



Year 11 GCSE Written External Examinations

**9th May – 20th June 2025
(Plus, 6th May for BTEC)**

Year 11 Examination Preparation

The assembly today contains some important information regarding your examinations and some timetable adjustments for the coming weeks.



Timetable

All Year 11 students are expected to be in school until after the English exam on Friday 23rd May. You will either be in an exam, a bespoke revision session (as per the timetable we share) or in your usual lesson.

Subjects will be continuing with subject specific lessons during this time unless the exams for your lesson are completed. In this case we advise that you have some revision for your exams with you at all times.



Timetable Moderations

Yr 11 Study leave and revision sessions											
						Thursday 8th May			Friday 9th May		
						Usual timetable	Revision sessions	Examinations	Usual timetable	Revision session	Examinations
						H Block			Science, English & RE		
						H Block			Science, PE & Science		
						L Block	German 11wFGm EKL 42 11LHGm SMP 23		Maths, Science & PE	Business L1 All Business students in Bader hall	
						English, Science & English		German	PE, Maths & Science		
						Maths, RE & Science			English		Business

Monday 12th May					Tuesday 13th May					Wednesday 14th May				
Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations
Maths, Maths & RE		English Literature	Science, PE & Science	Asda RE students will have Biology revision during their usual science lesson. Please go to your usual room in the	Religious Education	W Block	Media 11w/Mc MMW/SCB H1 (lessons already timetabled)	Geography	English, PE & Science		Maths	English, Science & English		History
English, Science & RE			English, RE & Maths			English, Maths & Science			L Block			W Block		
Tutor	Religious Studies & Computing 11LCO SCB H1 11C1BRz MDD Y2 11C2BRz ENG 62		Science, Science & English (Science teachers will focus on Biology lessons)			Science, English & Maths			Science, Maths & Maths	German 11LHGm SMP 51 11wFGm EKL 64		Maths, Maths & RE	Business L1 All Business students in Bader hall	
W Block	Religious Studies 11C1ARz EAG H2 11C2ARz AAB 07 11C3ARz RNG 05	Computer Science	Maths, English & PE		Biology	PE, Science & English	Maths 11T1Ms JRW S1 11T2A LET 51 11T2B PLC 63 11T3 ADC 13 Geog exam AEN TBC	Media Studies	H Block	History 11HMy LLG 23 11LHy LEG 62 11wHy DWK 41	German	Science, English & PE Science lessons will focus on chemistry		Business
PE, English & Maths	Religious Studies 11TRz ABQ H14 11TRz JMN 14 11STRz RNG H2 114TRz AAB 41		L Block			Science, RE & Science			H Block			English, Science & Science Science lessons will focus on chemistry		

Monday 19th May					Tuesday 20th May					Wednesday 21st May				
Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations	Usual timetable	Revision sessions	Examinations
English, Science & Maths		Chemistry	English, English & PE		English	Science, RE & English Science lessons will focus on Maths, Maths & Science Science lessons		French	H Block		Physics	Science, English & PE		English Language
Science, English & English			L Block			Maths, Maths & Science			H Block			Science, PE & Science		
H Block	Physical Education 11LPh TBC 41 11wPh AXH 42		L Block	French & Computing 11LCO SCB H1 11LFr JXB 51 11LHFr KJB 15		W Block	Religious Studies MDD & RNG Religious studies masterclass Bader hall		L Block			Maths, Science & PE		
PE, Maths & Maths			Science, PE & Maths Science lessons will focus on			Science, English & RE			English, Science & English			PE, Maths & Science	Students leave school site after the English Language exam	
W Block		PE and Chinese	Maths, Science & English Science lessons will focus on Physics		Computer Science	English, Maths & Maths		Religious Education	Maths, RE & Science	English 111CAEn JMW 26 112CAEn AAS 43 113CAEn EAC 32 114T/En ALB 32s	Media Studies	English		

Example of the Adjusted Timetable

If you are not involved in an examination or a revision session, you attend your usual timetabled lesson

Thursday 8th May		
Usual timetable	Revision sessions	Examinations
H Block		
H Block		
L Block	German 11WFGm EKL 42 11LHGm SMP 23	
English, Science & English		German
Maths, RE & Science		

Priority 2 will be the revision session column

Priority 1 will ALWAYS be your exam



Friday 9th May		
Usual timetable	Revision sessions	Examinations
Science, English & RE		
Science, PE & Science		
Maths, Science & PE	Business LJH All Business students in bader hall	
PE, Maths & Science		Business
English		



	Monday 12th May		
	Usual timetable	Revision sessions	Examinations
1	Maths, Maths & RE		English Literature
2	English, Science & RE		
3	Tutor	Religious Studies & Computing 11LCo SCB H1 11C1BRs MDD Y2 11C2BRs RNG 62	
4	W Block	Religious Studies 11C1ARs EAG H2 11C2ARs AAB Q7 11C3ARs RNG Q5	Computer Science
5	PE, English & Maths	Religious Studies 111TRs ABG H14 112TRs MDD H5 113TRs RNG H2 114TRs AAB 41	

Warning –
Wednesday
14th May is a bit
more complex!

Wednesday 14th May		
Usual timetable	Revision sessions	Examinations
W Block	Media 11W/Me MMW/SCB H1 (lesson already timetabled)	Geography
English, Maths & Science		
Science, English & Maths		
PE, Science & English	Maths 11T1Ma JRW S1 11T2A LET 51 11T2B PLC 63 11T3 ADC 13 Students in C1A/Ma, C2A/MA or C3A/MA who missed P2 maths due to Geog exam Higher KEN 32 Foundation RCJ 33	Media Studies
Science, RE & Science		

Exams always take
priority!

If you are not in an exam
and in one of the
following maths groups,
you go to the maths
revision session instead
of your usual timetabled
lesson

Students who were in the Geography exam and so missed the Maths
revision session Period 2 would go to these sessions

Organisation

- ☐ Please make sure you have a copy of this timetable with you each day
- ☐ Staff have worked hard to give this opportunity for you to have bespoke revision sessions close to exams. It's important we make this work effectively by turning up in the right place at the right time
- ☐ We will be in touch before May half term with some sessions you will be invited into school for post half term



Regulations

- ☐ A link to exam regulations was emailed to your school email account earlier this year.
- ☐ The regulations are on the School Website, under Information / Examinations.
- ☐ You need to read these regulations, before you sit these exams.



JCQ



Joint Council for
Qualifications CIC

Information for candidates

Written examinations

With effect from 1 September 2024



Regulations and Information you need to read on the website

- ☐ Information for candidates – coursework – 2024/2025
- ☐ Information for candidates – non examination assessments 2024/2025
- ☐ AI in ASSESSMENTS
- ☐ Information for candidates – written exams 2024/2025
- ☐ Malpractice in exams and Coursework
- ☐ JCQ Preparing to sit your exams
- ☐ Information for Candidates – Privacy Notice
- ☐ Information for Candidates – Social Media
- ☐ Unauthorised items poster
- ☐ Warning to Candidates poster
- ☐ Emergency Evacuation Procedure – Candidates



Technology

**NO MOBILE PHONES
NO WATCHES**

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



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

DISQUALIFICATION

from your examination and your overall qualification.



Important Information

- ❑ Start times are usually 9.00 and 13.15. You need to arrive **20 minutes** before this time to be seated and ready to start writing promptly.
- ❑ Always check your individual timetable carefully for the time and room – if you lose it ask the exams office for a new timetable.
- ❑ Almost all exams are in the sports hall, unless you have an arrangement to be in a small room (usually in the sports centre). Your timetable will tell you where.
- ❑ If you catch a school bus, continue to do so as normal. There is no need to make alternative arrangements – we will ensure you get to your seat.
- ❑ Parents/carers should phone in if you are sick, do not leave a message on the answerphone, speak to reception.
- ❑ Bring your **student id card** to all of your exams. Line up outside the sports centre, teaching staff will call you in. Squash courts, L1 and L3 come in through the student entrance. For Bader hall, wait in the canteen.

Locations

- ☐ For external exams you MUST never have your mobile phone, watch, smart watch or any electronic device in the exam room. No kind of watch is allowed. Leave these in your bag (changing rooms are locked).
- ☐ For the sports hall, you will leave bags, phones, coats and all other belongings in the changing rooms. Please bring as little as possible with you for storage in the changing rooms. You are only allowed to take into the hall the equipment which is essential to the exam.
- ☐ For other rooms, you will be told where to store your belongings.



Time Checking

- ☐ No watches of any kind are allowed in the exam hall.
- ☐ You must read the time from the clock on the wall.
- ☐ If you need glasses to see the clock, you must bring them to the exam.
- ☐ Invigilators are not allowed to tell you the time or how long you have left if you ask.



What can you bring?

- ☐ You must empty your pockets; you can be disqualified if found with notes.
- ☐ Take into the room only what is required for the exam, do not take in Pritt sticks or anything enclosed that is not see through. Pencil cases must also be see-through (or use clear plastic bag).
- ☐ You are allowed a bottle of water, but it must be in a see-through bottle, and have the label removed.
- ☐ No chewing gum.
- ☐ No food is allowed, unless a medical need. (If there is, bring your pass and food in a clear plastic bag).
- ☐ Go through the changing rooms and line up in the corridor in silence.



Important for Exam Papers

- Always write in black ink.
- Never use highlighter within your answers.
- Never write outside of the lines which are provided for the answer to each question. Many external exam papers will have extra space at the end for you to continue your answers. If not, check the back of the booklet for additional writing space or if there is none, ask for a continuation sheet.
- Remember to put all your candidate and paper details on all continuation sheets and clearly indicate which question(s) your extra writing relates to.
- Papers may be scanned for marking, and different questions may be saved separately. If you have written information about question 1 where the answer to question 2 should be, the person marking question 1 may not see it.

Inside the exam room

- ☐ Under examination conditions at all times in the exam room.
- ☐ Once at your desk, sit down and face the front.
- ☐ Your paper will be on the desk.
- ☐ Do not open the paper.
- ☐ If you think it is the wrong paper, put up your hand.
- ☐ Exams must be completed in black ink; you must write clearly.
- ☐ Leave the exam paper alone until you are told to write your details on the front cover. Write your full legal forename and surname, as well as your candidate and centre number.
- ☐ You will be asked if you have accidentally brought any unauthorised items (e.g. notes, phone, watch). You must say so at this point.
- ☐ Do not write on your name card or take it away from the exam.

Equipment

☐ Calculators:

- ☐ Allowed if not stated otherwise.
- ☐ No calculator lids are allowed in the exam room.
- ☐ Take lids out of your bag beforehand and leave at home.
- ☐ Calculators must be cleared of anything in the memory.

☐ Equipment:

- ☐ You should bring sufficient black pens.
- ☐ No equipment, such as calculators, compasses, protractors, sharpeners etc, will be loaned out in the sports hall. If you realise you do not have something with you on the day, you must arrange loaned equipment before you come to the exam hall.



Two papers in one session

- ☐ WHERE TWO EXAMS OF THE SAME SUBJECT ARE SAT IN ONE SESSION (E.G. RELIGIOUS STUDIES, FRENCH, GERMAN) YOU WILL DO THEM ONE AFTER THE OTHER.
- ☐ IT WILL TAKE A FEW MINUTES TO COLLECT IN PAPER ONE AND THEN YOU WILL START PAPER TWO.
- ☐ DO NOT TOUCH PAPER TWO UNTIL YOU ARE TOLD.
- ☐ YOU WILL SIT QUIETLY AT YOUR DESK DURING THE CHANGE OVER.



Leaving the Exam Hall

- ☐ Consider other students with longer exams and leave in silence.
- ☐ Move your chair quietly when standing to leave.
- ☐ Do not talk until you are outside and well away from the building.
- ☐ Leave sports hall via the student door not through main reception.

**PLEASE RESPECT YOUR FELLOW
STUDENTS WHO ARE STILL WORKING
AFTER YOU HAVE FINISHED YOUR EXAM**



Reminders

- ☐ Do not take your phone into the exam room – even if it is switched off. If you have accidentally left it in your pocket, put your hand up and hand it in **before the start**.
- ☐ Do not write on your hands/arms before or during an exam. You could be investigated for malpractice.
- ☐ If you drop something on the floor, put your hand up and ask an invigilator to get it for you.



Toilet breaks

- ☐ As students should not go to the toilet outside of break and lunchtime, they are not expected to go to the toilet in exams.
- ☐ Ensure you go to the toilet before your exam.
- ☐ If you have a medical need for breaks, bring your normal pass which you use in class.
- ☐ If you feel you will need to use the toilet during exams, please speak to Mr Tizard before the first day's exams.



Malpractice

(Examples of what you can be disqualified for)

- ☐ Communicating with another candidate (including nonverbal communication).
- ☐ Disruptive behaviour.
- ☐ Taking anything into the exam room which is not allowed.
- ☐ Not following the instructions of an invigilator.
- ☐ Writing on anything other than the exam paper (do notes on answer booklet).
- ☐ Inappropriate writing on the exam paper.



Emergency Evacuation Procedures

- ☐ What to do if there is an emergency during your exam:
- ☐ Listen carefully to the instructions the invigilators give you.
- ☐ Leave the exam room calmly and stay with the members of staff at all times.
- ☐ Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and must **follow the exam regulations**.
- ☐ Staff will take you out of the building and you will wait outside until the emergency is over.
- ☐ **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time.
- ☐ If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in the same way as if it had happened in the exam room.



Certificates

- ☐ Don't forget to collect your certificates (available from around December/January).
- ☐ Someone can collect them for you if they have a signed letter from you giving permission and bring id.
- ☐ Certificates are too important to post.
- ☐ Your college may not want to see them now, but you **will** be asked to show them in the future.
- ☐ Don't waste all your hard work – certificates are the only way to prove your achievements.
- ☐ **Don't leave it too late.**



Any Questions?

Please contact Mrs Collyer in the exams office or Mr Tizard if you have any questions.

