

# Year 11 Exam Briefing

# JCQ Documents

Two important documents have been emailed to you:

- JCQ Information for Candidates
- JCQ Using Social Media

Read both documents!

## Exam Timetable

- Yesterday you were sent your updated exam timetable, which includes which venue you are in for each exam. It will also include updated timings for those with clashes. If you have any questions about your timetable please contact the exam teams today!  
[exams@reading-school.co.uk](mailto:exams@reading-school.co.uk)
- Contingency dates – 6<sup>th</sup> June PM, 13<sup>th</sup> June PM, 26<sup>th</sup> June all day.

# Venues and Timings

- The exams will be held in Big School, H1, H2, H3 and Music School. Room 11 is for those sitting their exams in a smaller room.
- Look at your timetable to check which venue you are in for each exam, and wait outside the correct exam venue before each exam.
- Bags must be stored in the bag storage next to the refectory – this applies to whichever exam room you are in.
- Morning exams begin at 8:30am, afternoon exams begin at 1:30pm. **You must be outside your exam venue 15 minutes before the start time of your exam – 8:15am and 1:15pm.**
- The duration of exam papers vary, and some will finish later than the end of the normal school day. Please make appropriate arrangements for getting home each day.
- Please check your emails and teams daily in case there are any last minute changes or messages we need to pass on.

# Equipment

- Please check what equipment you need for each exam.
- **Pencil cases** must be clear, if you haven't got one yet, make sure you get one this week! £3 on Amazon...
- **Black ink pens** (exam boards do not accept scripts in other colours)
- Make sure water bottles have labels removed, and **no writing on them**.
- Remember a calculator for the exams you are allowed to use them. **Do not bring the cover** for your calculator into the exam room. Graphic calculators are only allowed for Maths exams, and must be put into 'exams mode'.

Reminder– No watches are allowed in the exam room.

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification

# Malpractice

- There are severe penalties for malpractice. You could be disqualified from your exams.
- Malpractice is not just deliberate cheating, if you take your phone into an exam room without realising, this still counts as malpractice and an exam board is unlikely to accept your exam paper.
- Examples of malpractice are:
  - Possession of a watch, mobile phone or smart enabled device – even if it is switched off.
  - Talking/disrupting others
  - Possession of notes
  - Writing on hands/skin
- In 2019 1,560 students had their papers zeroed due to malpractice. 46% of those were due to mobile phones.

# GCSE Clashes

Timetable clashes occur where you are entered for multiple subjects which have their exams on the same day and time.

All students should have seen the GCSE clash document on Microsoft teams. This document shows you the arrangements that will be made to resolve your clash. The latest copy of your exam timetable will also display the resolved timings.

Arrangements will be made for you to take subjects one after the other, or later on the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch and a drink as you will not be allowed to use the refectory.

During a clash supervision you will not be allowed to communicate with anyone and you will not be allowed to use your mobile phone. You will be allowed to revise for your next exam.

# Reminder for those with two exams in one session

The exams are listed here in the order you will sit them.

17<sup>th</sup> May – Chemistry, then AS Religious Studies

21<sup>st</sup> May – Economics, then German

22<sup>nd</sup> May – Chinese, then Latin

22<sup>nd</sup> May – PE, then Latin

3<sup>rd</sup> June – AS Religious Studies, then PE

10<sup>th</sup> June – Spanish, then Latin



# Reminder for those with GCSE exam clashes of over 3 hours

10<sup>th</sup> May – 8:30 Biology, 11:00 Electronics, 13:30  
German

14<sup>th</sup> May – 8:30am French, 11:00 Latin, 13:30  
Ancient History

23<sup>rd</sup> May – 8:30 English Language, 11:15 AS  
Religious Studies, [13:30 Ancient History]

# What to do if you are ill on the day of the exam

- If you are feeling unwell on the day of your exam, we suggest you come into school and we can assess the situation. In most cases, it is better to take the exam if you can.
- You cannot sit the exam at another time.
- If you are ill and unable to attend the exam, it is vital you phone the school first thing in the morning and ask to speak to the Exams Officer.
- If you feel unwell during an exam, or have a flare up of a long term condition please let the invigilator or Mrs Turner/Ms Jahn know, as in certain cases we can apply for special consideration.

# If I'm late, can I still sit the exam?

- If you think you are going to be late for the start of your exam, please contact the school to inform us.
- On arrival at school a member of staff will escort you to the exam room.
- You must not enter the exam room without permission once the exam has started.
- Depending on how late you are, the Exam Boards may not accept your script.

# GCSE Results day

**Thursday 22<sup>nd</sup> August 2024, 9am.**

If you cannot collect your results on the morning, you must leave a stamped, addressed envelope with Mrs Turner. If you want someone to collect your results on your behalf they must bring a letter, from you, with them, authorising them to collect the results.

We cannot email your results to you.

# Post Results

- If you have a result which is close to the grade boundary above you may wish to request a review of marking.
- You must seek advice from your subject teacher before requesting a review of marking.
- You can submit requests from the beginning of September. All the details will be in the envelope with your results.
- You can also request a copy of your exam script.

# Good Luck!

- If you have any questions or concerns then please ask:
  - For questions on the exam process/logistics contact Mrs Turner or Ms Jahn ([exams@reading-school.co.uk](mailto:exams@reading-school.co.uk)). We encourage you to ask any questions you have this week, and do not leave it until your exams start, but if things crop up during exams we are always contactable on email.
  - For questions on access arrangements contact Ms Rogers ([srogers@reading-school.co.uk](mailto:srogers@reading-school.co.uk)) or the student support team based in the Auxilium.