



**Pedmore
High School**
Aspire, Persevere, Succeed

Year 11

Preparing for GCSE & BTEC Examinations Summer 2024



INTRODUCTION

It is the aim of Pedmore High School to make the examination experience as stress-free and successful as possible for all our students.

Hopefully, this booklet will prove informative and helpful for you and your Parent/Carer. Please read it carefully and go through it together, so everyone is aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination Boards) set down strict criteria, which must be followed for the conduct of examinations and Pedmore High School is required to follow them precisely.

Some of the questions you may have are answered in this booklet. ***If there is anything that you do not understand or any question that has not been addressed, PLEASE ASK.***

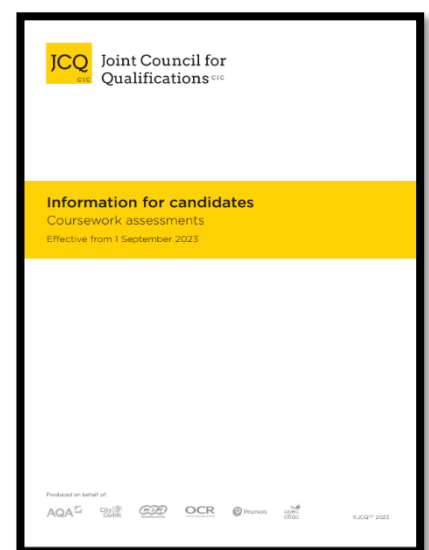
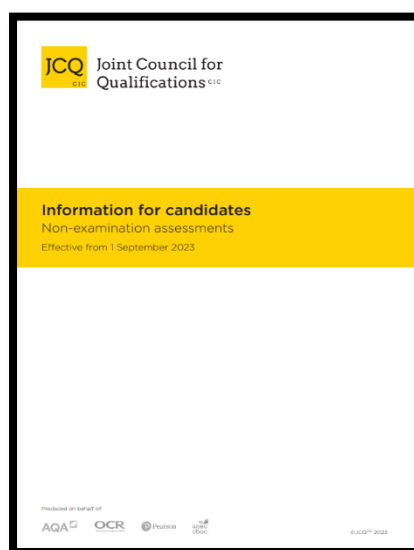
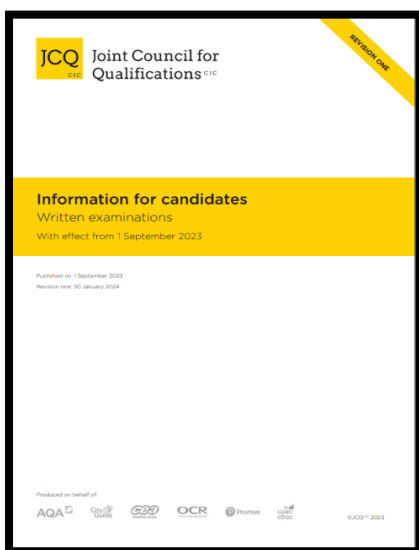
Important: **Contingency** up to and including **26th June 2023** – The Joint Council for Qualifications (JCQ) require all **students to be available**, up to and including **Wed 26th June 2024**, in case any exams need to be rescheduled due to unforeseeable circumstances that may have occurred.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Teresa Wainwright, the Examinations Officer on 01384 686746 or ext 732 or email exams@pedmorehighschool.uk

Remember – we are here to help!

Good luck!

Important documents to support students/parents/carers. Please take your time to familiarise yourselves with these documents. They can all be found on our school website in the exams section or at Jcq.org.uk
For any additional information for students, parents/carers including policies and JCQ guidance please visit Pedmore High School website examination section



GCSE Examination Timetable Summer 2024

Booster sessions are highlighted in yellow. Some booster sessions take place in lesson prior to the exam so it is vital that students attend all lessons prior to their examination. Where possible additional booster sessions have been put in place to support students prior to their exams. These sessions have been proven to be very effective and we would encourage all students to attend these sessions when available.

Date	Session		Components	Length	Num cand	Total cand
Week commencing 22 April			Year 11 GCSE PE, Food & Nutrition are informed of their assessment marks Year 10 in Travel & Tourism			
Tue 23 April	Period 1-4		Photography exam	200m	9	9
Thur 25 April	Period 1-4		Art exam	200m	10	10
	Period 1-4		Arabic and German Speaking assessment	20 min	4	4
Fri 26 April	Period 1-4		Photography exam	200m	9	9
Monday 29 April	Period 1-4		Art exam	200m	10	10
Tuesday 30 April	Period 1-4		Urdu Speaking assessment	20 min	5	5
Thursday 2 May	Period 1-4		Photography exam	200m	9	9
	Period 1-4		French and Persian Speaking assessment	20 min	5	5
Friday 3 May	Period 1-4		Art exam	200m	10	10
	In lesson	1:30pm	BTT03 TRAVEL & TOURISM 3 - INFLUENCES ON GLOBAL T&T	120	6	6
Deadline 1 May 2024			Year 10 BTEC T&T BTT01 assessment marks deadline to be uploaded to the moderator.			
3 May 2024			Physical Education 1PE0/03 (Full Course) moderation date			
5 May 2024			Assessment marks to be uploaded Food & Nutrition			
Deadline 6 May 2024			Students are informed of their assessment marks. Engineering, Enterprise & Marketing, Child Development, Creative I Media, F Skills			
Deadline 15 May 2024			Assessment marks to be uploaded to the moderator Engineering, Enterprise & Marketing, Child Development, Creative I Media, & F Skills & GCSE PE			
Date	Booster	Start time	Components	Length	Num cand	Total cand
Thu 9 May, 2024	8:15am	9:00am	01 6A R038/01 - ENGINEERING: PRNCP ENGRNG DSGN WRTN	75	35	49
			70 6G 8062/13 - RELIGIOUS STUDIES A P1-3 CHRIST	0	17	
			70 6G 8062/15 - RELIGIOUS STUDIES A P1-5 ISLAM	0	17	
Thu 9 May, 2024	Urdu In lesson	1:30pm	10 6G 1DR0 3B - SET TEXT B-THEATRE MAKERS	105	10	23
			70 6G 8648/LF - URDU LISTENING TEST TIER F	35	3	
			70 6G 8648/LH - URDU LISTENING TEST TIER H	45	10	
			70 6G 8648/RF - URDU READING TEST TIER F	45	3	
			70 6G 8648/RH - URDU READING TEST TIER H	60	10	
Fri 10 May, 2024	8:00am	9:00am	70 6G 8461/1F - BIOLOGY PAPER 1 TIER F	105	1	127
			70 6G 8461/1H - BIOLOGY PAPER 1 TIER H	105	14	
			70 6G 8464/B/1F - COMBINED SCI TRILOGY BIOLOGY P1F	75	71	
			70 6G 8464/B/1H - COMBINED SCI TRILOGY BIOLOGY P1H	75	42	
Fri 10 May, 2024	In lesson	1:30pm	10 6G 1GN0 1F - LISTENING (F)	35	1	31
			10 6G 1GN0 3F - READING (F)	45	1	
			70 6G 8192/1 - SOCIOLOGY PAPER 1	105	30	

GCSE Examination Timetable Summer 2024

Date	Booster	Start time	Components	Length	Num cand	Total cand
Mon 13 May, 2024	8:00am	9:00am	70 6G 8702/1 - ENGLISH LITERATURE PAPER 1	105	125	125
Tue 14 May, 2024	8:15am	9:00am	10 6G 1FR0 1F - LISTENING (F) 10 6G 1FR0 1H - LISTENING (H) 10 6G 1FR0 3F - READING (F) 10 6G 1FR0 3H - READING (H)	35 45 45 60	3 2 3 2	5
Wed 15 May, 2024	8:15am	9:00am	70 6G 8145/1A/B - HISTORY PAPER 1A OPTION B 70 6G 8145/1B/C - HISTORY PAPER 1B OPTION C	0 0	30 30	30
Wed 15 May, 2024	In lesson	1:30pm	01 6A J277/01 - COMP SCI: COMPUTER SYSTEMS WRTN 10 6G 1AA0 1F - LISTENING (F) 10 6G 1AA0 1H - LISTENING (H) 10 6G 1AA0 3F - READING (F) 10 6G 1AA0 3H - READING (H) 70 6G 8182/1 - PSYCHOLOGY PAPER 1	90 35 45 50 65 105	12 1 1 1 1 17	31
Thu 16 May, 2024	8:00am	9:00am	10 6G 1MA1 1F - NON CALCULATOR (F) 10 6G 1MA1 1H - NON CALCULATOR (H) 70 6A 8720R - ENGLISH LEVEL 1 READING	90 90 60	65 62 12	127
Thu 16 May, 2024	In lesson	1:30pm	70 6A 8720W - ENGLISH LEVEL 1 WRITING 70 6G 8062/2A - RELIGIOUS STUDIES A P2A EXCL TEXT	60 105	12 17	27
Fri 17 May, 2024	8:00am	9:00am	70 6G 8462/1H - CHEMISTRY PAPER 1 TIER H 70 6G 8464/C/1F - COMBINED SCI TRILOGY CHEMISTRY P1F 70 6G 8464/C/1H - COMBINED SCI TRILOGY CHEMISTRY P1H	105 75 75	14 71 42	126
Fri 17 May, 2024	In lesson	1:30pm	70 6G 8035/1 - GEOGRAPHY PAPER 1	90	42	42
Mon 20 May, 2024	8:00am	9:00am	70 6G 8702/2 - ENGLISH LITERATURE PAPER 2	135	125	125
Tue 21 May, 2024	8:15am	9:00am	01 6A R067/01 - ENT & MRKT:ENTRPRSE MRKTNG CNCPT WTN 10 6G 1GN0 4F - WRITING (F)	75 75	40 1	41
Tue 21 May, 2024	In lesson	1:30pm	01 6A J277/02 - COMP SCI:COMP THINK ALGRTHM PRGRM WTN 01 6A R057/01 - CHILD DEV: HLTH WLL-BNG CHLD DEV WTN 70 6G 8192/2 - SOCIOLOGY PAPER 2 70 6G 8648/WF - URDU WRITING TEST TIER F 70 6G 8648/WH - URDU WRITING TEST TIER H	90 75 105 60 75	12 25 30 3 10	61
Wed 22 May, 2024	8:00am	9:00am	70 6G 8463/1H - PHYSICS PAPER 1 TIER H 70 6G 8464/P/1F - COMBINED SCI TRILOGY PHYSICS P1F 70 6G 8464/P/1H - COMBINED SCI TRILOGY PHYSICS P1H	105 75 75	13 71 42	125
Wed 22 May, 2024	In lesson	1:30pm	10 6G 1PE0 01 - FITNESS AND BODY SYSTEMS	90	16	16
Thu 23 May, 2024	8:00am	9:00am	70 6G 8700/1 - ENGLISH LANGUAGE PAPER 1	105	127	127
Thu 23 May, 2024	In lesson	1:30pm	10 6G 1AA0 4F - WRITING (F) 10 6G 1AA0 4H - WRITING (H) 70 6G 8182/2 - PSYCHOLOGY PAPER 2	80 85 105	1 1 17	19
Fri 24 May, 2024	In lesson	9:00am	10 6G 1FR0 4F - WRITING (F) 10 6G 1FR0 4H - WRITING (H)	75 80	3 2	5

Booster sessions are highlighted in yellow. Some booster sessions take place in lesson prior to the exam so it is vital that students attend all lessons prior to their examination. Where possible additional booster sessions have been put in place to support students prior to their exams. These sessions have been proven to be very effective and we would encourage all students to attend these sessions when available.

GCSE Examination Timetable Summer 2024

Date	Booster	Start time	Components	Length	Num cand	Total cand
Mon 3 Jun, 2024	8:00am	9:00am	10 6G 1MA1 2F - CALCULATOR (F) 10 6G 1MA1 2H - CALCULATOR (H)	90 90	65 62	127
Mon 3 Jun, 2024	In lesson	1:30pm	10 6G 1PE0 02 - HEALTH AND PERFORMANCE	75	16	16
Tue 4 Jun, 2024	In lesson	1:30pm	70 6G 8145/2A/A - HISTORY PAPER 2A OPTION A 70 6G 8145/2B/C - HISTORY PAPER 2B OPTION C	0 0	30 30	30
Wed 5 Jun, 2024	8:15am	9:00am	70 6G 8035/2 - GEOGRAPHY PAPER 2	90	42	42
Thu 6 Jun, 2024	8:00am	9:00am	70 6G 8700/2 - ENGLISH LANGUAGE PAPER 2	105	127	127
	PM	PM	Contingency afternoon			
Fri 7 Jun, 2024	In lesson Thursday	1:30pm	70 6G 8461/2F - BIOLOGY PAPER 2 TIER F 70 6G 8461/2H - BIOLOGY PAPER 2 TIER H 70 6G 8464/B/2F - COMBINED SCI TRILOGY BIOLOGY P2F 70 6G 8464/B/2H - COMBINED SCI TRILOGY BIOLOGY P2H	105 105 75 75	1 14 71 42	127
Mon 10 Jun, 2024	8:15am	9:00am	10 6G 1MA1 3F - CALCULATOR (F) 10 6G 1MA1 3H - CALCULATOR (H)	90 90	65 62	127
Mon 10 Jun, 2024	12:45pm	1:30pm	01 6A R093/01 - CRTVE IMEDIA:IMEDIA MEDIA IND WTN	90	9	9
Tue 11 Jun, 2024	8:00am	9:00am	70 6G 8462/2H - CHEMISTRY PAPER 2 TIER H 70 6G 8464/C/2F - COMBINED SCI TRILOGY CHEMISTRY P2F 70 6G 8464/C/2H - COMBINED SCI TRILOGY CHEMISTRY P2H	105 75 75	14 71 42	126
Wed 12 Jun, 2024		1:30pm	10 6G 1PN0 1H - LISTENING (H) 10 6G 1PN0 3H - READING (H)	45 65	1 1	1
Thur 13 June	PM	PM	Contingency afternoon			
Fri 14 Jun, 2024	8:15am	9:00am	70 6G 8035/3 - GEOGRAPHY PAPER 3	90	42	42
Fri 14 Jun, 2024	In lesson Thursday	1:30pm	70 6G 8463/2H - PHYSICS PAPER 2 TIER H 70 6G 8464/P/2F - COMBINED SCI TRILOGY PHYSICS P2F 70 6G 8464/P/2H - COMBINED SCI TRILOGY PHYSICS P2H	105 75 75	13 71 42	125
Tue 18 Jun, 2024		1:30pm	10 6G 1PN0 4H - WRITING (H)	85	1	1
Wed 19 Jun, 2024	8:15am	9:00am	40 6G C560UA0-1 - FoodPrp&Ntrition Comp1 Written Princ	105	30	30
Wed 26 June	All day		Contingency day			

JCQ Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/sell/for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

JCQ On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer sheets.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.

You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2022

Advice for Parents/Carers making a difference

Helping your child prepare for their GCSEs

Exam timetable:

All GCSE exams dates are in this booklet and are also available on the school website.

The awarding bodies have designated "contingency days" on the afternoons of Thursday 6th and Thursday 13th June, and all day on Wednesday 26th June for examinations in summer 2024. This is in the event of national or local disruption to examinations. **It means that students need to be available up to and including the contingency day.**

There are no exams during the week of the bank holiday, when schools are normally on half-term break.

Taking a little time off over the bank holiday is a good idea but your child will need to do quite a bit of revision in that week. Please make sure they have plenty of time for it and that you have not planned to be on holiday the full week.

Students who do their best in the GCSE exams work hard all through Years 10 and 11 rather than relying on last-minute revision.

What you can do to help:

- Recognising how important these exams are and how much time your child will need if they are to do as well as they can;
- Not asking them to do too many chores or look after younger brothers and sisters;
- Encouraging the rest of the family to help by not disturbing revision;
- Securing a quiet place to study where their work can be safely kept;
- Encouraging planned relaxation and exercise time (too much study is not helpful);
- Praising hard work;
- Emphasising the need for plenty of sleep (also helped by exercise);
- Helping them to forget about each exam as it is finished;
- Reminding them that it will soon be over and there will be a good break from school when they can catch up on what they have been missing!

• **During the spring term:**

- Get your child to check that they have all the notes and books they need for revision. Get them to talk to their teacher if they are missing any;
- Check that they have a revision timetable which includes the dates and times of the examinations May and June. Also include any other important dates (such as birthdays) when you might want them to take some time off from revision;
- Make sure that coursework deadlines are also included on the revision timetable. Your child will not be able to do much revision when they are working hard to complete coursework;
- The timetable should be used to plan revision sessions. These should be spread out evenly so that your child is not planning to do too much all at once;
- Having the timetable displayed in their room is a good idea as it will help them stick to the plan;
- Check how they are doing by letting them explain something they have just learnt. It's a good rule of thumb that if you can follow their explanation then they will be able to produce a good answer to exam questions on that topic;
- Encourage your child to ask for help at school on any parts of their work they do not understand;
- Encourage your child to persevere and to work hard in the run up to the exams.

Useful Revision Tips:

You can support your child by helping them to follow these tips:

- Plan for half hour sessions or an hour at most. Any longer and it is likely that nothing more will sink in.
- Take a short break in between sessions and have a glass of water or something similar to drink;
- In the evenings after school, plan to revise one or two subjects only. Leave some time for relaxation;
- Plan to revise specific topics in each subject, not everything at once;
- Ensure that each session starts with tackling the most difficult bits;
- Plan to cover each subject several times and revisit each one near to the exams;
- Revising with the TV or radio on or with loud music is not a good idea. Having their favourite music in the background may help certain students;
- Reading is not generally enough. Making brief notes in either words or pictures helps them to remember;
- Have all the books/website access they need to hand so they don't have to go off looking for information;
- There are excellent online resources but the balance with notes and books needs to be found.
- Working with a friend can be useful because it allows them to test each other and to talk about work

During the exam period:

Try to ensure that your child gets a good night's sleep before exams and they have all the equipment they need

Please ensure they know the start times of every exam that day and arrive at school at least 15 minutes before the start of each exam.

And when it's all over:

Ensure your child relaxes and forgets about studying for a while. It is often worth celebrating the completion of examinations before results come out to show your unconditional support of effort.

Advice for Students

You can use a paper copy of a blank calendar:

- Write in any critical dates such as coursework deadlines, school holidays or your birthday;
- Write in the dates and times of your exams;
- Don't forget any oral exams for Modern Languages;
- Think about revision in half-hour time slots or sometimes an hour if you prefer.

In the evenings on school days you cannot plan to revise more than two subjects. During term time you will also have homework to do and coursework to complete. Decide whether you will revise on Saturdays or Sundays at the weekend. Perhaps you will do a little on both days, but it's a good idea to have one day clear every week (except in the final few weeks).

Begin to map out a rota for revising all your subjects. At first, just write the subjects against a date. Then try to identify particular topics you plan to revise. For example, where you are doing Science revision you may write ~ 'Science – human beings' or 'Science – electricity'. For English Literature you might identify certain texts.

Leave some days a bit vague in case you need extra time for some topics.

Now have a good look at the whole plan. If possible, share it with a parent or an older brother or sister who has been through GCSEs already. Together check that:

- You have time to revise everything and to go over topics more than once;
- You have enough time for your coursework;
- You are not taking on too much at any one time;
- Just before each exam you have enough time to go over that subject.

Hang your plan on your bedroom wall or somewhere you can easily see it. Try to stick to your plan, but remember you can adjust it as you go along as long as adjusting does not mean skipping bits.

Doing better at GCSE

Year after year students don't do as well as they could at GCSE because they don't revise well and they make very common mistakes in exams. Here are some revision tips:

- Start your revision in good time;
- Plan a revision timetable;
- Highlight coursework deadlines and examination dates and times;
- Spread your subjects out over time so you cover each one several times;
- Plan for half hour or, at most, one hour slots. Any more of one subject and nothing extra is likely to sink in;
- In the evenings after school, plan one or two subjects only. Leave time for relaxation and exercise;
- Allow yourself some days off but not in the few weeks just before the exams;
- Plan to revise specific topics or aspects of a subject ~ for example, not just Science but human systems, or waves, or chemical reactions, or electricity.

Revising at home

Everybody has a way of learning that suits them well. What works best for you? Do you remember things better if you write them down in a list or perhaps draw a 'spider diagram' or maybe voice-record some notes? *Try some of these to see what works for you:*

- Music in the background sometimes helps, but don't try to revise with the TV on or loud music;
- Read through a topic and make brief notes on cards which can be used for further revision later;
- Instead of writing notes in words, draw a picture;
- Redraw diagrams and check how well they match the original;
- Use flowcharts to sequence events or activities. Use linking words between boxes to illustrate the nature of the sequence;
- Draw concept maps using keywords from topics. Label the linking lines with, for example, 'comes before', 'is eroded into', 'reacts to form', 'is the past tense of', 'was the father of';
- Use colours to highlight keywords in your notes or revision books;
- Work with a partner to help and test each other on, for example, explaining the meaning of keywords (and spelling them correctly), rearranging chemical equations, performing calculations, recalling linked facts or dates, drawing conclusions from evidence.
- Use online resources including YouTube clips, etc. effectively but not to the exclusion of notes and books.

Making Revision More Manageable

Revision in 4 steps

1. Read through a section of content.
2. Close book & summarise using your preferred method. flashcards, bullet points, post-its, mind map.
3. Answer a past exam question on the content & mark.
4. Take a 5/ 10 minute break.

Steps 1 - 3 should be no more than 20 minutes long.

- Research has proven that this is a realistic amount of time to fully concentrate before focus reduces.
- Plan for the number of 20 minute sessions based on non-negotiable commitments in the day.
- Do not over commit to the number of sessions.
- The brain is at its optimal functioning level around an hour after waking.

TAKE YOUR HIGHEST PRIORITY TASKS (OR YOUR HARDEST TASKS) AND SCHEDULE THEM IN MORNING SLOTS.

Being prepared for the exam

Tackling the exam

- While waiting for the exam to start, read the front of the exam paper so you know exactly what to do;
- Read each question carefully ~ twice is better than once. Check how many marks are available for the answer and decide how much to write accordingly.
- Answer the question ~ don't simply repeat it or make up a question of your own;
- Write your answer if you feel confident. If not, go on to the next question. Don't spend time on questions you are unsure of until you have been through the whole paper once;
- Check all calculations. Does the answer make sense and have you included the units?
- Check information in graphs, tables and pictures. Did you read them correctly?
- Check your spellings of specific words, but if you are not sure of the spelling write your answer anyway. You may get the mark;
- If you have to draw diagrams, charts or graphs, use a sharp pencil and draw accurately, using a ruler where necessary;
- Once you have answered all the more straightforward questions go through the paper again, tackling those questions which are more difficult. If on the second reading a question is still very difficult, move on to the next question.

Avoiding common mistakes

- Read the question correctly so you don't miss the point - "more haste less speed" applies particularly to reading examination questions - mis-reading a question or not following an instruction are the most common mistakes and lose the most marks;
- Check how many marks are given for each question and write enough but not too much;
- Look at tables, graphs, drawings and photographs very carefully so you don't miss anything;
- Use the correct words and try to spell them properly;
- Answer the question ~ don't just repeat it.

Managing coursework

- If you keep your work on a computer drive rather than Google Drive, make sure you have a back-up copy;
- Make certain you know the deadlines when coursework must be handed in.

Some key terms used in examination questions

Account for	Explain the process or reason for something being the way it is	Examine	Look at something closely
Analyse	Explore the main ideas of the subject, show why they are important and how they are related	Explain	Describe, giving reasons and causes
Calculate	Find out by using Mathematics	Explore	Look at something closely or investigate
Comment on	Discuss the subject, explain it and give an opinion on it	Express	Put the ideas into words
Compare	Show the similarities (but you could also point out the differences)	Evaluate	Give an opinion by exploring the good and bad points (pros and cons). It's a bit like asking you to assess something. Attempt to support your argument with expert opinion
Complete	Finish off	Give reasons for	Use words like because in your answer as you will be explaining how or why something is that way
Conclude	Decide after reasoning something out	Identify	Recognise, prove something as being certain
Contrast	Show the differences ('compare and contrast' questions are very common in exams - they want you to say how something is similar and how it may be different too)	Illustrate	Show by explaining and giving examples
Criticise	Analyse and then make a judgement or give an opinion. You could show both the good and bad points. (You could refer to an expert's opinion within this question)	Indicate	Point out, make something known
Define	Give the meaning. This should be short	Interpret	Explain the meaning by using examples and opinions
Describe	Give a detailed account	Justify	Give good reasons for offering an opinion or reaching a conclusion
Differentiate	Explore and explain the difference	List	An item by item record of relevant items. This would normally be in note form without any need to be descriptive
Discuss	Explore the subject by looking at its advantages and disadvantages (i.e. pros and cons, for and against). Attempt to come to some sort of judgement	Outline	Concentrate on the main bits of the topic or item
Distinguish	Explain the difference.	Prove	Give real evidence, not opinion, which proves an argument and shows it to be true
Enumerate	Make a list of the points under discussion	Summarise	Give the main points of an idea or argument. Leave out unnecessary details which could cloud the issue
Estimate	Calculate the value approximately		

Before the exams

- Pedmore High School uses the following Examination Boards: **AQA, Edexcel (Pearson) OCR (Oxford and Cambridge) and Eduqas (WJEC)**

Candidate name and number

- Students are entered under the name format of: legal forename, middle name in full and legal surname, e.g. Jonathon David Smith. This name might be different to the name you are known by at school (John Smith) but it is the legal name that will appear on your certificates. Please ensure you use your **FULL LEGAL** name (not any name you are 'known as') when completing your details on the front of the examination paper, and any extra answer booklets. **Failure to abide by these regulations may result in no qualification being awarded.**
- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers and on your examination ID card which will be issued closer to the exams. Your candidate number is on all statements of entry and individual timetables and is the same for every exam.

Timetables

- Timetables for all examination series are displayed on the exams noticeboard next to the meeting room on A block
- Your **Statement of Entry** has been sent to you, which you need to check carefully. Once we receive your confirmation that it is indeed correct, we can generate your **Personal Examination Timetable**, which will be available after Easter. It will give dates and times of your examinations. You will need to use this when scheduling revision in the final weeks up to the exams.
- On very rare occasions, some students may have a clash where two or more subjects' examinations are timetabled at the same time. **Mrs Wainwright (Examinations Officer)** will resolve these clashes by making special timetable arrangements for these students only. You must check your individual timetable and see the Examinations Officer to find out about these alternative arrangements.
- Just before your examinations you will receive an **Individual Candidate Timetable** giving, not only dates and times of your examination papers, but also details of the room and seat where you will be sitting. Keep this document safe and check it on a daily basis to make sure you know the details. This will save you time and stress when you arrive at school.

Contact numbers

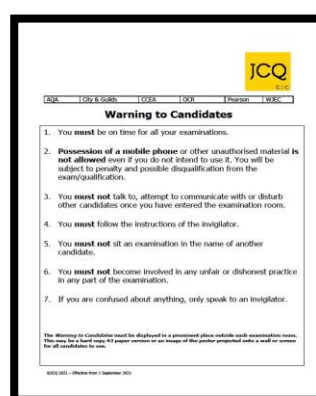
- Please check that school has at least one up-to-date contact number for you. If you are not in school **15 minutes before** the start of an examination, we will need to contact you. In such circumstances time is crucial to try to get you here before it is too late. Please note if you are late, you may not be allowed into the exam room, the decision will be at the discretion of the Examinations Officer and any lateness will need to be reported to the awarding body, who will decide whether your paper can be accepted.

Equipment

- A clear pencil case or plastic bag containing writing materials needed to complete the paper (please do not bring a coloured pencil case).
- Two black pens - pens should be black ink or ballpoint. No eraser pens or correction pens are allowed.
- Two pencils (1 to use and a spare)
- Eraser, ruler, pencil sharpener
- Geometry set – protractor, pair of compasses, set square
- Highlighters – to be used on questions only and not on your written answers
- Scientific calculator - **without cover** (REMEMBER – it is not just needed for Maths!)
- A small bottle of still water (500ml or less) Please note, labels must be removed from bottles.
- If you need tissues, you may bring in a small number, but these must not be in a packet.

Exam regulations

A copy of the JCQ 'Warning to Students' and 'Information for Students' will be located outside each examination room and copies are enclosed in this booklet. Please read this guidance thoroughly. Please note any candidate that attempts to break any of the examination rules or regulations will be disqualified from some or maybe all subjects. The school must report any breach of regulations to the Awarding Body.



Attendance examinations

- Morning sessions will start at **9.00am** and afternoon sessions will start at **1.30pm**. Please note that this is the time that the examination will start and you should allow 15 minutes prior to enter the examination room and for papers to be handed out and instructions given.
- Students are responsible for checking their own timetable and arriving at school on the correct day and time. Students must arrive **15 minutes prior to the start time of the examination** shown on your individual timetable. Please assemble quietly outside the examination room and await instruction. When you are invited to enter the examination room you **must enter in silence**, taking only the necessary equipment to your desk. Students who arrive late for an examination may still be admitted. However, depending on the time of arrival and the circumstances, awarding bodies may not always mark papers.

Expectations during examinations

- Full school uniform must be worn
- All items of equipment; black pens, pencils, mathematical instruments, etc. should be visible to invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correction pens or Tippex are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. Please refer to the Candidate Instructions. Remove any covers or instructions and make sure the batteries are new.
- Watches of any type **must not** be brought into the examination room.
- Do not attempt to communicate with or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination.
- You are allowed to bring a small clear, bottle of plain water into examination rooms. There should not be any labels on the bottle. However, if this results in you needing to visit the toilet during an examination, this arrangement will be withdrawn.
- Do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Students must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper early, use any time remaining to check over your answers and check that you have completed your details correctly.
- At the end of the examination, all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order. Please don't forget to put your name, Centre number and Candidate number on each additional sheet or booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- You should be familiar with the procedure if the **fire alarm or lockdown message** sounds during an examination. The Examinations Officer and invigilators will supervise the evacuation of examination rooms, if necessary. Don't panic. You must remain silent and in the order in which you are sitting. You will be escorted to the **designated assembly point on B Block playground**. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. This compromises the integrity of the examination and could lead to all examination papers being cancelled. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

- Invigilators supervise the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- The invigilators will distribute and collect the examination papers, tell students when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Any unacceptable behaviour will result in you being removed from the examination. Removal from an examination will result in a malpractice report being sent to the awarding body and possible disqualification from all of your examinations.

Absence from examinations

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems), please contact school at the earliest possible point so we can help or advise you.
- Only in exceptional circumstances are students allowed special consideration for absence from any part of an examination. It is essential that medical, or other appropriate evidence, is obtained on the day by the candidate/parent and given to the Examinations Officer without delay, in all cases where an application is to be made for Special Consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the total assessment (including controlled assessment) must have been completed. The school may be asked to send your mock examination papers to the awarding body. If you are given these during lesson, do not lose them, you must hand it back at the end of the lesson (**it must stay in school**) as this may prevent them awarding you a grade if this is not available.
- Parents and students are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

After examinations

- Results will be available for collection from the **main hall** on: **Thursday 22nd August 2024 between 9:00 and 11:00am**. Students who are unable to collect their results in person on 22nd August can either nominate another person to collect them on their behalf (a letter **from the student** must be given to the Examinations Officer beforehand authorising this). Due to data protection rulings, we are unable to give results over the telephone, or to any other person who has not been authorised beforehand.

Post results

- If you fail to achieve the grade which you expected in a subject, it may be possible to make an 'Enquiry about Results' (EAR). Your teachers will check through results to identify any students for whom they feel an EAR may be worthwhile. However, you and your parents can initiate an EAR. This will require payment in advance – details can be obtained from the Examinations Officer.

Collection of certificates

- These are usually available towards the end of November. Students will be informed by letter of the date nearer the time.
- Pedmore High School is only obliged to keep certificates for a period of 12 months after issue. If students do not collect their certificates within this time (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a fee per examination board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safe.

Frequently asked questions

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Students will normally sit one paper; then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper. The Examinations Officer will have seen you with revised times for your examinations. You may wish to bring a packed lunch if you have exams in the morning and afternoon, as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up to inform the invigilator **immediately**.

Q. What do I do if I do not know my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on cards placed on your desk.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **20566**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or I am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much notice as possible. **You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).**

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given, but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application. It is possible that the awarding body will ask for mock examination papers. If you are given them for revision purposes make sure that you keep them safe in case they are needed.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

Q. What happens if I am late?

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems), you will still arrive on time. However, if you are unavoidably detained, you should get to school as quickly as possible and report to the Exams Office. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late. Late arrival will be reported to the Awarding Body who will decide whether the paper will be marked.

Q. If I miss the examination can I take it on another day?

No- timetables are regulated by the exam boards.

Q. Do I have to wear school uniform?

Yes, full uniform must be worn for all examinations.

Q. What equipment should I bring for my exams?

- For all exams you should bring at least two pens (**black ink only**)
- For Mathematics, pencils must be used for diagrammatic work
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination
- If you do forget to bring something or your pen runs out, you should let the invigilator know
- Highlighters may be used to highlight questions, words or phrases within the question/answer booklet or resource material. **Highlighters cannot be used in your answers!**

Q. Why do I have to use a black pen?

Many examination papers are now being marked online. This means that they are scanned. Anything other than a black pen does not scan well and can delay the marking procedure.

Q. What items are not allowed into the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats are not allowed in the examination rooms. If you have these please place them in the designated area of the room. Please ensure you have all your equipment with you prior to lining up outside the exam room. Any mobile phones should be switched off and placed in your bag.

Mobile phones, electronic devices, watches of any kind including Smart watches and any web-based technology are not allowed in the exam room, even if they are turned off.

Q. Why can't I keep my mobile phone in the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. tablet, data storage watch, headphones), even if you did not intend to use it, is regarded as malpractice and is subject to a severe penalty from the awarding bodies. The mobile phone policy is in place for your security. We do not want many years of hard work to be ruined by a careless mistake

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading duration. Invigilators will tell you when to start and finish the exam. They will write the finish time of the examination on a board at the front of the exam room. There will be a clock in all exam rooms.

Q. Can I leave the exam early?

It is not the school's policy to allow any students to leave the exam room early, as this is disruptive to other students.

Q. What do I do if the fire alarm goes off?

You will have been advised before the start of the examination about the procedure should this happen. The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

Q. Can I go to the toilet during the exam?

No, unless permission has been pre-arranged with the Examinations Officer.

Q. I am entitled to extra time and / or other special arrangements? How will this affect the way I take my exams?

These students will receive instructions from Mrs Durrant, our SENDCo.

Q. What do I do if I don't get the grades I need for college?

On results day, careers staff will be on hand to advise you. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Subject to obtain their advice as to the possibility of requesting a re-mark. They will have looked at the results to identify any students for whom they think an enquiry about result is appropriate.

You should be aware that your mark could go down as well as up, or even stay the same. Re-mark requests must be submitted to the Examinations Officer by the first Friday after school has returned in September.

When you collect your results, you will be asked to complete a Candidate Consent Form. If school has identified you as being suitable for an enquiry to be made, you will be contacted. In such circumstances, the school will pay the cost. If you or your parents initiate the enquiry, you will be required to send a cheque before the enquiry is processed. Details of charges can be obtained from the Examinations Officer. If the enquiry is successful, the fee will be returned.

