



The Castle School

ACHIEVE | BELONG | PARTICIPATE

INFORMATION

FOR EXAMS

SUMMER 2024





DREAM BIG,
WORK HARD,



— MAKE IT —
happen.



It is our aim at The Castle School to ensure that all students are able to have an examination experience that is successful and positive.

This booklet should support this and allow you to confidently plan ahead for what is happening and when.



If there is anything at all that you need help with or have a question, make sure you ask.

Exams Officer: Mrs N Healy

Email: nhealy@castle.bep.ac

Phone: 01823 274073





This booklet contains the full exam timetable for all subjects being completed. You will also have received an individual exam timetable that is personalised just for you. Keep it safe and check it carefully.

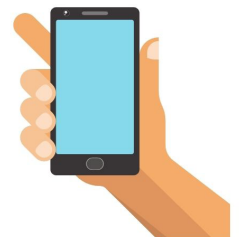
Each morning exam requires you to be in the New Hall at 8:40am for a pre-exam briefing before the exam. Each afternoon exam requires you to be in the New Hall at 1pm for a pre-exam briefing before the exam.



Full school uniform must be worn for all exams. You must bring all equipment that you need for each exam (check with your teacher before the day if you are unsure). Equipment must be brought into the exam in a clear pencil case or bag, so all items are visible to invigilators.



Mobile phones and devices are not permitted in the exam venues and must be switched off and left in bags. Alternatively, you may hand in your phone to Student Reception and collect it after the exam. Hair must not cover your ears. If it does, it must be tied back. You are not permitted to leave exams early, even if you think you are finished.



Please ensure that you allow enough time to get to school in the mornings. The canteen will be open from 8:15am for you to buy breakfast items and the New Hall a designated space for Year 11 students to come in and settle before the exam begins. Please get into school earlier so you can be relaxed and comfortable, rather than rushed and panicking.



If you know that you are going to be late or are ill, you **MUST** phone the school as soon as possible (01823 274073). You will not be permitted any additional time if you start the exam late and may not be allowed in. You will not be able to sit an exam at another time – they all have set sessions that only take place once.





Arrangements for Results Day

Year 11 from



On Results Day, school will be open between 9am - 11.30am for Year 11 students. You should come to Qdos to collect your results envelope.

Students in other years who have completed exams will be able to come in between 10am - 11.30am to collect their results.

If you are not able to come in on the day, you may give written permission to someone else who can then collect your results for you. This could be a parent or friend. **Permission must be in writing.**

Any Year 11 results not collected will be posted to your home address by second class post. All other results can be collected from school in September.

TOP TIPS TO PREPARE
YOU ON THE DAY

TIPS FOR EXAM DAY



SLEEP!

Don't stay up late revising (or gaming or watching TV!) – a good night's sleep will support your brain to be at its best in the exam.



WAKE UP PREPARED

Set an alarm so you have ample time in the morning to get to school. Make sure you have packed your bag and checked your equipment needed the night before. Remember to check what equipment you need for each exam (check with your teacher if you are unsure).



BREAKFAST

Ensure you eat something to settle your stomach and give you energy for the exams. Get to school early and buy something from the canteen if you want.



TOP TIPS TO PREPARE
YOU ON THE DAY

AS THE EXAM START TIME GETS NEAR...



GO TO THE TOILET



As you ideally don't want to have to leave the exam for this.



BE IN THE NEW HALL

This is where you will always begin the exam routines, with the subject leader or Head of Faculty delivering a pre-exam briefing to you. This will settle your nerves and make sure you get any last minute tips and advice.



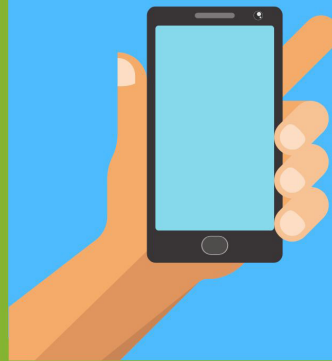
ASK

Any questions are fine, always better to check something before you go into the exam.



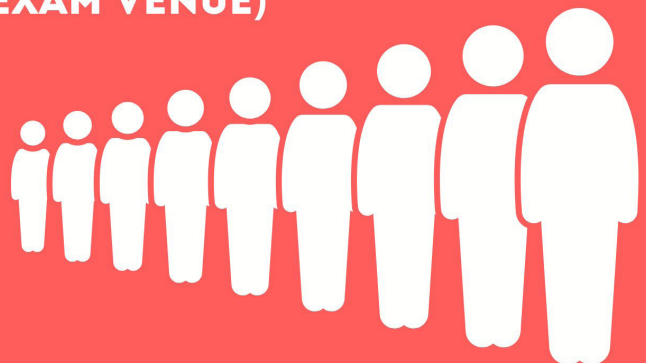
MOBILE PHONES

Switch them off and place them into your bags so you don't have to hand them in.



MOVE FROM THE NEW HALL TO THE PLAYGROUND (OR OTHER EXAM VENUE)

Move from the New Hall to the playground (or other exam venue), line up in your rows and make sure you have your equipment out and ready to carry in. Hair must not cover your ears. If it does, it must be tied back.

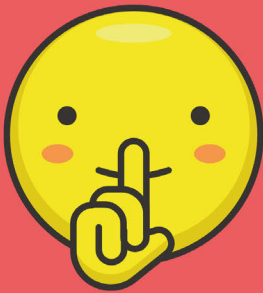


TOP TIPS TO PREPARE
YOU ON THE DAY

AS THE EXAM START TIME GETS NEAR...



BE SILENT



From the moment you enter the exam venue - remain focused and calm.



SIT

Sit in your allocated seat. Organise your equipment on your desk and wait for instructions.



LISTEN

Listen to the invigilator read all instructions to you. This is especially important if you are completing a paper where you only need to answer some of the questions. Check this carefully.



CHECK YOUR PAPER



Make sure your paper is the correct subject, correct tier (Higher or Foundation) and correct unit of work. If you are unsure, raise your hand and wait for an invigilator.



BE AWARE OF TIME

Check where the nearest clock is to you, so you can check the timings through the exam.



TOP TIPS TO PREPARE
YOU ON THE DAY

DURING THE EXAM...



READ EVERYTHING CAREFULLY

Look for information and don't rush. Use a highlighter, underline key terms, check that you read the command word carefully so you answer the question specifically.



WRITE CLEARLY



Do your very best with spelling, punctuation and grammar for all exams.



CHECK



If you have time left at the end, read over everything again. Spot possible errors or questions you may have missed. And check the very back page of your exam as sometimes this is used.



PUT YOUR HAND UP

...if you have a problem – an invigilator will help you. It may be that you need additional paper, or you need a new pen. Don't panic, let the invigilator know and they will help. They will not be able to help with the exam itself, such as words you may not understand.



COMPLETE ALL QUESTIONS

Having a guess or just trying to write something down is better than nothing.



TOP TIPS TO PREPARE
YOU ON THE DAY

AFTER THE EXAM...



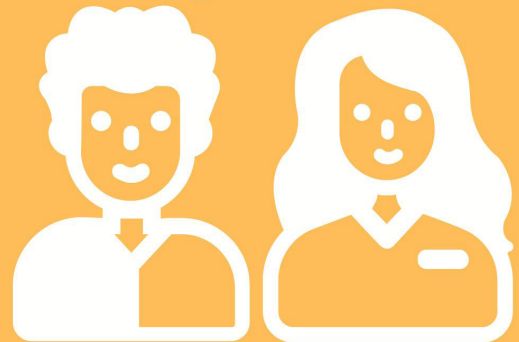
REMAIN SILENT



...until you are out of the exam venue. Some students access additional time, so be fair to them by staying quiet until you are totally out of the area.



SURROUND YOURSELF WITH SIMILAR PEOPLE

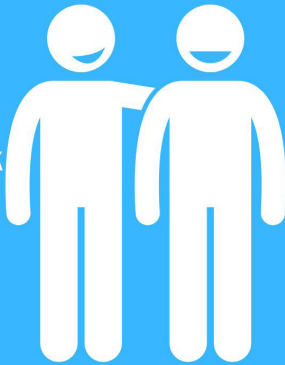


Some of you enjoy an 'exam debrief' where you talk through questions you have just done. Others prefer not to talk about exams at all. Make sure you talk to people afterwards who are helpful for you.



SPEAK TO AN ADULT

If you are worried about your exam or you have a problem, come and speak to someone in the Pastoral Hub or another adult who will support you.



FOCUS ON THE NEXT EXAM



Your exams will be packed closely together in your schedule, so make sure you are clear about when the next exam is and what preparation you need to do.

TOP TIP FOR AFTER
YOUR LAST EXAM

AFTER ALL
THAT HARD
WORK...



Have
fun

HELLO
SUMMER!



A hand holding a wooden pencil is positioned at the bottom right of the page, ready to write. The clipboard has a silver clip at the top. The background is a plain, light-colored surface.

Appendices

1. GCSE exam timetable
2. JCQ - Information for candidates
 - Written examinations

GCSE Exam

Summer 2024 GCSE Timetable					
Date	Start	Length	Board	Component Code	Component Title
Thu 09 May	08:50	00:00	AQA	8062/11	Religious Studies A P1-1 Buddhism
Thu 09 May	08:50	00:00	AQA	8062/13	Religious Studies A P1-3 Christ
Thu 09 May	08:50	01:30	EDEXL/GCS	BSP0301	BTEC Sport Dev.Fitness Imp.Particip.
Thu 09 May	08:50	01:15	OCR	R038/01	Enginring: Prncpl Engrng Dsgn Wrtn
Thu 09 May	13:00	01:30	OCR	J316/04	Drama: Drama: Prfrmnce & Rspns Wtn
Thu 09 May	13:00	00:45	EDEXL/GCS	1IN0 1H	Listening [H] Italian
Thu 09 May	13:00	01:00	EDEXL/GCS	1IN0 3H	Reading [H] Italian
Fri 10 May	08:50	01:45	EDEXL/GCS	1BI0 1H	Paper One [H] Biology
Fri 10 May	08:50	01:10	EDEXL/GCS	1SC0 1BF	Paper One: Biology [F]
Fri 10 May	08:50	01:10	EDEXL/GCS	1SC0 1BH	Paper One: Biology [H]
Fri 10 May	13:00	00:35	EDEXL/GCS	1GN0 1F	Listening [F] German
Fri 10 May	13:00	00:45	EDEXL/GCS	1GN0 3F	Reading [F] German
Fri 10 May	13:00	00:45	EDEXL/GCS	1GN0 1H	Listening [H] German
Fri 10 May	13:00	01:00	EDEXL/GCS	1GN0 3H	Reading [H] German
Mon 13 May	08:50	01:45	AQA	8702/1	English Literature Paper 1
Tue 14 May	08:50	00:35	EDEXL/GCS	1FR0 1F	Listening [F] French
Tue 14 May	08:50	00:45	EDEXL/GCS	1FR0 3F	Reading [F] French
Tue 14 May	08:50	00:45	EDEXL/GCS	1FR0 1H	Listening [H] French
Tue 14 May	08:50	01:00	EDEXL/GCS	1FR0 3H	Reading [H] French
Tue 14 May	13:00	00:35	EDEXL/GCS	1CN0 1F	Listening [F] Mandarin
Tue 14 May	13:00	00:50	EDEXL/GCS	1CN0 3F	Reading [F] Mandarin
Tue 14 May	13:00	00:45	EDEXL/GCS	1CN0 1H	Listening [H] Mandarin
Tue 14 May	13:00	01:05	EDEXL/GCS	1CN0 3H	Reading [H] Mandarin
Wed 15 May	08:50	01:00	OCR	J411/21	Hist B: History Around US Wtn
Wed 15 May	13:00	01:30	OCR	J277/01	Comp Sci: Computer Systems Wrtn
Thu 16 May	08:50	01:30	AQA	8300/1F	Mathematics Paper 1 Tier F
Thu 16 May	08:50	01:30	AQA	8300/1H	Mathematics Paper 1 Tier H
Thu 16 May	13:00	00:00	AQA	8061/1	Religious Studies [SC] P1 Buddhism
Thu 16 May	13:00	00:00	AQA	8061/2	Religious Studies [SC] P2 Christ
Thu 16 May	13:00	00:00	AQA	8061/5	Religious Studies [SC] P5 Themes
Thu 16 May	13:00	01:45	AQA	8062/2A	Religious Studies A P2A Excl Text
Fri 17 May	08:50	01:45	EDEXL/GCS	1CH0 1H	Paper One [H] Chemistry
Fri 17 May	08:50	01:10	EDEXL/GCS	1SC0 1CF	Paper Two: Chemistry [F]
Fri 17 May	08:50	01:10	EDEXL/GCS	1SC0 1CH	Paper Two: Chemistry [H]
Fri 17 May	13:00	01:30	AQA	8035/1	Geography Paper 1
Mon 20 May	08:50	02:15	AQA	8702/2	English Literature Paper 2
Mon 20 May	13:00	01:20	EDEXL/GCS	1IN0 4H	Writing [H] Italian
Tue 21 May	08:50	01:15	EDEXL/GCS	1GN0 4F	Writing [F] German
Tue 21 May	08:50	01:20	EDEXL/GCS	1GN0 4H	Writing [H] German
Tue 21 May	13:00	01:30	OCR	J277/02	Comp Sci: Comp Thnk Algrthm Prgrm Wtn
Tue 21 May	13:00	01:15	OCR	R057/01	Child Dev: Hlth Wll-Bng Chld Dev Wtn
Wed 22 May	08:50	01:45	EDEXL/GCS	1PH0 1H	Paper One [H] Physics
Wed 22 May	08:50	01:10	EDEXL/GCS	1SC0 1PF	Paper Three: Physics [F]
Wed 22 May	08:50	01:10	EDEXL/GCS	1SC0 1PH	Paper Three: Physics [H]
Wed 22 May	13:00	01:20	EDEXL/GCS	1CN0 4F	Writing [F] Mandarin
Wed 22 May	13:00	01:25	EDEXL/GCS	1CN0 4H	Writing [H] Mandarin

Timetable

Wed 22 May	13:00	01:30	EDEXL/GCS	1PE0 01	Fitness and Body Systems
Thu 23 May	08:50	01:45	AQA	8700/1	English Language Paper 1
Thu 23 May	13:00	01:20	WJEC/GCS	5539U10-1	Ict Unit 1 Onscreen New
Fri 24 May	08:50	01:15	EDEXL/GCS	1FR0 4F	Writing [F] French
Fri 24 May	08:50	01:20	EDEXL/GCS	1FR0 4H	Writing [H] French
Mon 03 Jun	08:50	01:30	AQA	8300/2F	Mathematics Paper 2 Tier F
Mon 03 Jun	08:50	01:30	AQA	8300/2H	Mathematics Paper 2 Tier H
Mon 03 Jun	13:00	01:15	EDEXL/GCS	1PE0 02	PE Health and Performance
Mon 03 Jun	13:00	00:45	EDEXL/GCS	1RU0 1H	Listening [H] Russian
Mon 03 Jun	13:00	01:05	EDEXL/GCS	1RU0 3H	Reading [H] Russian
Tue 04 Jun	08:50	00:35	EDEXL/GCS	1SP0 1F	Listening [F] Spanish
Tue 04 Jun	08:50	00:45	EDEXL/GCS	1SP0 3F	Reading [F] Spanish
Tue 04 Jun	08:50	00:45	EDEXL/GCS	1SP0 1H	Listening [H] Spanish
Tue 04 Jun	08:50	01:00	EDEXL/GCS	1SP0 3H	Reading [H] Spanish
Tue 04 Jun	13:00	01:45	OCR	J411/12	Hist B: Ppl Hlth Elizabethans Wtn
Wed 05 Jun	08:50	01:30	AQA	8035/2	Geography Paper 2
Thu 06 Jun	08:50	01:45	AQA	8700/2	English Language Paper 2
Fri 07 Jun	13:00	01:45	EDEXL/GCS	1BI0 2H	Paper Two [H] Biology
Fri 07 Jun	13:00	01:10	EDEXL/GCS	1SC0 2BF	Paper Four: Biology [F]
Fri 07 Jun	13:00	01:10	EDEXL/GCS	1SC0 2BH	Paper Four: Biology [H]
Mon 10 Jun	08:50	01:30	AQA	8300/3F	Mathematics Paper 3 Tier F
Mon 10 Jun	08:50	01:30	AQA	8300/3H	Mathematics Paper 3 Tier H
Mon 10 Jun	13:00	01:15	EDEXL/GCS	1SP0 4F	Writing [F] Spanish
Mon 10 Jun	13:00	01:20	EDEXL/GCS	1SP0 4H	Writing [H] Spanish
Tue 11 Jun	08:50	01:45	EDEXL/GCS	1CH0 2H	Paper Two [H] Chemistry
Tue 11 Jun	08:50	01:10	EDEXL/GCS	1SC0 2CF	Paper Five: Chemistry [F]
Tue 11 Jun	08:50	01:10	EDEXL/GCS	1SC0 2CH	Paper Five: Chemistry [H]
Tue 11 Jun	13:00	01:45	AQA	8365/1	Further Mathematics Paper 1
Tue 11 Jun	13:00	01:45	OCR	J411/39	Hist B: Mke Amrc Liv Undr Nzi Rle Wtn
Wed 12 Jun	08:50	01:30	AQA	8236/W	Dance Written Paper
Wed 12 Jun	13:00	00:45	EDEXL/GCS	1PG0 1H	Listening [H] Portuguese
Wed 12 Jun	13:00	01:00	EDEXL/GCS	1PG0 3H	Reading [H] Portuguese
Fri 14 Jun	08:50	01:30	AQA	8035/3	Geography Paper 3
Fri 14 Jun	13:00	01:45	EDEXL/GCS	1PH0 2H	Paper Two [H] Physics
Fri 14 Jun	13:00	01:10	EDEXL/GCS	1SC0 2PF	Paper Six: Physics [F]
Fri 14 Jun	13:00	01:10	EDEXL/GCS	1SC0 2PH	Paper Six: Physics [H]
Mon 17 Jun	08:50	01:25	EDEXL/GCS	1RU0 4H	Writing [H] Russian
Mon 17 Jun	13:00	01:15	WJEC/GCS	C660U30-1	Music Component 3 Appraising
Tue 18 Jun	08:50	02:00	AQA	8552/W	Design and Technology Written Paper
Tue 18 Jun	13:00	01:20	EDEXL/GCS	1PG0 4H	Writing [H] Portuguese
Wed 19 Jun	08:50	01:45	AQA	8585/W	Food Prep and Nutrition Written
Wed 19 Jun	08:50	01:45	AQA	8365/2	Further Mathematics Paper 2



Joint Council for
Qualifications^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 2024

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

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.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 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 front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure 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;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 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.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **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.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 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.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 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.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **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.

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.



The Castle School

ACHIEVE | BELONG | PARTICIPATE

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