



Principal **Nick Martin**
BSc, MA, PGCE, NPQH

YEAR 12 &13

GCE EXAMINATION BOOKLET

2020-21



Dear Sixth Form Student,

You are about to start a very challenging examination season which will require your complete attention, a great deal of effort and effective time management. There will be high points and potentially some low points over the coming months, but it is important that you maintain perspective and a positive growth mindset. It is true that the results of these examinations could have a tremendous impact on your life chances and your future progression routes. Ultimately, you are in control of the life you choose to lead.

It is important you establish good revision routines and a healthy lifestyle during this very demanding time period. You must concentrate your energy on your studies so please consider putting distractions (like social networking) to one side, especially whilst revising. The rewards of academic success can be very great and rewarding. We wish you all the best of luck during the examination season.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Huckle', with a large, sweeping flourish extending to the right.

Mr. Lee Huckle
Head of Sixth Form

EXAMINATION TIMETABLE

You should already have been given your PERSONAL TIMETABLE via email. Write down your exam dates in several places and keep checking them. Please check your timetable carefully. If you have any queries about which papers you are taking, see your subject teacher.

Some practical and oral exams take place before the main programme of written papers. Your subject teachers will inform you of the arrangements and procedures for these parts of the examinations

There will be days when you have to sit more than one exam, sometimes with only a 10 minute break between them. Make sure you are prepared for this. If you have 2 exams scheduled for the same date and start time, then please see the exams manager without delay. Some of you may have received a “clash” letter with your timetable. If you have received one of these letters, please read it carefully and ensure that you are prepared to be isolated between the morning and afternoon sessions.

ROUTINES

- Check your timetable for your exam, room and seat number. There will be a notice on the Exams office window in case you forget where to go.
- If your exam is in the main hall (Rm 509), or the activities hall (Rm 513), you should come to the Street **at least fifteen minutes before** your examination is due to start. If your exam is in the Sports Hall, room 136, you should assemble near the benches outside the Sports Hall.
- **Morning Exams start at 8:30AM and students MUST to stay for the duration of the exam. The earliest time that a student can leave is 10AM, even if exam duration is less than 90 minutes. This also applies to afternoon exams when the start time is 12:55PM and the earliest time a student can leave is 2:30PM.**

PLEASE ENSURE THAT ALL BAGS ARE PLACED EITHER IN A LOCKER OR IN ROOM 518 (The Drama Store Room) BEFORE YOU GO TO THE HALL.

- If you wear a wrist watch, you will be asked to remove it and leave it on your desk. The exception to this is if it is a smartwatch, this must not be taken into an exam room.
- **Bring your black ink pens, pencils, ruler and rubber to the examination in a clear plastic bag or pencil case. No other kind of pencil case is allowed.** Make sure that you have everything you need for that particular examination paper, especially Math's – calculator, ruler, protractor, compasses. Pencil should **only** be used for drawing – remember to return to using a pen after finishing a drawing. It is your responsibility to come with the correct equipment.
- **Water bottles are permitted in the exam room, but ALL labels are to be removed and any sports type drinking bottle must be opaque.**
- Correction fluid of any kind e.g. Tippex, is not allowed
- You must not bring any un-authorised material into the examination room
- You are not allowed to leave the exam before the finish time
- Mobile phones, Ipods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) etc. are **NOT** allowed in the exam hall. Ideally, these should not be taken into the examination room at all; however, there will be an opportunity for you to hand anything un-authorised to the invigilators before the exam starts. A pre-labelled bag will be provided on your exam desk for such items. **PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.**
- You must not talk, or try to communicate with, other students in the exam halls.
- **If you miss a paper, you cannot take it later.**

WHAT TO DO IF...

You are delayed

Telephone the Academy (01462 628008) and then come to school as quickly as possible and report to the Exam Office without speaking to other students. You **may** still be able to go into the exam.

You are unwell in the exam room

Let the invigilator know

You are disturbed by something in the exam room

Let the invigilator know

You are unwell & unable to sit the exam

Telephone the exams office to let us know why you are absent. It might be possible to obtain special consideration from the examination board. The examination board will not allow special consideration under any circumstances if a candidate has not completed 50% of the assessment. Medical evidence **MUST** be provided.

It is important to note that IF YOU MISS ANY WRITTEN PAPERS IN A SUBJECT YOU MAY NOT BE AWARDED A GRADE – this will be at the discretion of the Examination Board.

BEFORE THE EXAMINATION

To be at your best for the examination.....

- Get a good night's sleep **THROUGHOUT THE EXAMINATION PERIOD**
- Get plenty of exercise **THROUGHOUT THE EXAMINATION PERIOD** – it helps your concentration
- Get all of your things ready the night before
- Eat a good breakfast
- Please dress appropriately, even on warm days; it can be cool in the halls, and very warm in smaller rooms. Bring a warm top to wear/take off as required
- Don't try to cram at the last minute - it rarely helps
- Relax in the morning if you have an examination in the afternoon
- Be determined - willpower counts!
- Don't be put off by what other students say they have done
- **Think positively** and don't underestimate yourself

DURING THE EXAMINATION

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's and Science exams).

Don't forget to fill in your **LEGAL** name and candidate number at the top of each exam paper **and** sign it.

The examination is **NOT** finished **until you have left the examination room**. You must remain silent throughout.

Time

- Make full use of all the exam time; don't finish too early
- Allow enough time for each question
- Use your watch or the clock in the exam room to avoid a last minute rush
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer
- Read through and check all your answers at the end

Which Questions?

Read **all** the questions first, slowly and carefully. **If you have a choice**, then:

- Decide which you are going to do - choose those that will earn you the most marks,
- Sort the order in which you want to do the questions.

Planning the answers

- Check carefully what the question asks for:-
 - What *knowledge* and *facts* does it need?
 - Is it testing a skill e.g. *comprehension*?
 - Is it asking you to make *comparisons* and highlight *differences*?
- Could you improve your answer by using diagrams or sketches?
- Start your answer only when you are sure of your plan
- Don't worry if you see others starting to write, just concentrate on your planning

AFTER THE EXAMINATION

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you did well and those you need to improve the next time.

Do not waste time worrying about the examination you have just done - you cannot do anything about it!

Good luck!

PLEASE REMEMBER TO
RETURN LIBRARY BOOKS
AND
RETURN DEPARTMENTAL
BOOKS TO YOUR SUBJECT
TEACHERS BY ARRANGEMENT
WITH YOUR TEACHERS.

We strongly advise all students familiarise themselves with the following documents as well as all other candidate documents for exams, coursework and non-examination assessments. These can be accessed on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>



AQA City & Guilds CCEA OCR Pearson
WJEC

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

- You must be on time for all your examinations.
- Possession of a mobile phone or other unauthorised material is not allowed - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
- 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.
- You must not sit an examination in the name of another candidate.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you are confused about anything, only speak to an invigilator.

The must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2020