

RP/TE/da/Year 11 Exam arrangements

3rd May 2024

Dear Parent/Carer

Exam arrangements for Year 11



Bloxwich Academy

www.bloxwichacademy.co.uk

The summer exams are now upon us. BTEC external components have begun and the first examination that all pupils will take is Biology paper 1 on Friday 3rd May. I have outlined below the arrangements for exams.

Arrival to school on the day of an exam

Year 11 pupils will be able to arrive to school from 7:45am before any morning exam that they are taking. They can have a free breakfast in the canteen and have supervised revision in the canteen and gym prior to their exam. When pupils have a morning exam they will be registered in the canteen/gym prior to their exam. On mornings when they do not have an examination, they will attend form as normal with their tutor.

Exam start times

Please encourage your child to arrive at 7.45am to attend breakfast club and exam preparation. All pupils must be onsite by 8:35am and have been registered in the gym. Afternoon exams will start at 1:30pm. Pupils have all had personalised timetables that indicate the duration of each examination.

Exam Venues

Pupils personalised exam timetables include the venue that each examination will take place and their allocated seat. Please encourage your child to familiarise themselves with this. Pupils who arrive to their examinations knowing this have a calmer and less stressful start.

Electronic devices and watches

Pupils are not permitted to bring electronic devices such as mobile phones, tablets or smart watches in any exam venue. This can result in disqualification. Wrist watches must not be worn either and should be placed into pupils' bags prior to the examination.

Materials required

To support pupils and relieve stress around having the correct equipment for each exam we provide all necessary equipment for each exam. It is essential that this equipment is not damaged and left at the end of each examination to ensure that all pupils are properly equipped for future exams.

Attending lessons

Year 11 pupils should continue to attend all lessons on time. This will ensure that they have the best support from teachers during the examination series as revision lessons are planned.

Dress Code and behaviour

Pupils should adhere to the school uniform policy throughout the exam series. Year 11 pupils must continue to meet our school values and follow the school behaviour policy. Failure to do this may lead to sanctions and the removal of privileges such as attendance to the prom.

Illness or Absence

Pupils must attend all examinations. Failure to attend an examination because of illness will not be accepted by the exam board. A doctor's note will be required as evidence and this does not guarantee any special consideration.



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EDUCATION WITHOUT EXCEPTION

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Exam Conduct

The following instructions have been explained to pupils and distributed. It is essential that all pupils follow these rules to avoid disqualification.

BRIEFING: INSTRUCTIONS FOR CANDIDATES

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules below refer to sections of JCQ's **Information for candidates - written examinations 2023-2024**. The JCQ document has been written to help you – you should read it carefully and follow the instructions at the time of your exam(s).

At the time of your exam

- You **must not** enter the exam room until invited to do so by the invigilator
- You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave

This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room

You **must not** open the question paper until you are instructed by the invigilator that the exam can begin

A breach of examination conditions is considered by the awarding bodies as **malpractice***

- You **must** listen to and follow the instructions given to you by the invigilator at all times
- The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (**This is your final chance. Failure to do so may lead to disqualification**)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.



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The invigilator will:

- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room
- tell you **when** you may complete the details on the front of your answer booklet (You must only do this when the invigilator's announcement is made)
- tell you **when** you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

The invigilator is not allowed:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

*Malpractice includes (but is not limited to): A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations; Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations; Disruptive behaviour in the examination room or assessment session (including use of offensive language); Introduction of unauthorised material into the examination room; Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking,

Yours sincerely

Mr R Prime
Headteacher



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Year 11 Exam and Revision Timetable until Half Term

Wk 2	Mon 6 th May	Tues 7 th May	Wed 8 th May	Thurs 9 th May	Fri 10 th May
AM Revision		BTEC Health & Social Care revision- GYM		BTEC Sport revision- GYM	Biology Revision - GYM
AM		KS4 BTEC HSC Comp. 3		KS4 BTEC Sport Comp. 3	GCSE Science: Biology P1
Period 3		BTEC Construction revision room 232			Sociology Revision 109 BTEC Child Development 235
PM		KS4 BTEC Cons Comp. 1		GCSE Italian List/Read	GCSE Sociology P1 GCSE German List/Read KS4 BTEC Child Comp. 3
PM Revision			BTEC Sport Revision 3:10-4:00pm 231A	Biology Revision Normal teacher and room 3:10-4:00 Sociology Revision – 4:00-5:00pm 109	English Literature Paper 1 3:15-4pm – English department GCSE Computer Science 15:10 to 16:00 234

Wk 3	Mon 13 th May	Tues 14 th May	Wed 15 th May	Thurs 16 th May	Fri 17 th May
AM Revision	English Literature Paper 1 - GYM	Psychology Paper 1 – 107 French Gym	History Revision - GYM	Maths paper 1 revision - GYM	Chemistry revision - GYM
AM	GCSE English Literature P1	GCSE French List/Read	GCSE History P1	GCSE Maths P1	GCSE Science: Chemistry P1
Period 3		History Main Hall	Psychology revision 107 Computer Science 234		Geography Revision Main Hall
PM		GCSE Canton. List/Read	GCSE Psychology P1 GCSE Comp Sci P1		GCSE Geography P1
PM Revision	French revision 3:10-4:00 A Band 302, 402, 403 B Band 301	History 15.10-16.30 Main Hall	Maths paper 1 revision Normal teachers and classrooms 3:10-4:00	Chemistry Normal Teachers and rooms 3:10-4:00 Geography 3:10-5:00 Main Hall	English Literature Paper 2 3:15-4pm Normal teachers and classrooms GCSE Computer Science 15:10 to 16:00 234

Wk 4	Mon 20th May	Tues 21st May	Wed 22nd May	Thurs 23rd May	Fri 24th May
AM Revision	English Literature Paper 2 revision - GYM		Physics revision - GYM	Language Paper 1 Psychology Paper 2 – 107	French revision - GYM
AM	GCSE English Literature P2	GCSE German Writing	GCSE Science: Physics P1	GCSE English Language P1	GCSE French Writing
P3 Revision		Sociology revision Computer Science revision		Psychology revision	
PM	GCSE Italian Writing	GCSE Sociology P2 GCSE Comp Sci P2	GCSE Cantonese writing	GCSE Psychology P2	
PM Revision	Sociology revision 3:10-4:00 109	Physics revision Normal science teachers and room 3:10-4:00	English Language Paper 1 revision. Normal teachers and rooms 3:15-5pm	French writing revision 3:10-4:00 A Band 302, 402, 403 B Band 301	