving for Your Exam

You should wear full School Uniform when sitting an examination.

Examinations will begin at 08.55 am and 1.00 pm unless you told otherwise. Please be aware that there may be occasions where the PM exams will run past the end of the school day.

All pupils with access arrangements will be advised of rooming arrangements in advance of their examinations.

Once you have been requested to do so, enter the exam room in silence. Candidates are under exam conditions from the moment they enter the room until they are dismissed and outside the exam room.

You must listen to and follow the instructions of the invigilators and **MUST NOT** communicate in any way with other candidates. Candidates must put their hand up should they require anything.

Any bags, coats, or personal belongings, including mobile phones, iPods, smart watches, Bluetooth earphones (earpods etc), MP3/4 players and any notes you have made must not be taken into the examination room. No coats can be taken into the exam room. All personal belongings must be left in the bag store. This will be locked during the exam and access will be given to student once the exam has finished.

PLEASE NOTE: Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification from your examination and overall qualifications.

Writing of any description on yourself such as your hand/arm/leg or equipment is also forbidden.

Seating Plan

Seating plans for all exam rooms will be shown directly outside the Main Hall. The room invigilators will also have a copy. You will be pre-informed what your seat number will be i.e. A4, B6 etc. Candidates will be seated in rows. You will find your candidate card displaying your photograph, candidate number and the school's Centre number on your desk. **(This must remain on your desk face up.)**

An invigilator will guide you to your seat should you require assistance. There may be more than one exam taking place at the same time therefore it is important that you check that you have the correct exam paper. Please ensure you check the paper for the subject, paper, and tier of entry. If you are not sure, please put your hand up to check.

During the Exam

Instructions will be read out at the start of every exam. You should listen carefully in case there are any notices you need to know.

It is important that you do not start writing until you are instructed to do so. Please do not complete the front of your exam paper until you are advised to do this.

You should read the instructions on the front of the paper and number your answers clearly. If you require assistance, please put your hand up and an invigilator will come to you as soon as they can.

In the event of an emergency, all candidates must follow the instructions of the Lead Invigilator who will follow the School's Emergency Evacuation procedures. You must stop writing and close their exam booklet. If the Lead Invigilator tells you to leave the exam room and to gather at the designated meeting point, you must leave in silence and not communicate with any other candidate in any way whilst the evacuation takes place. Candidates will always remain under exam conditions. Question papers and answer booklets will remain on the desks and the room will be locked.

At the end of an exam

At the end of the exam, an invigilator will collect your exam paper. Please remember to check that you have correctly completed your personal details. Check your name, candidate number, the centre number and where applicable, the exam paper or unit number.

You must remain seated and not communicate in any way with other candidates whilst the papers are being collected and for the duration that you are in the exam hall.

Exam conditions apply until you have left the exam room, **you must leave in silence until you are far away from the exam room.** Other candidates may still be sitting their exam. Please be respectful to them.

GENERAL INFORMATION

Late Arrivals

If you arrive late for an exam, you may be permitted into the exam room up to 60 minutes after the exam start time. However, this is dependent upon the length of the exam. We must report all late arrivals to the Examination Board, and they reserve the right not to accept a candidate's paper. Late arrivals will still be entitled to the full exam time if there is adequate supervision available. Upon arrival, please go directly to the main reception area and ask for the exams officer, please ring the school if you are running late.

Absence from Examinations

You must make every effort to ensure that you attend every exam. If, however, you are unwell or experience other personal difficulties of a serious nature, either you or your parent should inform the school by telephoning 02380 325444 at the earliest opportunity on the day of the exam.

You may need to obtain medical evidence if we can apply for a special consideration, we will inform you.

If you feel unwell during an exam, you should put your hand up and inform an invigilator.

Should you fail to attend an examination without good reason, a charge may be made to cover the payment of the entry fee. Misreading a timetable is not accepted as a satisfactory explanation of absence. Please make sure you check your timetable. If you mislay your timetable, please go to the Exams office where a new copy can be given.

Contingency Planning

In the highly unlikely event that there is national disruption to a day of examinations in summer 2024, as a last resort the affected examinations would be rescheduled. Every effort would be taken to keep the impact to a minimum, it is also possible that there could be more than one timetabled date affected following the disruption, up to and including the contingency afternoons on 6th and 13th June 2024 and contingency day of 26th June 2024.

Candidates must remain available until Wednesday 26th June 2024 should an awarding board need to invoke its contingency plan.

Examination Clashes

Should you identify that you have two or more exams timetabled at the same time, you must see the Exams Officer. Arrangements will be in place to ensure that JCQ exam regulations are followed. This may mean that you will be able to sit your exams one after the other. In certain circumstances, a clash of exams may result in the exams being moved across the morning and afternoon sessions. In these circumstances, it will be necessary for you to be under supervision from the end of the morning exam until the beginning of the afternoon exam. You will, therefore, need to bring a packed lunch and anything you may wish to read. In the event of a late finishing time, arrangements will need to be made for you to get home by you/your family.

On rare occasions there can be exams that clash and are over the total time of 5 hours 30 minutes where you may be required to stay later than the school day. Overnight supervision is only to be used as a last resort.

Access Arrangements

Any candidates who require specific arrangements will be aware what is in place for them and where the exams will take place prior to the examinations. The amount of extra time for each exam will be written on the board along with the start and finish time of the exam.

Results

Candidates will be advised in advance of when and how results will be released.

Details of the collection of certificates, please note these will not be available until November 2024 at the earliest, this will be communicated to you at a later date.

Things to remember in your exam

If you feel you have forgotten everything, it may be just nerves. Take deep breaths to help you stay calm.

Read the instructions — Make sure you know what is expected.

Take your time — Read the questions carefully. If you cannot answer a question, move on to the next question and return to it later. Make sure you check the back of the paper in case there is a question printed on it.

Write in black ink within the designated spaces. Exam papers are electronically scanned they are marked by exam boards this way, so it is important that you do not write outside of the lines. You can put your hand up if you require additional answer booklets.

Use the allocated marks to help you know how much time to spend on a question.

Remember to cross through any work you do not want marked with a single line.

Allow time to check your answers.

Do your best!