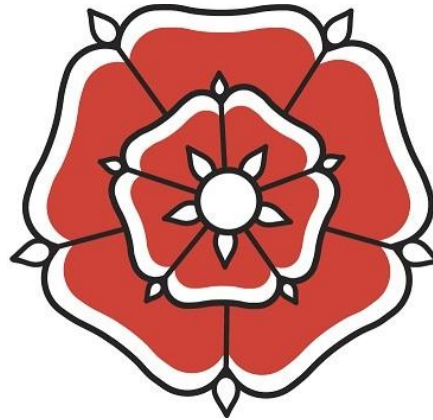


# Maidenhill School

# Knowledge Organiser

Year 11 – Term 2



**Be kind, Aspire, Persevere, Achieve**

Name:

Tutor: 11

# Planner



Week 1	Notes
Monday 3 <sup>rd</sup> November	
Tuesday 4 <sup>th</sup> November	
Wednesday 5 <sup>th</sup> November	Hartpury College Assembly
Thursday 6 <sup>th</sup> November	
Friday 7 <sup>th</sup> November	
Week 2	Notes
Monday 10 <sup>th</sup> November	
Tuesday 11 <sup>th</sup> November	Post-16 evening
Wednesday 12 <sup>th</sup> November	
Thursday 13 <sup>th</sup> November	
Friday 14 <sup>th</sup> November	

Week 1	Notes	
Monday 17 <sup>th</sup> November	Mock exams	
Tuesday 18 <sup>th</sup> November		Archway/Rednock Assembly
Wednesday 19 <sup>th</sup> November		
Thursday 20 <sup>th</sup> November		
Friday 21 <sup>st</sup> November		
Week 2	Notes	
Monday 24 <sup>th</sup> November	Mock exams	
Tuesday 25 <sup>th</sup> November		
Wednesday 26 <sup>th</sup> November		
Thursday 27 <sup>th</sup> November		Gloucester College Taster Day
Friday 28 <sup>th</sup> November		



Week 1	Notes	
Monday 1 <sup>st</sup> December	Mock exams	
Tuesday 2 <sup>nd</sup> December		
Wednesday 3 <sup>rd</sup> December		
Thursday 4 <sup>th</sup> December		
Friday 5 <sup>th</sup> December		
Week 2	Notes	
Monday 8 <sup>th</sup> December		
Tuesday 9 <sup>th</sup> December	Gloucester College Assembly	
Wednesday 10 <sup>th</sup> December		
Thursday 11 <sup>th</sup> December		
Friday 12 <sup>th</sup> December		

Week 1	Notes
Monday 15 <sup>th</sup> December	
Tuesday 16 <sup>th</sup> December	
Wednesday 17 <sup>th</sup> December	
Thursday 18 <sup>th</sup> December	
Friday 19 <sup>th</sup> December	Christmas Jumper Day

# Self-certification / Out of lessons



## Self-certification

Every student is entitled to self-certify to go to the toilet on 2 occasions each term, when they do not have a medical exemption (this is issued by school only, in conjunction with parents). This will equate to 12 opportunities a year.

Sign below and show to your teacher. If you have a reason that requires this page to be refreshed before the end of term, please speak to your Head of Year.

Date	Time	Student signature

Insert medical exemption here (Head of Year)  
Review/end date:

## Student out of lesson record

Date and time	Reason	Staff signature

Have a  
problem?  
Worried about  
someone or  
something?  
Need someone  
to talk to? Scan  
the QR code and  
let us know.

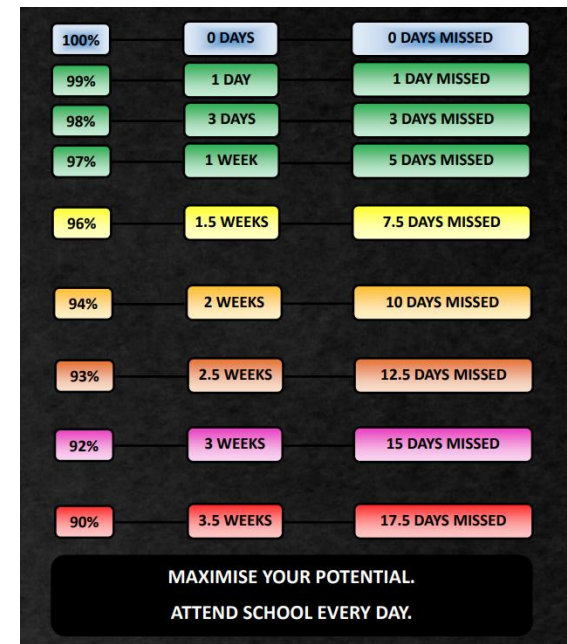
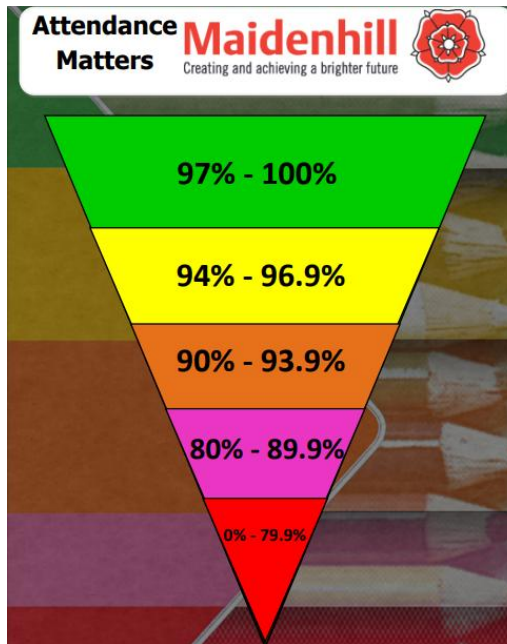
### Reporting your concerns



# Attendance Matters



Attendance Groups	
Green	Expected Attendance
Yellow	Risk of Underachievement
Amber	Serious Risk of Underachievement
Pink	Severe Risk of Underachievement (PA)
Red	Extreme Risk (PA)



## Personal Attendance Record

Week	Monday	Tuesday	Wednesday	Thursday	Friday	%	Colour	↑ → ↓
1								
2								
3								
4								
5								
6								
7								

# Home School Agreement and uniform expectations



## As a student of the school I will:

- Attend school every day and on time
- Represent the school in a positive way on my way to and from school
- Wear the correct school uniform smartly at all times
- Ensure I have downloaded the ClassCharts app and actively use the platform so that I am up to date with notifications regarding my behaviour, attendance, homework and detentions
- Follow the "Maidenhill Expectations" for all students regarding their Behaviour for Learning and uphold the school's expectations to 'Be kind, Aspire, Persevere and Achieve'
- Not use my mobile phone in school
- Go to reception if I need to contact home
- Be polite and considerate to all members of the school community
- Ensure that my behaviour has a positive impact on other students' learning and progress
- Refuse to take part in bullying or anti-social behaviour, including on social media
- Take responsibility for my own learning and actively participate in lessons
- Actively seek ways to improve my work and respond effectively to feedback
- Complete all my classwork and homework to the best of my ability and on time
- Respect the environment of the school and its neighbourhood, and help to keep it clean and tidy, free from litter and graffiti
- Represent the school in a positive way in the local community and when participating in school activities or visits, and on social media
- Talk with my parent(s)/carer(s) and school staff about any concerns in school
- Pass any written correspondence to my parents'/carers' on the day they are issued
- Interact positively with any school social media platforms.

Student Signature .....

## Maidenhill Uniform

- ❖ Maidenhill school blazer needed at all times
- ❖ Maidenhill school tie
- ❖ Long or short sleeved plain white shirt, **tucked in when in the school building**
- ❖ Plain black, smart, tailored trousers
- ❖ Footwear should be a shoe and not a boot, and entirely black
- ❖ White, grey or black socks with no logos
- ❖ Black or nude tights. No patterns.
- ❖ Optional
  - Maidenhill skirt
  - Maidenhill shorts
  - Simple black belt
  - Maidenhill jumper



- ❖ Jewellery must be easily removed for practical lessons. Earrings must be studs and not dangle. Necklaces should be underneath the shirt
- ❖ Make-up should be discreet
- ❖ Hair must not be of extreme style or colour. Long hair should be tied back for health and safety reasons in certain subjects



## Maidenhill PE Uniform

- ❖ Red Maidenhill PE polo shirt
- ❖ Red Maidenhill hooded jumper
- ❖ Optional Rugby shirt
- ❖ Options for the lower half:
  - Plain black shorts with no logos
  - Black tracksuit bottoms with no logos
  - Maidenhill leggings
  - Maidenhill skort
  - Plain black leggings with no logos
- ❖ Socks
  - White or black
  - Red needed for all fixtures
- ❖ Shoes
  - Suitable trainers
  - Optional studded boots for football/rugby



# Equipment and acceptable use of the school ICT facilities



## Equipment

You should be fully equipped for every lesson. Make sure you have the correct books for each lesson. It is always a good idea to pack your school bag the night before. Remember to check your timetable first. Here is a useful checklist.

### Essential requirements

- ☐ At least 2 black pens
- ☐ Green pen
- ☐ 2 pencils and 2 x 2b or 4b pencils for Art, Design and Nutrition
- ☐ Ruler
- ☐ Rubber
- ☐ Pencil sharpener
- ☐ Scientific calculator
- ☐ Whiteboard and whiteboard pen
- ☐ Headphones for music
- ☐ Reading book
- ☐ Plastic wallet and knowledge organiser

### Student property

You are expected to have your clothing marked with your name and, wherever possible, all other items of property which you are expected to bring to school with you such as bags, pencil cases and PE kit named too.

Money, bus passes and other similar items of value should always be carried with you and never left in bags around the school at break and lunchtimes.

You have the opportunity, if you wish, to hand valuables to a teacher before PE and arrangements will be made for safe keeping. The changing rooms are not always locked during lessons. If you do not do this, the school cannot guarantee full security for your property.

## Network rules

**Never share your password with anyone** – not even your best friend – if you suspect that someone knows it, change it or see an ICT technician as soon as possible

**Never share your user area with anyone** – email files to a friend or home as an attachment, or use Office 365 “One Drive”

**Always log off before leaving a computer**

**Never tamper with ICT equipment**, if your PC or laptop is damaged or not working properly, please inform a member of staff immediately. DO NOT disconnect, reconnect or move or swap any cables at any time

**Never give a stranger any information about you or your home**

**Always communicate with strangers politely** – ask a teacher to check before sending

**Don't suffer bullying** – report and give a printout of any email or other material that offends you to a teacher

**Avoid the spreading of computer viruses** – from the internet or home. Keep your home virus checking software up to date

**Do not attempt to download or install software** – use only the software provided

**Always give credit for information obtained from the internet**

**Do not eat or drink close to electronic equipment or in any computer room**

**Use your printing credits with care** – extra print credits in any one week can only be obtained through the permission of a teacher whose work you need to print

**The use of the internet at school must be in support of learning.** The use of all chat systems is strictly forbidden. Inappropriate use will result in access being withdrawn. A log of all internet access and activity is monitored throughout the day by the network staff so misuse of the system can be quickly identified and dealt with.

To access email from home, log on to [rmunify.com](http://rmunify.com). School emails should only be used to communicate with staff/students about school related matters. You can also speak with staff via the message function on ClassCharts.

Visit the website ‘thinkyouknow’ for essential and excellent advice on using the internet safely outside of school.







At Maidenhill School we believe that students have the right to learn, and teachers have the right to teach.

When you make good choices and follow the rules, you will be rewarded.

## Rewards

You can collect positive reward points in lessons and for completing quality homework. Rewards can be spent in the reward shop at the end of each term on vouchers, chocolate, stationery and much more! We have end of term rewards and end of year rewards in the form of our activities week, all to recognise the positivity and hard work you show each and every day.

If you make poor choices and do not follow the rules, then a clear set of consequences will follow.

## Consequences

**C2** – This is a verbal warning

**C3** – Issued with a BFL detention of 40mins

**C3r** – This is when you are sent out of a lesson, and you must move to the referral room. You will be issued with a 55mins detention. Those students that are removed from lesson five times in a term, will then receive a 1 day internal isolation in the refocus room for every subsequent C3r. This will be reset at the start of the next term

**C4** – Isolation in the refocus room

**C4e** – Educated off site at an alternative provision

**C5** – Fixed term suspension

## C5 Exclusions

**If a student receives a C5 they will be excluded from school for a fixed period of time.**

Incidents for which a students may be excluded include:

- In possession, under the influence of or dealing in illegal drugs. This also extends to alcohol and other toxic substances
- Serious physical or verbal aggression towards others
- Serious rudeness, defiance, threatening behaviour or inappropriate language towards a member of the school staff
- Anti-social behaviour such as theft or damage to property
- A build-up of incidents which are unacceptable and contravene school standards
- Repeated disruption and defiance which has disturbed the learning of other students
- Persistent poor behaviour

If a student persistently behaves in an unacceptable manner, this could lead to a permanent exclusion.

**In exceptional circumstances, it is appropriate for the Headteacher to permanently exclude a student for a first offence. These might include such things as:**

- Serious actual or threatened violence against another individual
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

The school can take no responsibility for valuable items brought into school by students (so students are advised not to bring in expensive items).



**The following items are not allowed to be brought into school:**

- Alcohol and drugs
- Knives and other weapons
- Fireworks
- Cigarettes/e-cigarettes, vapes, tobacco, matches and lighters
- Tippex or other correcting fluids
- Aerosols
- Illegal substances
- Energy/fizzy drinks

*Smoking is not permitted in school or on the way to and from school. Students found to be smoking/vaping or in possession of smoking/vaping equipment will receive a significant sanction.*





## What is bullying?

Bullying is when one person or a group of people deliberately hurt, threaten or frighten someone over a period of time. It can be physical; like punching or kicking, or emotional like teasing or calling names.



Bullying includes repeated:

- Hitting
- Insults
- Cruel nicknames
- Making threats
- Isolating someone
- Damaging, taking or hiding property
- Writing or telling lies about someone
- Sending cruel text messages, video messages or emails
- Spreading rumours
- Being unfriendly and turning others against someone
- Posting inappropriate comments on websites and social media

### Types

- Physical
- Cyber
- Verbal
- Emotional
- Prejudice based

### If you are being bullied, do not suffer in silence:

- Be firm – look the bully in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult, peer or friend what has happened, straight away
- If you are scared to tell someone, get a friend to go with you
- Keep on speaking up until someone listens
- Don't blame yourself for what has happened

### If you are being bullied, you can expect that:

- You will be listened to and taken seriously
- Action will be taken to help stop the bullying
- You will be involved in the process of deciding what action to take to stop the bullying and any worries that you may have will be listened to and respected
- You will be given the opportunity to talk about the way that the bullying has made you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour
- If you are ever in fear of your physical safety, staff will take immediate action to keep you safe

### When you are talking about bullying, be clear about:

- When it started
- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where and when it happened
- What you have already done about it



## What is Remembrance Day?

Remembrance Day is an annual event, where we remember all the people who have lost their lives while serving in the armed forces. It's also called Armistice Day or Poppy Day.

In Britain, Remembrance Day has been a tradition since the end of the First World War. It's also celebrated in many countries across the globe. People from different backgrounds, cultures, and religions come together to honour Remembrance Day. We remember the bravery and courage of those who fought in the World Wars on Remembrance Day. But, we also commemorate all those who have served in the army since, and those who are serving in the army today.

## When is Remembrance Day 2025?

Remembrance Day 2025 will take place on Tuesday 11<sup>th</sup> of November. Remembrance Day is celebrated every year on the 11<sup>th</sup> of November. This is because during WW1, the conflict ended "at the eleventh hour of the eleventh day of the eleventh month".

## How is Remembrance Day commemorated in the UK?

From laying Remembrance Day poppy wreaths to watching parades, there are lots of ways that people in Britain commemorate Remembrance Day each year.

One important moment that happens every year on Remembrance Day is a two-minute silence. Held at 11:00 a.m. on the 11 November, the silence takes place across the country.

Colour in  
and  
reflect...

# WE WILL

# REMEMBER THEM





## REMEMBRANCE DAY WORD SEARCH

Lest We Forget

For The Fallen

Medal Commemorate

In Flanders Fields

Chelsea Pensioners

Remember

Remembrance Day

Nineteen Eighteen

Wreath Silence

Bravery Military

Honour Sacrifice

Memorial Heroes

Eleventh Cenotaph

Armistice Day Cemetery

The Last Post

November War

Salute Soldier

Cross Poppy

Bugle Army

T	U	H	T	N	E	V	E	L	E	N	Y	E	F	S	A	C	C	O	T	B	M	S	I
S	D	L	E	I	F	S	R	E	D	N	A	L	F	N	I	S	J	H	P	R	Q	R	Q
F	O	R	T	H	E	F	A	L	L	E	N	S	I	L	E	N	C	E	S	A	T	T	V
W	E	C	I	T	O	S	C	E	K	M	O	L	Z	M	J	M	E	E	C	V	P	X	E
R	M	T	W	M	A	O	A	A	K	V	W	O	A	O	S	P	Y	S	F	E	O	T	E
E	E	X	Y	M	R	A	A	I	W	F	R	O	E	I	M	R	O	N	I	R	P	S	C
A	R	R	E	B	M	E	M	E	R	I	V	D	H	U	R	L	P	Y	L	Y	P	O	I
T	E	D	C	E	M	E	T	E	R	Y	F	R	Y	A	D	O	C	A	A	D	Y	P	F
H	M	L	E	S	T	W	E	F	O	R	G	E	T	I	C	O	M	D	D	C	S	T	I
T	E	W	B	L	N	I	N	E	T	E	E	N	E	I	G	H	T	E	E	N	E	S	R
O	M	A	A	U	C	O	M	M	E	M	O	R	A	T	E	H	C	C	M	O	S	A	C
R	B	R	Y	I	G	G	P	P	S	T	E	U	I	U	A	U	R	I	P	V	E	L	A
E	R	T	F	Y	D	L	Z	I	A	F	Q	Y	A	J	W	C	R	T	C	E	O	E	S
M	A	T	L	O	N	E	E	P	L	N	F	O	R	O	P	U	W	S	S	M	R	H	W
G	N	E	C	X	O	Y	M	R	U	H	C	W	N	A	O	M	C	I	S	B	E	T	A
U	C	X	W	D	A	N	L	F	T	G	W	I	F	N	T	N	Q	M	O	E	H	D	R
L	E	I	I	Y	S	E	P	Z	E	D	I	C	O	X	S	I	W	R	R	R	O	W	A
Y	D	R	J	I	N	K	V	I	Z	V	F	H	S	A	Y	D	L	A	C	Y	B	R	J
U	A	G	E	Y	I	F	M	V	N	H	P	A	T	O	N	E	C	I	E	A	D	O	O
L	Y	C	H	E	L	S	E	A	P	E	N	S	I	O	N	E	R	S	M	F	F	Y	K



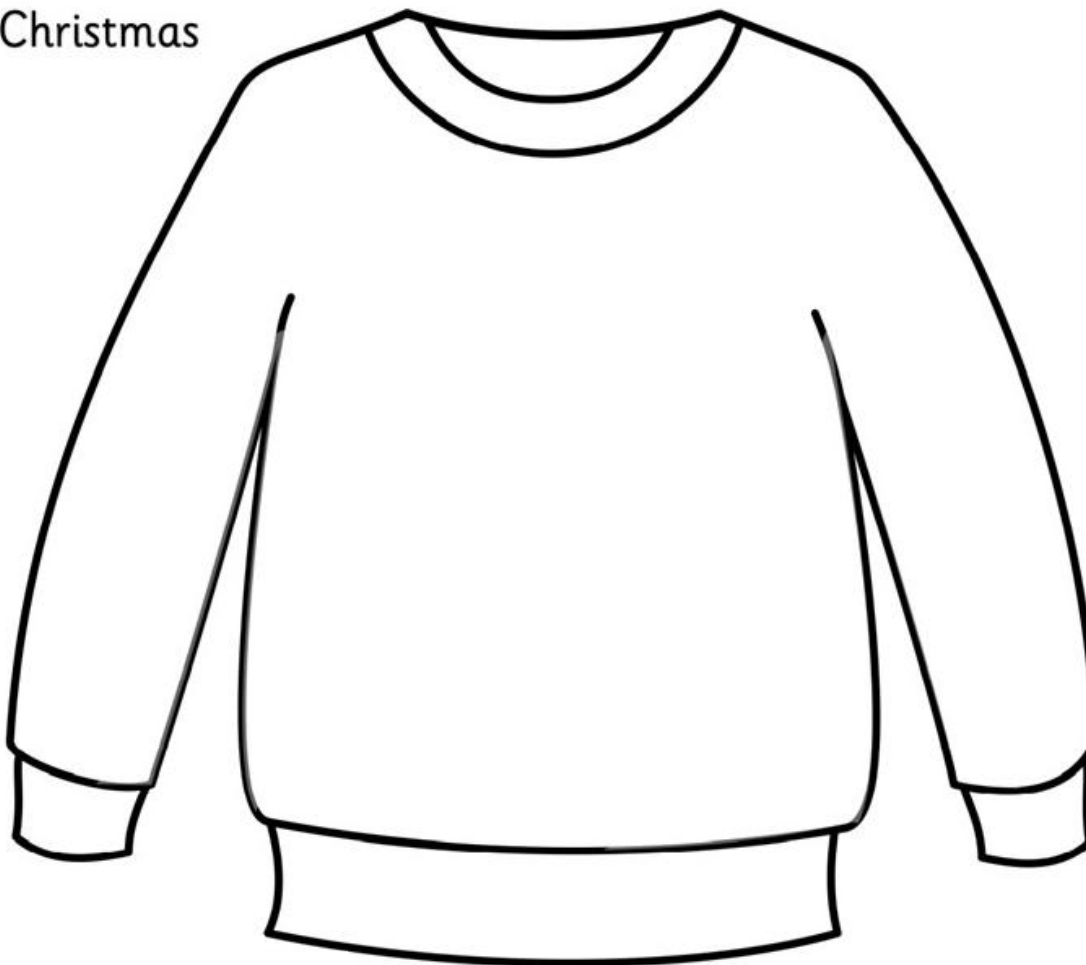
## WHAT IS CHRISTMAS JUMPER DAY?

Christmas Jumper Day is one of Save the Children's biggest annual fundraising events. It's been going since 2012!

Every December we ask schools, workplaces, and community and friend groups to put on a Christmas jumper and donate whatever they can afford. And every year, millions of you join us in making the world better in a sweater.

We'll use the money raised on Christmas Jumper Day to help children in the UK and all around the world stay safe, healthy and learning - and change their future for good.

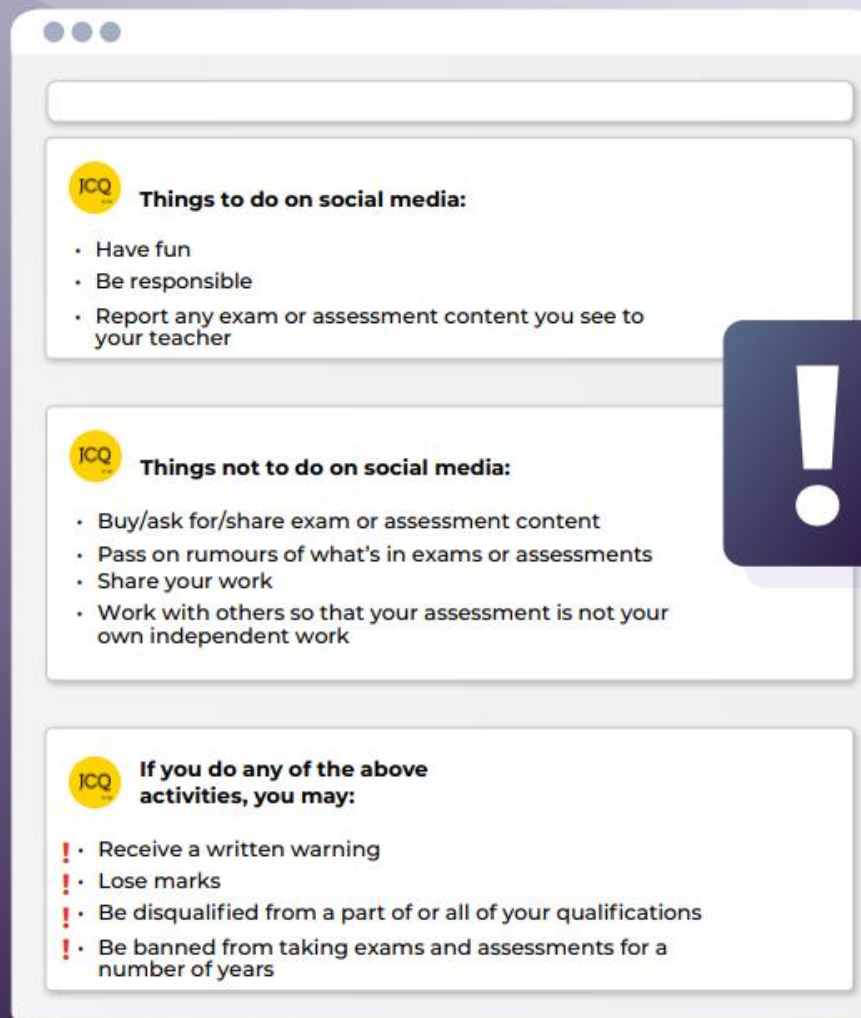
Design a Christmas jumper.





**While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

**If you do any of the above activities, you may:**

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## Information for candidates

### Non-examination assessments

Effective from 1 September 2025

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

## Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

**Don't** think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.**





Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

### Written examinations

With effect from 1 September 2025

**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 exams.
- 4 You must not** take into the exam room any unauthorised material, including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) watches.

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 sanctions and possible disqualification.**

- 5 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You must not** write inappropriate, obscene or offensive material.
- 8** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 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 permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spellcheckers

- 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 its memory;
  - (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 spellchecker 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;
  - (c) you think you have not been given the expected access arrangement(s).
- 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. **Do not** open the question paper until you are told 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 not sure 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.



Joint Council for  
Qualifications CIC

## Information for candidates

### On-screen tests

With effect from 1 September 2025

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

If there is anything you do not understand ask your teacher.

## A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed for that exam.
- 5 You **must not** take into the exam room any unauthorised material including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

**Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.**

- 6 **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 **Do not** borrow anything from another candidate during the on-screen test.

## B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

## C. Calculators, dictionaries and computer spellcheckers

- 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 its memory;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT issues;
  - (d) your access to the on-screen test has not been set up correctly;

(e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.

- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

## E. Advice and assistance

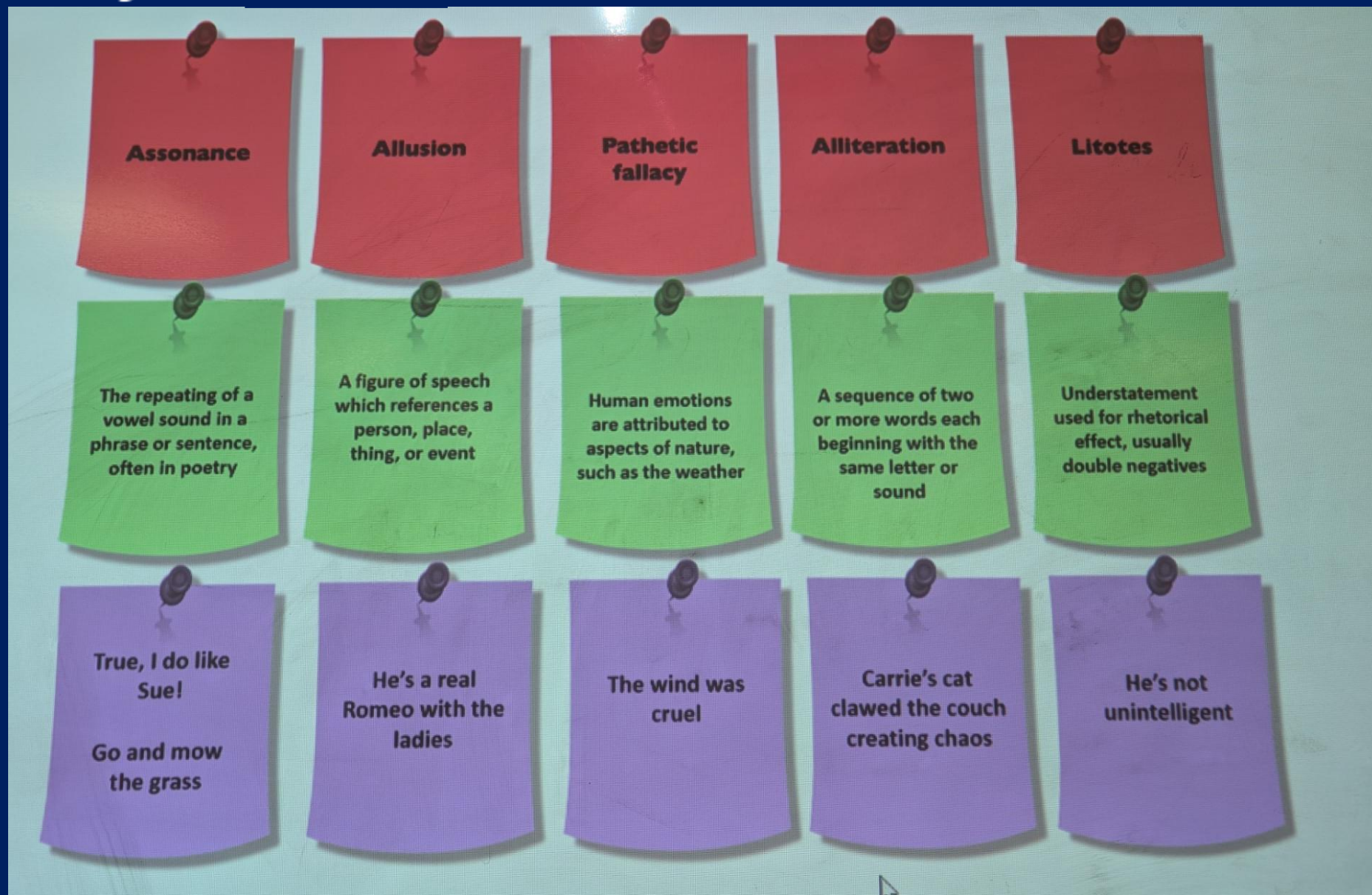
- 1 If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are not sure what you should do;
  - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

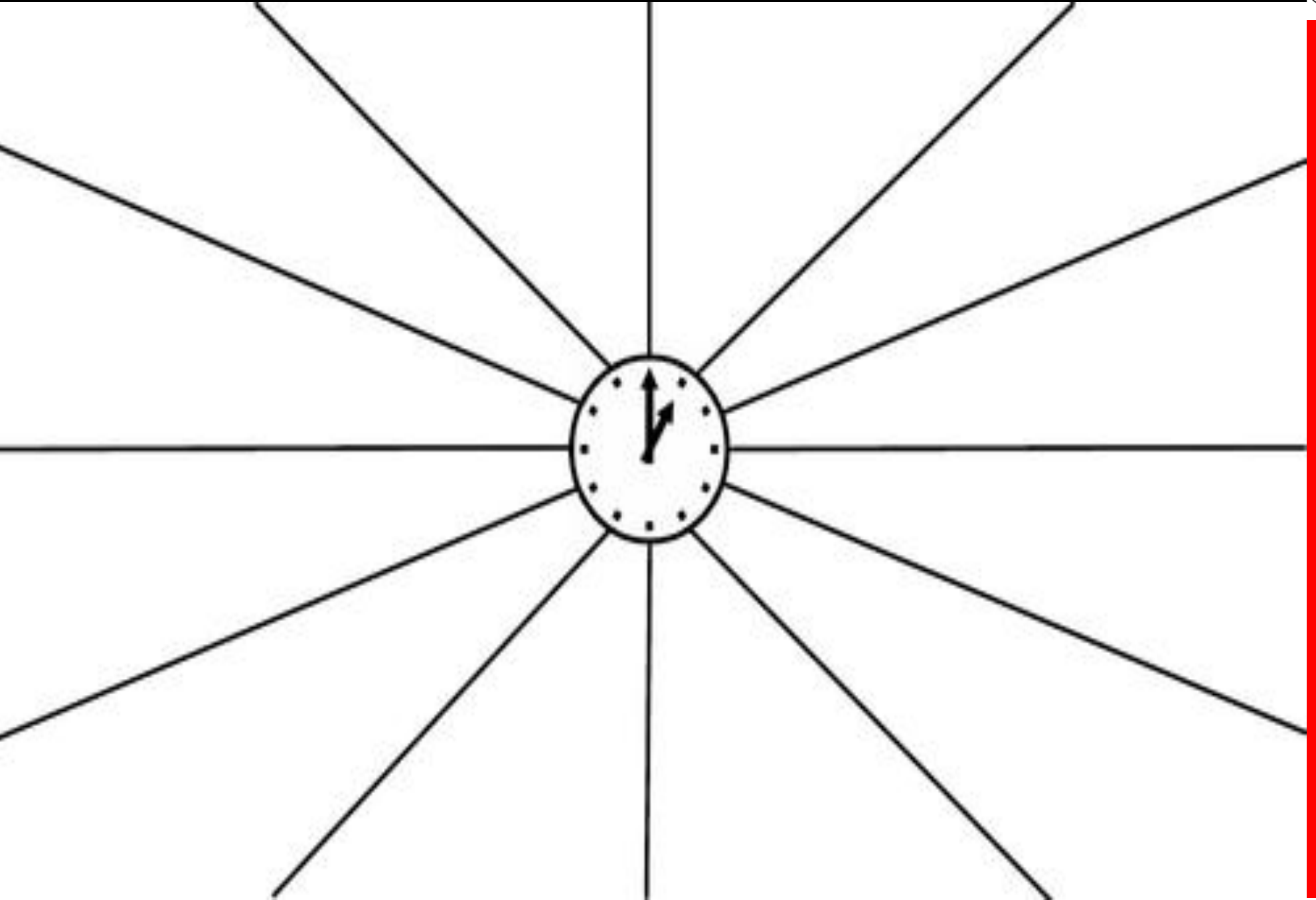
## F. At the end of the on-screen test

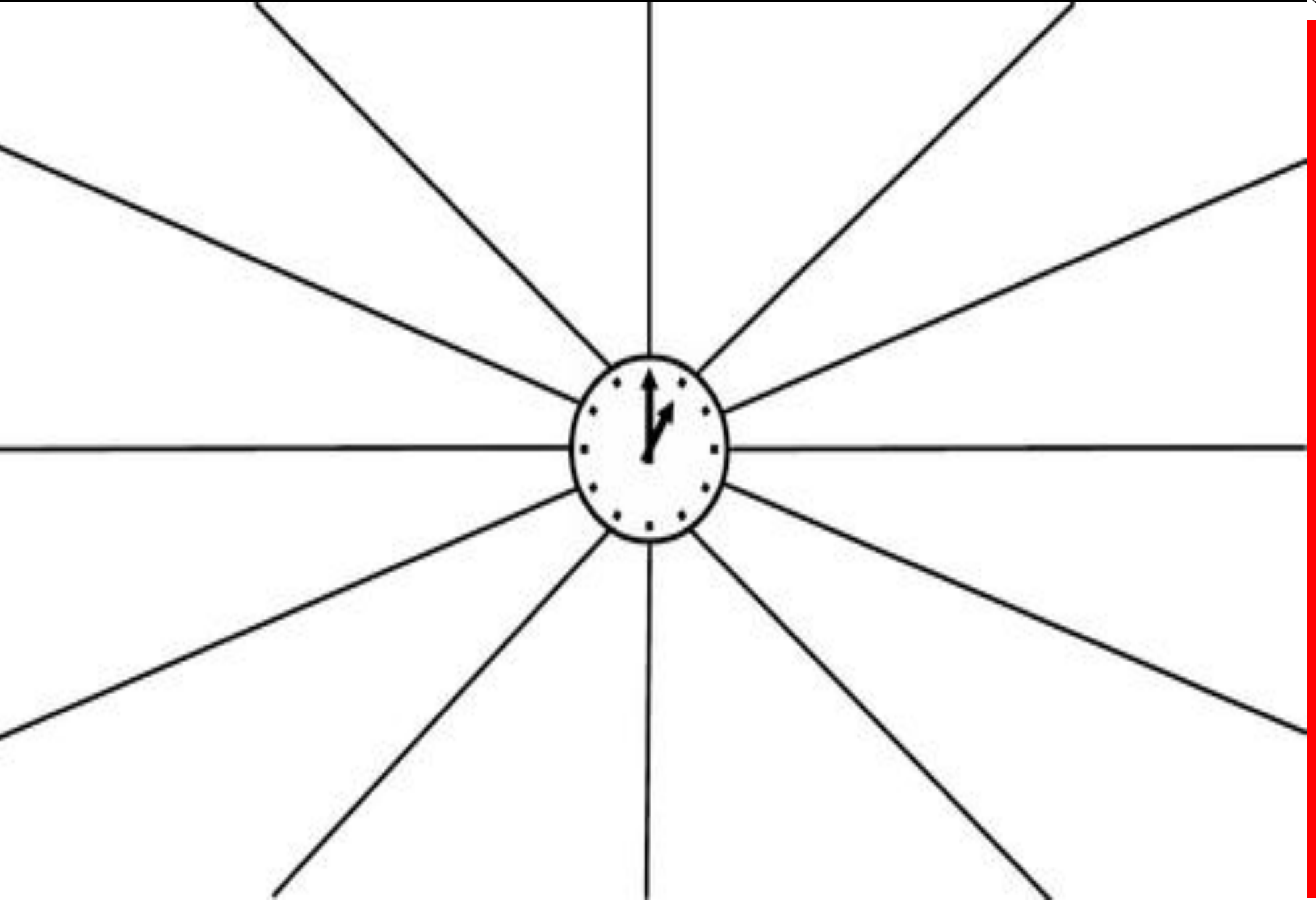
- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



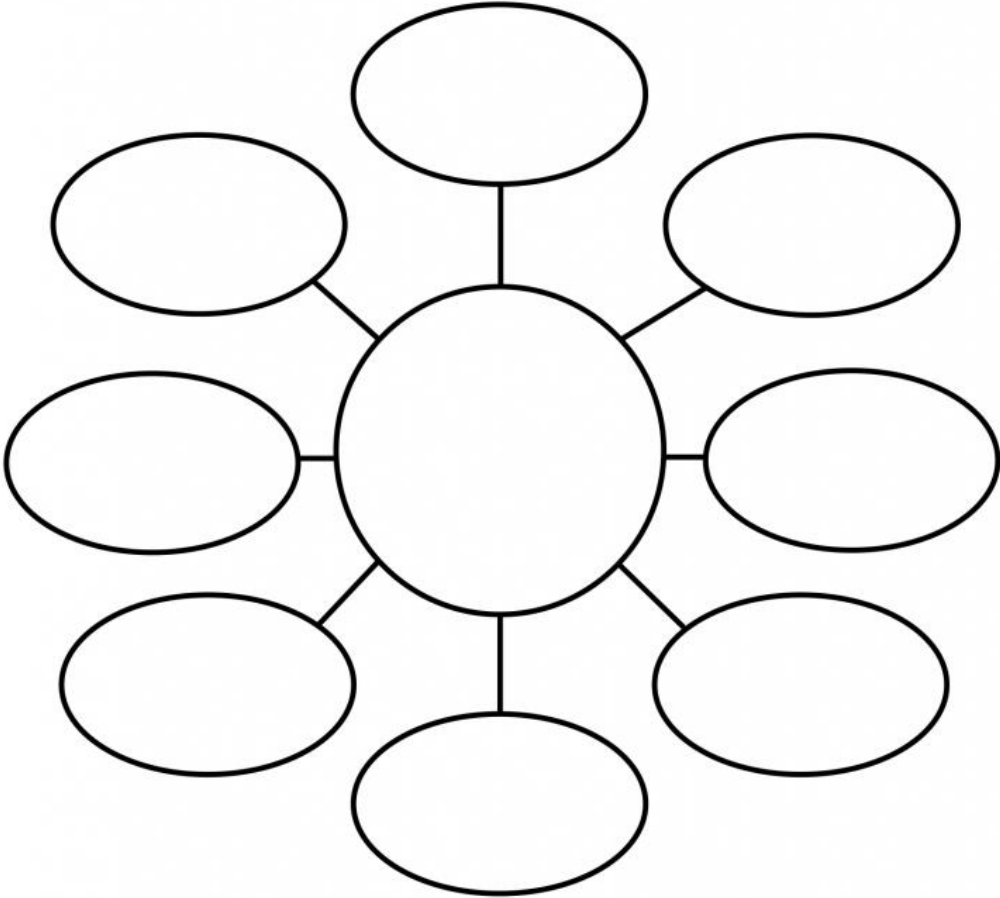
## A revision jigsaw puzzle template...

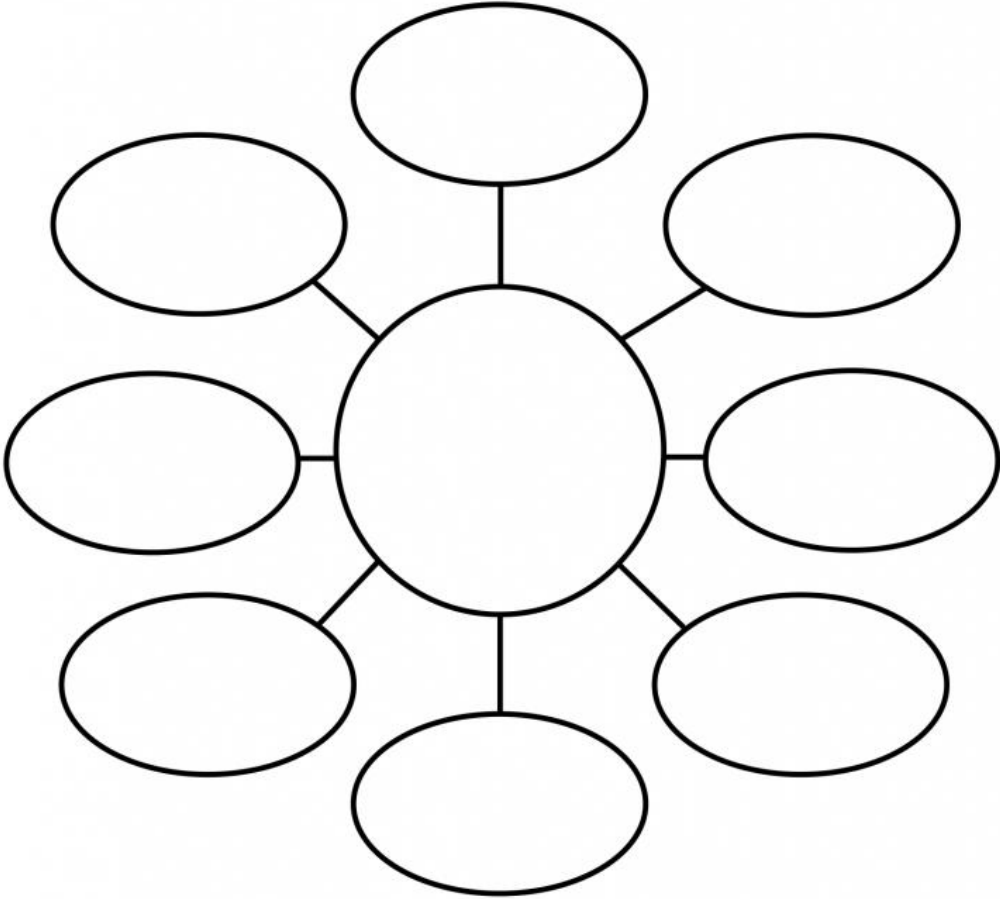












# 100 Colorful Words to Use in Place of "Said"

**Rhyme**  
Rhyming words occur very often in poems, sometimes in patterns.

**Onomatopoeia**  
When a word imitates the sound it makes (e.g. BANG, SPLASH)

**Similes**  
Compares two different things, using the words "like" or "as".

**Rhythm**  
The flow of a poem, often effected by the punctuation and shape of a poem.

**POETIC TECHNIQUES**

**Metaphors**  
Identifies something as being the same as something else.

**Alliterations**  
More than one word beginning with the same letter (close together in text).

**Tone and Pace**  
Have a big impact on rhythm and are effected by punctuation.

**Repetition**  
When words and phrases are repeated multiple times.

**admitted**  
**advised**  
**agreed**  
**assured**  
**avowed**

**began**  
**bragged**  
**chatted**  
**cheered**  
**commented**  
**convinced**  
**crowded**  
**exclaimed**  
**gushed**  
**instructed**

**bawled**  
**complained**  
**confessed**  
**cried**  
**croaked**  
**denied**  
**fretted**  
**gaspd**  
**groaned**  
**gurgled**  
**moaned**  
**mumbled**  
**objected**  
**pleaded**  
**protested**  
**sniffled**  
**sobbed**  
**squeaked**  
**stammered**

**argued**  
**barked**  
**bellowed**  
**boasted**  
**boomed**  
**coughed**  
**demanded**  
**griped**  
**growled**  
**hissed**  
**insisted**  
**interrupted**  
**jeered**  
**ranted**  
**raved**

**added**  
**asked**  
**babbled**  
**bargained**  
**blurted**  
**chortled**  
**clucked**  
**explained**  
**grumbled**  
**gulped**  
**grunted**  
**lied**  
**murmured**  
**mused**  
**muttered**

LITERARY DEVICE	DEFINITION	EXAMPLE
Simile	A comparison using "like" or "as"	Her eyes were like shining stars
Metaphor	A comparison without using "like" or "as"	Life is a journey
Personification	Giving human qualities to non-human things	The wind whispered through the trees
Hyperbole	An exaggeration for emphasis	I've told you a million times
Alliteration	Repetition of the same sound at the beginning of words	Peter Piper picked a peck of pickled peppers
Onomatopoeia	Words that sound like what they mean	Buzz, hiss, sizzle
Irony	A contrast between what is expected and what actually happens	A fire station burning down
Foreshadowing	Hinting at what will happen later in the story	The ominous music in a horror movie
Symbolism	Using objects or actions to represent ideas or qualities	A dove as a symbol of peace
Imagery	Descriptive language that creates a picture in the reader's mind	The sun set over the ocean, painting the sky with shades of orange and pink

## Common Techniques

- D DIRECT ADDRESS
- A ALLITERATION
- F FACT
- O OPINION
- R RHETORICAL QUESTION
- R REPETITION
- E EMOTIVE LANGUAGE
- S STATISTICS
- T THREE (LIST OF)
- I IMPERATIVE

## Transactional Writing

- Letters
- Reviews
- Reports
- Articles





# Conjunctions

## Addition

Further  
Also  
Too  
Besides  
Finally  
Last  
Additionally  
In addition  
Then

## Summary

In short  
In other word  
Anyway  
In brief  
It seems  
Clearly  
In sum  
After all  
In general

## Place

There  
Here  
In the back  
Adjacent to  
Next to  
Nearby  
Beyond  
Opposite to  
At that point

## Example

Such as  
For one thing  
For instance  
For example  
That is  
Specifically  
Illustrated by  
In particular

## Comparison

Equally  
A similar ...  
Likewise  
Similarly  
Comparable  
As with  
Another ... like  
In the same way

## Time

Meanwhile  
Finally  
At last  
Presently  
Currently  
In the past  
In the meantime  
Eventually  
Immediately

# PUNCTUATION

## QUESTION MARK

?

Use at the end of a sentence to express asking a question.

## EXCLAMATION MARK

!

Use at the end of a sentence to express a strong feeling.

## PERIOD

.

Use at the end of a sentence.

## COLON

:

Use to introduce a list or a definition.

## APOSTROPHE

'

Use in contractions and to show when something belongs to someone.

## PARENTHESIS

( )

Use to add extra information to a sentence without taking away from the idea.

## HYPHEN

-

Use to join separate words to make one word.

## SEMICOLON

;

Use to connect subjects and verbs into a single sentence.

## COMMA

,

Use to separate parts in a sentence or in a list.

## QUOTATIONS

" "

Use around words that are spoken.

## ELLIPSIS

...

Use to show suspense or that someone is thinking.

**THERE** →

(Refers to a place)  
He went in the door over there.

**THEIR** ↑

(Shows ownership)  
Their cat is the sweetest.

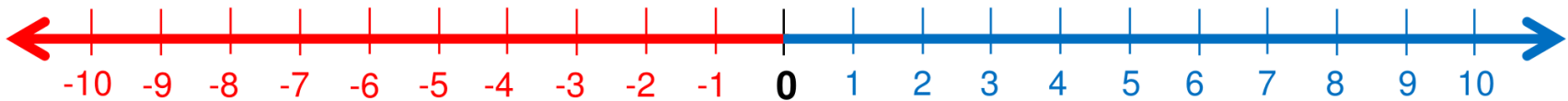
**THEY'RE**

(A contraction for "they are")  
They're going to the movies.

## Verbs to sharpen your analysis

THIS SHOWS	THIS SUGGESTS	THIS HIGHLIGHTS	THIS INTERESTS
Demonstrates Reveals Exposes Discloses Uncovers Encapsulates Proves Validates Exhibits Establishes Denotes Displays Flaunts Showcases Presents	Implies Infers Hints at Signifies Connotes Denotes Insinuates Intimates Advocates Poses Conjures Symbolises Points towards Indicates Alludes to	Emphasises Stresses Reinforces Spotlights Underlines Accentuates Underscores Foreshadows Exaggerates Reiterates Magnifies Zeroes in on Promotes Publicises Pinpoints	Fascinates Amuses Satisfies Terrifies Enthrals Enthuses Stimulates Galvanises Animates Rouses Stirs Placates Provokes Deceives Astonishes





## Multiplication Table Grid 1-12

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Date	KO*	WB*	Case*	Date	KO*	WB*	Case*
3/11				1/12			
4/11				2/12			
5/11				3/12			
6/11				4/12			
7/11				5/12			
10/11				8/12			
11/11				9/12			
12/11				10/12			
13/11				11/12			
14/11				12/12			
17/11				15/12			
18/11				16/12			
19/11				17/12			
20/11				18/12			
21/11				19/12			
24/11							
25/11							
26/11							
27/11							
28/11							

\*Knowledge Organiser \* Whiteboard \* Pencil Case

**RUBBER**

You should also have:

- Reading book
- Calculator
- Headphones
- Protractor
- Sharpener
- Compass
- (no scissors)



**PENCIL**

**WHITEBOARD PEN**

**GREEN PEN**

**BLACK PEN**

You should also have when needed:

- Ingredients

- PE kit

- Completed homework

**RULER**

**You can borrow core items without penalty between 8.30-8.45am before passing your Head of Year**