



April 25th 2024

Dear Parent/Carer,

Year 11 GCSE and BTEC examinations May - June 2024: Key Information

As a school, we are continuing to be impressed by both the time and effort that our children are putting into their revision for the upcoming GCSE and BTEC examinations. As we approach the beginning of the examinations, it is important that all Year 11 parents and carers are aware of the following information which will be shared with pupils in the next week:

Supporting your child in advance of the examinations

You can continue to support your child in a number of ways ahead of the examinations:

- Encourage them to keep following their personalised revision plan
- Revision should be on a cycle to ensure that all subjects are adequately covered
- Children should be revising for between 2-3 hours per night
- Revision should continue to completed using a variety of sources – mind maps, GCSE Bite Size, podcasts, YouTube, flash cards etc
- Encourage your child to have regular breaks and to stay as calm as possible
- Encourage a good night's sleep and turning off devices in advance of bedtime

The examination timetable

The general examination timetable can be found [here](#). You and your child will shortly receive your child's personalised examination timetable (which includes specific times for each examination), and a copy of JCQ Information for Candidates, Written Examinations:

- Know the dates and times of each of your child's examinations – these will not be the same each day
- Your child will need to know their candidate number and seat number for each examination. Seating plans will also be available on the day of each examination
- As with the mock examinations, children will continue to come into school in full school uniform and register as normal (unless they have an examination in which case they will be registered in the examination room)
- At the end of each examination, children will go back into lessons

Key information – the start of each examination

- Children need to be on time for their examinations
- Children will need to re-check their seat number and candidate number – **they must sit in the correct seat. Being late may mean that they cannot take an examination**
- Bags, coats and other equipment needs to be placed in the cages outside the Sports Hall and/or other examination rooms
- All children need to bring the right equipment for each examination - **examinations require a black pen, pencil cases must be clear with no labels, and calculators must not have any data stored on them, notes or anything written on the lid**



Key information – going into the examination and inside the Sports Hall/examination rooms

- No mobile phones are allowed in the examination room
- No AirPods or earphones/earbuds
- No watches of any kind are allowed in the examination room
- Blazer pockets need to be completely empty – no notes, tissues, lip balm, keys etc
- Nothing with any writing on it at all, is to be taken into room
- No blank paper is to be taken into the room
- No notes written on hands/arms, before or during the exam
- Nothing with any labels on e.g. remove labels on water bottles
- No food/sweets/soft drinks
- Water bottles must be put on the floor to avoid spillages
- No writing on desks

Examination conditions

- Examination conditions start as soon as children enter the room and must be maintained at all times until exit from the examination room
- Children must listen very carefully to all instructions from invigilators
- Children must be silent when entering outside doors whether Sports Hall or other rooms
- Children must not talk to, attempt to communicate with or disturb other candidates – this includes turning around, making eye contact with others etc
- The use of any offensive, obscene or discriminatory content in exam responses is considered malpractice. Learners are responsible for all content they include, so they must understand the potential outcomes if they choose to include anything considered offensive or obscene.

At the end of each examination

- Children must be silent until they exit outside doors whether in the Sports Hall or other rooms
- Children must move quickly to lessons, know which lesson they have next and not disturb those still doing examinations or younger children

Malpractice

Failure to follow the rules for examinations constitutes malpractice. Please note that ignorance of the rules is not a defence. For example, if a child is found to be in possession of a mobile phone, the exam boards' indicative sanction will be a loss of marks gained for that component (i.e. paper). Marks will be lost even if the phone was switched off and there was no intention to use it.

Malpractice may result in any of the following sanctions being applied:

- Warning
- Loss of all marks gained for a section
- Loss of all marks gained for a component



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- Loss of all marks gained for a unit
- Disqualification from the unit
- Disqualification from the whole qualification
- Disqualification from all the qualifications in the summer 2024 series
- Barred from entering for examinations for a set period of time

Further information on examination regulations and any other questions you may have can be found on the school website at <http://www.stjamesheadle.co.uk/exams/>

If you have any further questions on the examination season, please contact either myself at s.guscott@stjamesheadle.co.uk or our Examinations Officer (Mrs. Katharine Millar) at k.millar@stjamesheadle.co.uk

Yours faithfully,

Dr. S. Guscott
Deputy Headteacher (Curriculum and Pastoral)