

Year 11 Final GCSE Exams Briefing

Examination Conduct

Absence from an exam

- If you are unwell on the morning of an exam, a parent should call Mrs Farman (Examination Officer) on **01491 636 843**

Late to an exam

If for whatever reason you are late for the start of an exam (but before 10am or 2.30pm) please go straight to the exam venue. If you are after 10am (morning exam) or 2.30pm (afternoon exam) please go to reception – ideally with a person supervising you (e.g. parent/ carer)

Examination Conduct

What should you bring with you?

- You will need to wear full school uniform for **all** exams
- It is your responsibility to arrive on time (e.g. get a lift in if your bus is sometimes late)
- You need to bring **all** the correct equipment to your exams (see next slide)
- The only drink you can bring in is still water – in a small, clear plastic bottle with **no label**.

Examination Conduct

What equipment will you need for your exams?

- For every exam you need to bring:

Two black biros or pens

Two pencils

A ruler (preferably 30cm), rubber, protractor and compass

A calculator

A set of colouring pencils

All equipment must be kept in a clear pencil case or plastic bag.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **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.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

Examination Conduct

Mobile phones, watches (of any sort)

- 44% of all exam malpractice incidents last year involved mobile phones.
- You are **not** allowed to possess mobile phones or watches of any type during the examination.
- If you bring a mobile phone into the exam venue they must be turned off and handed in to the invigilator at the start of the exam (when requested). If you leave them in your bag (at your risk) they must be turned off.
- If you bring any type of watch into the exam venue, it must be handed in.
- You will be able to collect them at the end of the exam.
- If you do not hand them in and they are found in your possession you will be **disqualified** from the exam.
- If you leave your phone in your bag and it rings we will have to confiscate the phone and inform the Awarding Organisation

Examination Conduct

What to do before, during and after each exam

You must:

- arrive at least 10 minutes before the start time for each exam (8.35am for an 8.45am start & 1.20pm for a 1.30pm start)
- wear full school uniform for every exam
- leave your bags and coats in the main entrance to the School Hall
- go round to the car park at the back of the School Hall – by going quietly round the back of the Music Block (not through it)
- line up in your Houses outside the back of the School Hall
- wait in **silence** as soon as this has been requested
- enter the Hall **in silence** once your name has been called
- when you write your name on the front of the paper, please write your full (non-abbreviated) name

Examination Conduct

What to do before, during and at the end of each exam

Once you are in the School Hall you must:

- remain in silence
- sit at your allocated desk
- do not look round or try to distract any other person
- only speak if you are given permission to do so
- hand in your mobile phone (turned off first) / watch when requested
- listen very carefully to the instructions given by the invigilators
- put your hand up if you have a question but do not speak until asked to do so

Examination Conduct

What to do before, during and after each exam

At the end of the exam you must:

- stop writing as soon as you are asked to
- follow the instructions of the invigilators
- remain in silence
- collect your mobile phone/ watch as instructed by the invigilators
- only leave when you are dismissed (normally row-by-row)
- pick up your bags and coats and leave the building – in silence

Key Examination documents from JCQ

You need to read through the following documents which can be accessed on the school website:

<https://gillotts.org.uk/teaching-and-learning/exam-information>

- JCQ- Social Media Information for Candidates
- JCQ - Information for Candidates - written exams
- JCQ - Informing candidates of their centre assessed marks
- JCQ - Preparing to sit your exams
- JCQ – AI Use in Assessments

Leavers' Day– Friday 3rd May

- Wednesday 8th May is the last day when you need to be in school.
- You will be having a Leavers' assembly and shirt signing on the Friday before this date (3rd May).
- You will need to come into school at 8.45am on Friday 3rd and will leave the site at approximately 10.30am.
- You will be having a Leavers' assembly and shirt signing
- You must meet our normal standards of behaviour on that day.
- If you do not, it is likely that:
 - you will not be given study leave
 - you will not be allowed to attend the Prom

Study Leave – from Thursday 9th May

- From Thursday 9th May you will only need to attend when you have an exam or revision session (study leave).
- When you come into school you will need to be wearing your school uniform as normal.

Revision lessons during study leave

- Subjects will be running revision lessons before most of the exams.
- These will be very useful and we do expect you to attend (unless you are in an exam).
- The timetable will be sent out to you and your parents as soon as it has been completed.
- You will need to wear full school uniform when attending these sessions.
- You will be able to use XI as a revision room during the exam period – this room must be looked after or it will be closed.

Good Luck!