Exam Guidance for Year 11 Students 2023

## Guide to the Examination process from JCQ (Joint Council for Examinations)

All examinations will take place in the **SPORTS HALL** unless otherwise notified.

Make sure you arrive 10mins before your exam: **8.45am for morning sessions and 1.15pm for afternoon sessions. If you are late, you may be refused entry to the exam.**

* Before each exam, please check the seating plans, which are displayed outside the sports hall. This will tell you where you will be sitting.

Gallery students: queue by the metal sheds near the MUGA

Students sitting exams in S-Block: queue outside the steps to S-Block near the back playground.

* Pay close attention when names are called for entry into the hall. Delays in this process will mean subsequent delays for you, particularly at the end of the day.
* You must remain SILENT upon entering the building, do not communicate with anyone
* Remember, it is your responsibility to arrange your transport home; buses will not be delayed to cover an examination ending late.
* Do not bring anything with you to the exam other than your writing or other authorised equipment. Make sure you are aware of the equipment you need for your exam (an example is a protractor etc for Maths and Physics).
* All equipment should be in a see-through case only, and should include spare pens etc.
* You are not permitted to borrow any equipment during the exam.
* You must write your answers in **black ink.**
* You are not permitted to be in possession of a mobile phone. If you feel unable to leave your phone anywhere, you can hand it to the invigilators at the start of the exam. You are not allowed to have any food in the examination hall.
* Wrist watches are not permitted.
* Water is allowed but all labels must be removed from the bottle - they are selling £1 reusable bottles in Tesco!

Bring your **examination timetable**with you to avoid any problems sitting the wrong level exam.

Your behaviour must be beyond reproach as failure in this respect can lead to the loss of some or all of your GCSEs, even those you have already completed.

Please contact the school on 01277 354018 if you are too ill to attend an examination or have been delayed on your way into school.

If you are unwell on the day of the exam, tell one of the invigilators at the start of the session.

**You must be in full school uniform throughout the exams period.**

**Please find further information from JCQ here:**

1. [Preparing to sit your exams](https://www.jcq.org.uk/wp-content/uploads/2022/08/JCQ-Preparing-to-sit-your-exams.pdf)
2. [JCQ Information for Candidates | Written examinations](https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf)
3. [Social Media Information for Candidates](https://www.jcq.org.uk/wp-content/uploads/2022/10/Social-Media-Information-for-Candidates_Final.pdf)

**Please read and understand this information before you attend your first exam.**

**If you are feeling worried or nervous about your exams, here is a link with some useful information.**

<https://www.thecalmzone.net/guides/exam-stress?gclid=Cj0KCQjwiZqhBhCJARIsACHHEH-Txn0g9k2YyOI_NxKNrDRwE8L4LN7-bfu0TWhVbUUxZZKArv7CRFoaAl2gEALw_wcB>