



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

2024 Examination Guide

for Students and Parents.

Candidate Name:

Candidate Number:

Centre Number: 25130

Exams can be very stressful, that's natural, but the better prepared you are the less you will have to worry about. This booklet is designed help you to get organised: it provides a detailed calendar for the rest of your school year and is essentially a step-by-step guide that explains what you should expect.

It will also give answers to some of the most *Frequently Asked Questions* about exams. So, please check through the information in this booklet carefully and if you think there is an issue related to your exams then please contact **Mr Ridgeway** or **Mrs Bhogal** our Examination Officer as soon as possible.

Remember, there is nothing to worry about as there will be lots of people ready to help you.

Being in the right place at the right time:

A crucial element of success is knowing where you need to be, and when, in order to avoid any last-minute anxiety. We are here to help with this!

- You will soon receive an individual exam timetable, which includes your seat number. Our top tip is to take a photograph of this on your phone so that you have a copy even if you lose the piece of paper and can check it on the way to school each morning.
- Details about all of the exams will be displayed along the windows of the **Dining Hall** as they were for the mock exams. Here you will find all the information you need about start times, venues and seating plans.
- We will share this information with tutors to be displayed in form rooms, so right up until June 7th you have a chance to check before you leave your form room.

So, check you have all of this information early so that you are not worried about where to go at the last minute. The number of people having to check on the day should be kept to a minimum so that no one gets anxious unnecessarily.

If there is a problem:

It is important to arrive for your exam with plenty of time to spare: it is better to be too early than late! Think about your travel plans in advance so there is no last-minute panic: you do not need this as you will want to be in the right frame of mind to be successful. Work backwards from the time you need to arrive, so that you know exactly when to leave to achieve this.

Make sure that you know the college telephone number. Store this somewhere safe so that you can telephone if there are any problems such as heavy traffic. If you need to ring then explain clearly who you are and what the issue is. It is not the end of the world if you are running late: we have contingency plans to deal with these issues.

College telephone number: **0116 266 9625**

It is also important that we have up-to-date contact information in case of any emergency. If you have any doubt about whether the information we hold is correct then write down the correct information, along with your name and form, and give them to Reception so that we can update the system.

Key things to remember:

- At all times when in school **you must be in full uniform, including your lanyard.**
- **Strict exam regulations [Page 9] must be followed at all times.** Your excellent behaviour will show the respect you have for yourselves and for others.
- Please be aware that any breach of exam regulations will result in a **Malpractice [Page 11]** process being undertaken. The penalties for malpractice can be severe.
- Apart from the change to lunchtime this half term your other routines will remain the same until up to and including **Friday 7th June.** For a few subjects it may be that the course will have already finished. In that case you will still be expected to attend those lessons but **must make sure you bring your own revision resources to get on with.**
- From **Monday 10th June** you will be attending school for exams only.

Morning Exam Arrangements:

- Until Friday 7th June Go to your **morning registration as usual at 8:45am**. Registration will be 5 minutes, and as soon as you have registered you can make your way to your exam room.
- For all exams you will be able to leave your bags safely in the **Community Lounge**. The room will be locked for the duration of the exam. Please be aware, the Community Lounge can quickly become congested so please do not hang around; drop your bag and go quickly to the exam rooms.
- You will not be allowed to take any bags into the exam room but you are allowed to take a clear pencil case and a clear bottle of water [remove the label before going to your exam room]. **This is not the same as the arrangements for mock exams and you need to make sure that you are aware of this change.**
- Another change to be clear about is that **phones are not allowed in the exam room**. Before each exam we can collect and look after your phones for you. You can hand them in at the Dining Hall where you will be given an envelope to put your phone in. Make sure your name is clearly written on it as this envelope will then be used for all your other exams. Please remember to collect your phone after each exam.

Afternoon Exam Arrangements:

- Towards the end of your lunch break (**12:55 pm**) you should make your way to the Dining Hall so you will be ready for a 1:00 pm start.
- Wait in the Dining Hall – we will be checking that everything is set up and ready to go – and then you will be directed to make your way to the Community Lounge and on to the exam rooms.
- We are aiming to start afternoon exams as close to 1:00pm as possible, to avoid running over at the end of the day, but this relies on everyone being in the right place at the right time.

Exam Timetable:

- Remember that until **June 7th** your lessons will carry on as normal unless you are in an exam.
- At the end of each exam you will be expected to return to lessons **quickly** and **quietly**; there will be plenty of time to talk about the exam at break!

		Morning Exams 9:00	Afternoon Exams 13:00
Week 1	Thursday 9th May	RE <i>Paper 1</i> 1hr 45mins	Italian <i>Listening & Reading</i> Foundation 1hr 20mins Higher 1hr 45mins Urdu <i>Listening & Reading</i> 1hr 50mins
	Friday 10th May	Combined Science: Biology Paper 1 1hr 15mins Biology Paper 1 1hr 45mins	German <i>Listening & Reading</i> Foundation 1hr 20mins Higher 1hr 45mins

		Morning Exams 9:00	Afternoon Exams 13:00
Week 2	Monday 13th May	English Literature <i>Component 1</i> 2hrs	No Exams
	Tuesday 14th May	French <i>Listening & Reading</i> Foundation 1hr 20mins Higher 1hr 45mins	No Exams
	Wednesday 15th May	History <i>Paper 1</i> 2hr	Computer Science <i>Computer Systems</i> 1hr 30mins
	Thursday 16th May	Mathematics* <i>Paper 1 (Non Calculator)</i> 1hr 30mins	RE <i>Paper 2</i> 1hr 45mins
	Friday 17th May	Combined Science: Chemistry Paper 1 1hr 15mins Chemistry Paper 1 1hr 45mins	Geography <i>Our Natural World</i> 1hr 15mins

* Formulae sheet

		Morning Exams 9:00	Afternoon Exams 13:00
Week 1	Monday 20th May	English Literature <i>Component 1</i> 2hrs 30mins	Sports Science <i>Reducing the risk of sport injuries & dealing with common medical conditions</i> 1hr 15mins
	Tuesday 21st May	Citizenship <i>Paper 1</i> 1hr 45mins German <i>Writing</i> Foundation 1hr Higher 1hr 15mins	Computer Science <i>Computational thinking, algorithms and programming</i> 1hr 30mins Urdu <i>Writing</i> 1hr 25mins
	Wednesday 22nd May	Combined Science: Physics Paper 1** 1hr 15mins Physics Paper 1** 1hr 45mins	IT <i>IT in the digital world</i> 1hr 30mins
	Thursday 23rd May	English Language <i>Component 1</i> 1hr 45mins	No Exams
	Friday 24th May	French <i>Writing</i> Foundation 1hr Higher 1hr 15mins	No Exams
Mid Term Break 27th May – 31st May			

** Equation Sheet

		Morning Exams 9:00	Afternoon Exams 13:00
Week 2	Monday 3rd June	Mathematics* <i>Paper 2 (Calculator)</i> 1hr 30mins	Citizenship <i>Paper 1</i> 1hr 45mins
	Tuesday 4th June	Spanish <i>Listening & Reading</i> 1hr 45mins Gujarati <i>Listening & Reading</i> Foundation 1hr 25mins Higher 1hr 50mins	History <i>Paper 1</i> 2hr
	Wednesday 5th June	Geography <i>People and Society</i> 1hr 15mins	No Exams
	Thursday 6th June	English Language <i>Component 2</i> 2hr	Contingency Afternoon
	Friday 7th June	No Exams	Combined Science: Biology Paper 2 1hr 15mins Biology Paper 1 1hr 45mins

* Formulae sheet

From Monday June 10th there will be some changes to the routine:

- From Monday June 10th you only need to attend exams. You do not need to go to registration. A number of subjects with examinations that fall later in the timetable will offer additional lessons **that you will be expected to attend** and we will share details about these in due course.
- The Community Lounge will be available for those who wish to stay in school, after sitting an exam in the morning, whilst they wait for the start of an afternoon exam. There will be staff to supervise.

*You will be expected to have brought revision work with you to do whilst you wait, and to get on and do it. You may **not** go to see staff to get work as you could disturb the teaching of other year groups.*

Students staying in school will have to complete a signing in sheet to ensure that we are aware of who is on site in case of a fire or other emergency.

- There will be two opportunities to hand in your **LOCKER KEY**:
 - After the science / chemistry exam on the morning of Tuesday 11th June
 - After the science / physics exam on the afternoon of Friday 14th June
- The **LEAVERS' ASSEMBLY** will take place on Monday 10th. It will start after break and take place during Period 3. Don't forget to bring a spare shirt for people to sign.
- **THE Y11 PROM** will be on Friday 21st June.
- **RESULTS DAY** will be on **Thursday 22nd August**. We cannot release your results to anyone, including a parent, without signed permission from you. These arrangements will be made in advance.

		Morning Exams 9:00	Afternoon Exams 13:00
Paper Week 1	Monday 10th June	Mathematics* <i>Paper 2 (Calculator)</i> 1hr 30mins	Spanish <i>Writing</i> 1hr 15mins
	Tuesday 11th June	Combined Science: Chemistry Paper 2 1hr 15mins Chemistry Paper 2 1hr 45mins	Further Mathematics <i>Paper 1</i> 1hr 45mins
	Wednesday 12th June	No Exams	Panjabi / Polish <i>Listening & Reading</i> 1hr 45mins Portuguese <i>Listening & Reading</i> 1hr 50mins
	Thursday 13th June	Gujarati <i>Writing</i> Foundation 1hr 20mins Higher 1hr 25mins	Contingency Afternoon
	Friday 14th June	Geography <i>Geographical Exploration</i> 1hr 30mins	Combined Science: Physics Paper 2** 1hr 15mins Physics Paper 2** 1hr 45mins

* Formulae sheet

** Equation sheet

Week 2	Monday 17th June	No Exams	
	Tuesday 18th June	Design & Technology 2hr	Panjabi / Polish <i>Writing</i> 1hr 15mins Portuguese <i>Writing</i> 1hr 20mins
	Wednesday 19th June	Food preparation and Nutrition 1hr 45mins Further Mathematics <i>Paper 2</i> 1hr 45mins	No Exams

Wednesday 26th June	Contingency Day
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Exam Contingency Date:

There are two sessions labelled as Contingency Afternoon and one Contingency Day within the examination timetable. These may be used in the unlikely event of either a national issue or a significant local disruption to the examinations in the UK.

Therefore, please note that you **must** remain available for examinations until the last contingency period should an awarding body need to invoke its contingency plan.

Reasonable Adjustments:

Reasonable adjustments, or access arrangements, are changes made to the way the exam is conducted in order to ensure that all candidates are able to demonstrate what they know, understand and can do.

Changes could include:

- extra time to complete the exam or assessment
- changes to the exam paper, for example, large print
- help with specific tasks, for example, another person to read the questions or to write dictated answers

You will be aware of any reasonable adjustments that have been arranged by the school. **These adjustments are designed to create a level playing field for all candidates and as such you should ensure that you make the most of them.**

Reasonable adjustments can be made to support you during the exams if you find that you have experienced a temporary illness, injury or event [such as needing a scribe for a broken arm]. If this is the case then contact Mrs Bhogal.

Special Considerations:

Special consideration is an adjustment given to a student who has experienced a temporary illness, injury or event outside of their control at the time of the exam, which significantly affects their ability to take an exam.

Special consideration is only for things that happen immediately before or during an exam that are likely to have had a significant impact on a student's ability to perform in the exam.

These are the **three** most common types of special consideration:

- reasonable adjustments to the way the exam is taken if you have a temporary illness or injury [as above]
- a small number of extra marks may be awarded if your exam performance is affected by temporary illness, injury or other unforeseen circumstance
- awarding a grade if you **unavoidably** missed an exam as long as you have completed at least one other exam or assessment for that qualification

JCQ Exam Regulations:

Details of the regulations will be displayed outside the exam rooms. All candidates must read these carefully. Please be aware that the College **must** report any breach of regulations to the relevant Awarding Body.

If you try to cheat, or break the rules in any way, you could be disqualified from all of the subjects offered by the Awarding Body of the exam in which you broke the rules, or from all qualifications for that exam season.

Exam conditions start when you enter the PE area **and only end when you leave this area**. Remember, exams end at different times and we need to ensure there is quiet for students still working.

Make sure you understand the rules:

- Do not become involved in any unfair or dishonest practice during the exam.
 - **In the exam room you must not attempt to communicate with or distract other candidates. Face the front at all times to avoid being identified as having attempted to communicate with another candidate.**
- You must not take the following into the exam room: notes; an iPod, a mobile phone, a MP3/4 player or similar electronic device; a watch.
 - **As you are not allowed to bring ANY electronic equipment into the exam room, or an analogue watch, it is better to leave everything other than your phone [which you will hand in before entering the exam room] at home for the exam season.**
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
 - **Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.**
 - **Check your pockets for stray bits of paper before you leave the Community Lounge.**
 - **All items of equipment, pens, pencils, mathematical instruments etc. should be visible to the invigilators at all times. You must use a transparent pencil case or clear plastic bag.**
- Do not use correcting pens, fluid or tape, or erasable pens.
 - **You must write clearly and in black ink.**
 - **Coloured pencils or inks may only be used for diagrams, maps, charts etc. unless the instructions printed on the exam paper state otherwise.**
- You must not write inappropriate, obscene or offensive material.
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
 - **Candidates must stay in the examination room for the duration of the exam unless given permission to leave by the Examination Office, a Senior Teacher or First aider.**
 - **Candidates will not be allowed to leave an examination room early. If you have finished the paper ahead of time use any time remaining to check over your answers.**
- Do not borrow anything from another candidate during the exam.

Calculators, dictionaries, and spell checkers:

- **Where it is appropriate, for example in mathematics, geography and science exams, students are allowed to use a calculator.**
- If you use a calculator:
 - a. make sure that it works properly; check that the batteries are working properly;
 - b. clear anything stored in it;
 - c. remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - **Do this before you leave the Community Lounge and do not bring them into the exam room.**
 - **If the cover is plain and you bring it into the exam room, you will be instructed at the start of the exam to remove the cover and to place this under your chair for the duration of the exam.**
 - d. do not bring into the exam room any operating instructions or prepared programs.
- Do not use a dictionary or computer spell checker unless you are told otherwise.

During the exam:

- **You are NOT allowed food in the examination room, however you can bring in water in a clear bottle with no labels. Any labels need to be removed from bottles before entering the examination room.**
- Always listen to the invigilator. Always follow their instructions.
 - **Listen carefully to instructions and notices read out by the invigilators EVERY TIME: there may be amendments to the exam paper that you need to know about.**
- Tell the invigilator at once if:
 - a. you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - b. the question paper is incomplete or badly printed.
- Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- Do not open the question paper until you are instructed that the exam has begun.
- Remember to write your answers within the designated sections of the answer booklet.
- Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
- Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.
- Do not leave the exam room until told to do so by the invigilator.
 - **Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.**
- Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
 - **Invigilators will collect your exam books before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.**

Malpractice:

Malpractice involves some form of wrongdoing. Examples include:

- communicating with, or distracting, another candidate in the exam room
- sharing answers or swapping scripts
- accessing leaked exam papers online
- use of AI in non-examined assessments
- bringing notes, a mobile phone or a communication devices into exam rooms

To be clear bringing a mobile phone into the exam room, or wearing a watch, **will be treated as malpractice.**

You may see websites, or individuals, offering leaked exam papers online. **Do not look at any papers or materials offered in this way.** They are highly likely to be fake **and** if there is any evidence that you have engaged leaked papers you could face severe sanctions.

How to report suspected malpractice:

Everyone involved in delivering **and taking** exams has a role to play in preventing and reporting malpractice, including you. We all play a part in ensuring that exams are fair to **ALL** students.

All allegations of malpractice are taken seriously and will be investigated.

If you see or suspect malpractice you should report it to a teacher, Mrs Bhogal or the awarding body. If we become aware of suspected malpractice we will report it to the awarding body.

What happens after the exams:

Marking:

The marking of exams is undertaken by the relevant awarding body. The marking of individuals is checked at every stage to make sure that it is 'consistent and high quality'.

If the subject includes non-examined assessment this mark may have been awarded by the awarding body or by your teacher [marking against requirements set out by the awarding body]. If you have concerns about how this mark was worked out then speak to Mrs Bhogal.

However, please be aware that there are internal and external moderation processes in place to ensure that marking is fair and consistent.

Grading:

Only when the exams have all been marked will the awarding body decide how many marks are required for each grade in the subject. Grade boundaries move each year to take account of the relative difficulty of the paper, and this can only be done once the work of all candidates has been marked.

Appeals:

Any candidate who wants to query a mark/grade awarded by an awarding body upon issue of results should contact the College as soon as possible to discuss the mark/grade. The Examinations Officer will then advise you on the options available that let you query the mark/grade and the possible next steps.

Further information about how this process works, and the deadlines involved, can be found in the **What to do if you think there is a mistake in your results** section of the following document:

<https://www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024>

Certificates:

GCSE Exam certificates will be available from **November 2024**. You should make every effort to collect your certificates. We are not able to hold on to uncollected certificates for any length of time and they will be removed. Please note that you may need these Certificates in your future applications and they are very expensive to re-issue. Therefore, we highly recommend that you collect them as soon as possible.

Frequently Asked Questions:

Question: What happens in the event of an emergency?

In the unlikely event that the fire alarm sounds during the examination, the Lead Invigilators will tell you what to do. This is most likely to be to sit in silence and wait until further information is available. You will not lose time from the exam, the clock on which will in effect be frozen at the point of the alarm.

If we have to evacuate the room you will be asked to leave everything on your desk and to leave the room in silence. You will be escorted to a designated assembly point.

You must not attempt to communicate with anyone else during the evacuation or you may be disqualified from the examination.

When you return to the exam room do not start writing until the Lead Invigilator tells you to do so. You will be allowed the full working time for the examination wherever possible and a report will be sent to the Awarding Body detailing the incident.

Question: What do I do if I think I have the wrong paper?

The Lead Invigilator will list the things you should have on your desk at the start of the exam, name the paper and ask you to check you have everything [including the correct paper] before the exam starts.

As with all issues in the exam, if you think something is wrong put your hand up immediately and tell an invigilator.

Question: Can I go to the toilet during the exam?

You will be allowed to go to the toilet, but **only if it is absolutely necessary**. You will be escorted to and from the toilet by an invigilator and **will not be allowed any extra time** unless there is a specific reasonable adjustment in place to support you.

To reduce disruption at crucial times in the exam you will not be allowed to go to the toilet in the first 30 minutes and the last 15 minutes of the exam.

Candidates abusing this facility may be moved to another room due to the disruption of other candidates. It's best to go before the exam, none of which are long enough to adversely affect the vast majority of candidates.

Question: What happens if I am ill?

If you wake up feeling unwell and are at all able to do so you should make every effort to attend the exam. If you miss both papers you will not receive a grade, and you cannot predict whether there will be a more serious reason that you cannot attend the next exam.

If you are still in school full time we would consider allowing you to go home after an exam, with a parent's permission. After June 10th you will be able to leave after the exam anyway.

REMEMBER: if on the day of the exam you feel that your work may be affected by ill health or any other reason, tell a member of staff so that we can consider how we can support you best.



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