

Waldegrave School



Year 11

Summer Examinations Handbook

for

Parents, Students and Staff

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Key points

- Exams take place from Thursday 7 May until Tuesday 16 June
- Students only need to be in school for their exams
- Breakfast is available from 8:15 each day, lunch is available from 12:15.
- Morning exams start at 9 am (arrive before 8:45)
- Afternoon exams start at 1:15 pm (arrive in school by 12:50)
- Most students will take their exams in the sports hall
- Students need to wear full school uniform
- Students may study in school in the designated rooms when not in exams
- A revision session timetable has been shared with the students
- Students in school other than for their exams will need to sign in and out at reception
- Absences need to be reported in the usual way as a matter of urgency
- All examinations take place under the [JCQ regulations](#)

The main exam timetable

Thursday, 7 May	PM	German
Friday, 8 May	PM	Drama
Monday, 11 May	AM	English Literature
Tuesday, 12 May	AM	Religious Studies
	PM	Biology
Wednesday, 13 May	AM	Geography
	PM	Computer Science
Thursday, 14 May	AM	Mathematics
	PM	German
Friday, 15 May	AM	History
Monday, 18 May	AM	Chemistry
Tuesday, 19 May	AM	English Literature
	PM	Computer Science
Wednesday, 20 May	AM	French
	PM	Religious Studies
Thursday, 21 May	AM	English Language
Friday, 22 May	AM	Physical Education
Monday, 1 June	AM	Physical Education
Tuesday, 2 June	AM	Physics
Wednesday, 3 June	AM	Mathematics
	PM	Geography
Thursday, 4 June	AM	History
	PM	French
Friday, 5 June	AM	English
	PM	Music
Monday, 8 June	AM	Biology
Tuesday, 9 June	AM	Spanish
	PM	History
Wednesday, 10 June	AM	Mathematics
	PM	Design and Technology
Thursday, 11 June	AM	Geography
	PM	Food Preparation and Nutrition
Friday, 12 June	AM	Chemistry
Monday, 15 June	AM	Physics
Tuesday, 16 June	AM	Spanish

Detailed copy available on the google classroom and the school website

Seating Plans

Seating plans will be displayed outside the Key Stage 4 Hub. They will also be shared the day before on the [GCSE Examinations Google classroom](#). Students must take responsibility for checking the seating plan before the start of each exam. Please note seating plans are different for each examination. If a student is not on the seating plan, they must let a member of staff know. Students must sit in the designated place to allow a register to be accurately taken for the exam boards.

Equipment

Students must only bring allowed equipment into the examination room. This must be in a clear pencil case. A clear water bottle (with no labels) is allowed. **No watches may be worn.** Calculators may be used in certain examinations, but the case must be removed before the exam.

Students need to be fully prepared for the examination, bringing all the equipment needed. They are advised to have several pens and pencils, rather than just one. Equipment can be lent in an emergency, but students should take responsibility and are expected to plan and be organised. It would be sensible to keep the equipment in school in lockers ready for each examination.

Study in school

Students are welcome to stay in school and study when they are not in exams, if they feel it will be beneficial. However, students are also advised to think carefully about whether it would be better to use the time to get some exercise or rest and relax. If students are staying in school they must sign in and out on the lists at reception.

Students have been provided with a study support timetable which indicates study sessions to attend for examination support. Students should not be constantly in and out of school, and should remain in the designated room throughout the study period, and not be found wandering around the school, possibly causing disruption to lessons. If students would like specific support from one of their class teachers, they are advised to contact them through the Google classrooms so this can be accommodated in a study support session.

Study rooms

The library is available for silent study. Students can use any of the Y11 tutor bases before school or at break, lunchtime or during the registration period. The canteen can be used, but students must vacate that area at break-time and lunch-time if space is needed for other students. Students cannot use empty classrooms to study.

Absence from School and Illness

Parents must report any absences to the school in the usual way as a matter of urgency. **If a student is absent and misses their exams, they will not be able to sit it at a different time.** We will contact parents and we may contact students directly if students are absent from an examination and we haven't received notification.

We ask parents to contact the school for advice at the earliest opportunity if a student is unwell (for example actual sickness/vomiting). However, we do recognise that the additional anxiety around exams can lead to students feeling unwell, but once they get into the exam they are fine. Students must be in school at the official start time of the examination, so it is important that they arrive on time even if they have minor discomfort such as colds and headaches.

If a student is unwell either before or during an examination, we can record that information and consider whether this should be taken into account and special consideration applied for. Please see the section on "if something goes wrong".

Arriving at school

Students need to arrive at a good time for their exams. This will help reduce anxiety and allow good time to get organised. They need to be ready to line up for their exams at 8:45 in the morning and 1:00 in the afternoon. If a student is late they should report to reception or the Key Stage 4 Hub and they will be escorted to the exam. If there is a legitimate reason for lateness, this needs to be communicated by parents. Students may be allowed the full time of the exam if they have a legitimate reason (at the discretion of the examinations officer). Please note that in the external examinations, lateness must be recorded for the examination board. Students will not be allowed to sit the examination if they are too late.

Behaviour and Uniform

We expect standards of behaviour coming to and from school, around school and during the exams to be of the same high standard as usual. We will use our behaviour policy to address any issues. Our invigilators are fully trained members of the school staff and appropriate respect for their authority in the examination hall must be shown at all times. Any disruption to exams or malpractice (cheating) will be reported to the examination boards. This could lead to a student being disqualified from one or all of their examinations. Students must wear full uniform for exams, and jewellery must be in line with the school policy. Students will be challenged over uniform misdemeanours and this may disrupt the start of their exam.

Using Access Arrangements

Students who have access arrangements (additional time, laptops, readers, etc) must check that they understand what they are allowed before the exam and speak to an invigilator if they are unsure. It is important that students know how best to use their access arrangements.

If something goes wrong

There may be a rare occasion where something goes wrong either before or during an examination. It is really important that students raise any issues with the invigilators at the earliest stage during an exam. For example, they should let an invigilator know if they think there is a problem with the exam paper, they don't have the correct equipment or they feel unwell. **Students should raise any issues with a member of staff before they leave school** to ensure that they are dealt with correctly. If there is an emergency in the exam venue (for example a fire alarm), follow the instructions of the invigilators.

There is a process for special considerations should there be a legitimate reason why a student is not able to do their best in an examination. This might include exceptional circumstances at home, illness, or significant disruption to an exam. It is important that parents provide supporting evidence if requested. The examination board will decide if the special consideration application is valid and this may lead to a small adjustment to the score awarded (at most 5%).

And finally...

We are really proud of the work that Year 11 students have done to prepare themselves for these examinations. We expect them to do really well, but there may be times when they come out of an examination feeling concerned about how well they did. The key message for the students is to take each day and exam one step at a time, and when one exam is finished put it behind you and prepare for the next one. No one knows grade boundaries until all the exams have been marked, and remember, no one ever needs full marks to get the top grade, and good grades can be achieved even with quite a lot of mistakes.