

# **Year 11 Examinations and End of Year Information**

Dear Students, Parents and Carers

We have now finalised our arrangements for our Year 11 students for the forthcoming examination season.

We hope the information in this booklet helps you in your planning for the important weeks ahead. We would like to take this opportunity, on behalf of all the staff at our school, to give our very best wishes for success in the upcoming examinations and beyond, and we thank you for your support over the last five years.

A copy of this booklet will be placed on the school website, and should you require any further information please do not hesitate to contact us.

Kindest regards

A handwritten signature in black ink, appearing to read 'B Vickers', written in a cursive style.

Mr B Vickers  
Deputy Head of School

## Examinations – Summer 2024

The main block of examinations run from Thursday 2 May until Wednesday 19 June 2024. We must stress the importance and expectation of full attendance in the final build up to these crucial examinations!



Your child will be receiving their individual timetable detailing the examinations that they have been entered for with rooming and seating. Please check these with them and report any errors to their subject teacher, or to the Exams Manager located in the Exams Office in the Admin Hub.

## Exam Period Arrangements

Throughout the exam period:

- Normal school rules apply at all times.
- Full school uniform must be worn at all times when in school.
- Be aware that some afternoon exams run beyond the normal school day.

## **Thursday 2 May up to and including Friday 7 June 2024**

Where should I be and what can I do?

### **Scenario 1 – ‘I have no exams today’.**

You attend school as normal. You go to registration as normal and you go to all of your normal lessons. Where you have finished a course, we might have other staff available to run revision for you. Always have your revision materials with you. You should be in your normal, timetabled, classrooms.

### **Scenario 2 – ‘I have a morning exam but no afternoon exam’.**

Come into school usual time and leave your bag as instructed by staff. Once your exam is finished you will be allowed a break and then you will spend the rest of the day in your normal lessons.

### **Scenario 3 – ‘I have an afternoon exam but no morning one’.**

Come into school at the normal time and attend registration. Attend all of your lessons as normal then go for an early lunch and sit your exam.

### **Scenario 4 – ‘I have a morning and afternoon exam’.**

After your morning exam, go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam.

## **Monday 10 June – Wednesday 19 June 2024**

**Lessons will continue in subjects still to be examined or where work remains to be completed** (e.g. BTEC courses). Once the exam has taken place, or BTEC work is complete, lessons will end in that subject. Up until then, attendance at these lessons is compulsory.

**If the student has no timetabled lessons following a morning exam, because they have completed the exams for that subject; students** will be expected to leave the school premises once their examination has ended, unless arrangements have been made with subject teachers for them to remain for study purposes.

We understand that leaving the premises may be problematic for some students with exams in both morning and afternoon sessions (transport and care issues for example) and in these instances we will provide a quiet space for students to study. Students will need to report to Mrs Leach if they wish to stay in school.

## Exam Regulations

The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. A copy of the exam regulations is printed on the back of student exam timetables; please take the time to read this with your child to ensure that everyone is aware of the regulations.



All documents relating to examinations practice and procedures can be found on the School website.

## Attending Exams

Punctuality is important. Exams are scheduled **to start at 8.45am and 1.30pm**; these are actual start times. Students must **arrive at least 15 minutes prior to this time** - this is to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.



If, due to unforeseen circumstances, students think they are going to be late for an exam, they must **speak** to the Mrs Divall (Exams Manager), or Mrs Leach (Head of Year) by telephone on 0161 549 7700. Upon a late arrival, students need to report to Student Hub before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission from the Exams Manager. If a student arrives too late for the exam, then they can be refused entry.

## Illness

We hope that every student will be fit and well throughout the exam season.



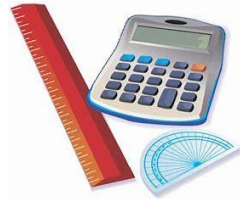
However, unforeseen illness can strike; in which case the school needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. If a student misses an exam

due to illness, **even with medical evidence, it is not always possible for the exam boards to issue a certificate.**

If a student is ill on the morning of an exam, please contact Main Reception on 0161 549 7700 and ask to **speak** to Mrs Leach or Mrs Divall.

## Equipment/Uniform

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams, i.e. a **black ball point pen**, pencil, ruler, rubber, scientific calculator (if applicable), sharpener, compass, protractor etc in a **clear** pencil case/bag. Please encourage students to be prepared before every examination they are due to take. **The Awarding Bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.**



**Full uniform must be worn for all exams.** It is, therefore, important that blazer pockets are cleared of all items. If we get warm weather, students can remove their blazer and leave it in the gym with their belongings before entering the exam room.

**Mobile Phones, Watches, other technological/web enabled devices (MP3/4 Players, Airpods, iPods, Smart Watches/Fitness Trackers, Earpods etc).**



Please encourage your child to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the Examination Room. **Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**

## Revision

**Students should now be 'fine-tuning' their revision programmes. Advice and support has already been given to students about revision strategies multiple times but it is worth us re-stating some broad principles. Students should:**

- Endeavour to revise in an active manner, that is, to create or use self-testing material from their notes and not just simply through reading through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- Seek to revise in short bursts of time, punctuated with a break using The **Pomodoro Technique**, (25 minutes' revision – 5 minutes' break x 3, followed by a 30 minute break then repeat the cycle).
- Avoid leaving revision to the last minute. Starting early and taking a little and often approach is the best way to ensure a mindful and manageable approach to exam preparation.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are 'on target' to complete a topic by a set date.





## Support and Guidance

Any student who is encountering any problem with their revision programme should seek the support of their Head of House.

## Official Leaving Date

Once a student's final examination has been taken, and once all BTEC and other assessed work is completed to the teacher's satisfaction, students are no longer required to attend school.

## Arrangements for the Receipt of Results



GCSE Results for Year 11 will be on **Thursday 22 August 2024**. Further details will be made available.

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to Mrs Divall, before Wednesday 17 July 2024.

Results will not be handed to a third party unless they have **prior** written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on the School website.