

# Maidenhill School

# Knowledge Organiser

Year 11 – Term 5



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

Name:

Tutor: 11

# Planner



Week 1	Notes	Afterschool revision
Monday 13 <sup>th</sup> April		
Tuesday 14 <sup>th</sup> April		Art
Wednesday 15 <sup>th</sup> April		French History
Thursday 16 <sup>th</sup> April	French Speaking exam	Comp Sci
Friday 17 <sup>th</sup> April	French Speaking exam	GCSE PE
Week 2	Notes	Afterschool revision
Monday 20 <sup>th</sup> April		English
Tuesday 21 <sup>st</sup> April	PE moderation	Art Food, DT
Wednesday 22 <sup>nd</sup> April		Maths Stats
Thursday 23 <sup>rd</sup> April		
Friday 24 <sup>th</sup> April	Art exam	RS

Week 1	Notes	Afterschool revision
Monday 27 <sup>th</sup> April	Art exam	
Tuesday 28 <sup>th</sup> April		History
Wednesday 29 <sup>th</sup> April	Photography exam	Music French
Thursday 30 <sup>th</sup> April	Photography exam	
Friday 1 <sup>st</sup> May	P3 T&T Booster session in Hu5 1pm T&T exam	GCSE PE
Week 2	Notes	Afterschool revision
Monday 4 <sup>th</sup> May	INSET	
Tuesday 5 <sup>th</sup> May	P3/4 Entry Level Booster session in LS 1.30pm Entry Level English exam	
Wednesday 6 <sup>th</sup> May		Maths Stats
Thursday 7 <sup>th</sup> May		Science Bus St
Friday 8 <sup>th</sup> May		Eng Lit

# Planner



Week 1	Exams	Notes	Afterschool revision
Monday 11 <sup>th</sup> May	8.45am English Lit 1 exam 1pm Business Studies 1 exam	P3 Business Studies Booster session in E4	Biology RS
Tuesday 12 <sup>th</sup> May	8.45am RS 1 exam 1pm Biology 1 exam	P3 Biology Booster session in TBC	Geog Comp Sci
Wednesday 13 <sup>th</sup> May	9am Geography 1 exam 1pm Computer Science 1 exam	P3 Computer Science Booster session in E4	Maths
Thursday 14 <sup>th</sup> May	9am Maths 1 (Non-calculator)		History
Friday 15 <sup>th</sup> May	9am History 1 exam		Chemistry
Week 2	Exams	Notes	Afterschool revision
Monday 18 <sup>th</sup> May	9am Chemistry 1 exam		Eng Lit Comp Sci
Tuesday 19 <sup>th</sup> May	8.45am English Lit 2 exam 1pm Computer Science 2 exam	P3 Computer Science Booster session in TBC	French RS
Wednesday 20 <sup>th</sup> May	9am French Listening exam 1.30pm RS 2 exam	P3 RS Booster session in Hu1	Eng Lang
Thursday 21 <sup>st</sup> May	9am English Lang 1 exam 1pm Business Studies 2 exam	P3 Business Studies Booster session in CR3	GCSE PE
Friday 22 <sup>nd</sup> May	9am GCSE PE 1 exam		

# 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

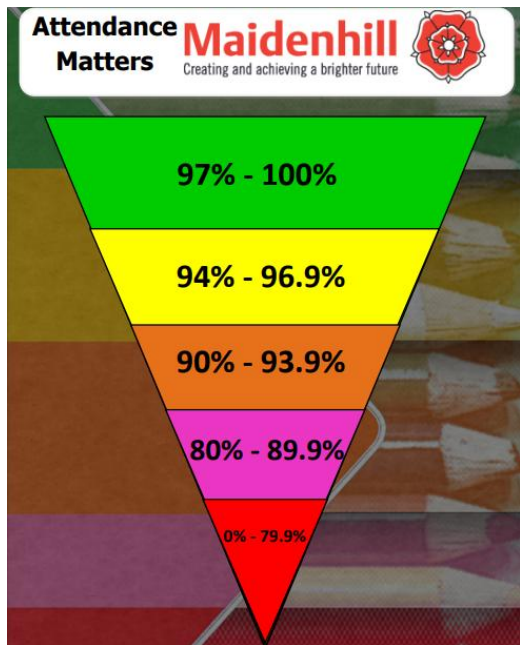
Date and time	Reason	Staff signature

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								

# 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

- ❖ **NO JEWELLERY**
- ❖ Red Maidenhill PE polo shirt
- ❖ Red Maidenhill hooded jumper
- ❖ Optional Rugby shirt
- ❖ Options for the lower half:
  - Plain black shorts with less than 5cm logos
  - Black tracksuit bottoms with less than 5cm 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
- 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](http://thinkyouknow.co.uk)’ for essential and excellent advice on using the internet safely outside of school.





# Behaviour for Learning

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:

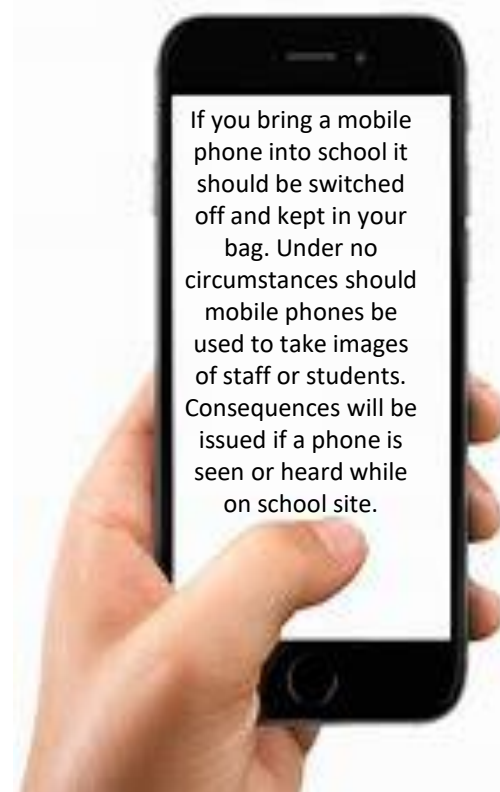
- In possession, under the influence of or dealing in illegal drugs. This also extends to alcohol and other toxic substances
- Serious physical or verbal aggression towards others
- Serious rudeness, defiance, threatening behaviour or inappropriate language towards a member of the school staff
- Anti-social 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

# Term Time Revision Timetable



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY	SUNDAY

Term Time Revision Timetable

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Term Time Revision Timetable



Please take some time to read this information carefully, preferably students and parents together. If you have any queries, make sure you ask one of us, your year leader, your tutor or your subject teacher if it is a query about a specific subject.

## Key Exam Staff and Contacts

Exams Officer	Mrs I Ethelston	<a href="mailto:ie@maidenhill.gloucs.sch.uk">ie@maidenhill.gloucs.sch.uk</a>
Deputy Headteacher	Mr A Rome	<a href="mailto:arome@maidenhill.gloucs.sch.uk">arome@maidenhill.gloucs.sch.uk</a>
Assistant Headteacher	Miss S Martin	<a href="mailto:smartin@maidenhill.gloucs.sch.uk">smartin@maidenhill.gloucs.sch.uk</a>
Head of Year 11	Mr J Testar	<a href="mailto:jtestar@maidenhill.gloucs.sch.uk">jtestar@maidenhill.gloucs.sch.uk</a>
SENDCO	Mrs L Gough	<a href="mailto:lgough@maidenhill.gloucs.sch.uk">lgough@maidenhill.gloucs.sch.uk</a>
Attendance Officer	Mrs J Ind	<a href="mailto:jind@maidenhill.gloucs.sch.uk">jind@maidenhill.gloucs.sch.uk</a>

Please remember that we are all here to help you during this very important time should you or your parents / carers have any questions or need any further help or advice at any time before, during or after the exams.



## Individual Exam Timetable

All candidates will receive an individual exam timetable, indicating the subjects they have been entered for. Please check that these are correct. Most subjects only have one tier of entry. For French, Science, Statistics and Mathematics, check whether you have been entered for the correct tier; foundation or higher tier. Speak to your teacher and the exams team if you think a mistake has been made.

## Candidate Name

Candidates are entered under the name format of surname and forename, e.g. Smith, Adam. Please note that your legal name is used, not your preferred name. Legal names and surnames must also be used on your exam scripts and will be used on your exam certificate.

## Contact Numbers

Please check that the school has up to date contact numbers for your parents/carers, so that we can get hold of you and them during the exam series, if necessary.

## Exam dates

Scheduled exams will appear on individual candidate timetables, on the exams notice board and on Class Charts with details of the date, time and duration of every exam.

Check this carefully and make sure that you know the dates and times of all your exams. It is your responsibility to know when your exams are taking place. The first written exam is BTEC Travel and Tourism on **Friday, 1<sup>st</sup> May 2026**. The last scheduled exam to take place at Maidenhill is GCSE Physics on **Monday 15<sup>th</sup> June 2026**.

## JCQ National Contingency Days

JCQ have exam national contingency dates. Candidates should, therefore, **remain available** up to and including **Wednesday 24th June 2026**, should exams need to be rescheduled for any reason. This is not for if you miss an exam, this is if there is a local or national emergency.



## Exam Clashes

Sometimes the exam boards schedule more than one subject exam at the same time. If you have an exam timetable clash, you will receive a letter from the exams team, detailing the arrangements that have been made to accommodate the clash. Candidates normally sit one paper, followed by a supervised break. During this time, no communication with other candidates or access to mobile phones etc. is allowed. This is followed by the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon, as you will have to remain in isolation until all exams are completed.

## Taking care of yourself

Get a good night's sleep before each exam and do not get up late on the day of an exam- set your alarm. Make sure you have breakfast and leave plenty of time to get to school. Make sure you go to the toilet before each exam; some are 2 hours long. If you find an exam difficult, try not to worry about this and instead just focus on the next day's exams.

Exam Dat.	Exam Board	Qualific	ExamCode	Subject	Title	Exam 1	Exam Durat
01/05/2026	Pearson	BTEC Te	BT103/01	Travel and Tourism	Influences on Global Travel and Tourism	PM	2h
08/05/2026	WJEC	GCSE	C630U30-1	Drama	Drama Component 3 (Eduqas)	PM	1h 30m
11/05/2026	WJEC	GCSE	C720U10-1	English Literature	English Literature Component 1 (Eduqas)	AM	2h 00m
	Pearson		IBS0 01	Business	Paper 1: Investigating Small Business	PM	1h 45m
12/05/2026	WJEC	GCSE	C120U10-1	Religious Studies	Religious Studies (Full Course) Route A Component 1 (Ed	AM	2h 00m
	AQA		8464H/1F and 1H	Biology	Biology Paper 1 (both tiers)	PM	1h 45m
			8464B/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 1 (both tiers)		1h 15m
13/05/2026	WJEC	GCSE	C12U10-1	Geography	Geography B Component 1 (Eduqas)	AM	1h 45m
			C500U10-1	Computer Science	Computer Science Component 1 (Eduqas)	PM	1h 45m
14/05/2026	Pearson	GCSE	1MA11F	Mathematics	Paper 1 (Non-Calculator) Foundation Tier	AM	1h 30m
			1MA11H		Paper 1 (Non-Calculator) Higher Tier		1h 30m
15/05/2026	Pearson	GCSE	1H10 10-13	History	Paper 1: Thematic study and historic environment	AM	1h 20m
18/05/2026	AQA	GCSE	8462H/1F and 1H	Chemistry	Chemistry Paper 1 (both tiers)	AM	1h 45m
			8464C/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)		1h 15m
19/05/2026	WJEC	GCSE	C720U20-1	English Literature	English Literature Component 2 (Eduqas)	AM	2h 30m
			C500U20-1	Computer Science	Computer Science Component 2 (On screen) (Eduqas)	PM	2h 00m
20/05/2026	Pearson	GCSE	1FR12F	French	Paper 2: Listening and understanding in French Foundation	AM	0h 45m
			1FR12H		Paper 2: Listening and understanding in French Higher Tier		1h 00m
	WJEC		C120U20-1	Religious Studies	Religious Studies (Full Course) Route A Component 2 (Ed	PM	1h 00m
21/05/2026	WJEC	GCSE	C700U10-1	English Language	English Language Component 1 (Eduqas)	AM	1h 45m
	Pearson		IBS0 02	Business	Paper 2: Building a Business	PM	1h 45m
22/05/2026	AQA	GCSE	8582H	Physical Education	Physical Education Paper 1	AM	1h 15m
01/06/2026	AQA	GCSE	8582I	Physical Education	Physical Education Paper 2	AM	1h 15m
	WJEC		C120U30-70-1	Religious Studies	Religious Studies (Full Course) Route A Component 3 (Op	PM	1h 00m
02/06/2026	AQA	GCSE	8464H/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 1 (both tiers)	AM	1h 15m
			8463H/1F and 1H	Physics	Physics Paper 1 (both tiers)		1h 45m
	Pearson		1ST0 1H	Statistics	Paper 1 Higher Tier	PM	1h 30m
03/06/2026	Pearson	GCSE	1MA12F	Mathematics	Paper 2 (Calculator) Foundation Tier	AM	1h 30m
			1MA12H		Paper 2 (Calculator) Higher Tier		1h 30m
	WJEC		C12U20-1	Geography	Geography B Component 2 (Eduqas)	PM	1h 30m
	Cambridge		R032/01	Health and Social Care	Principles of care in health and social care settings: Written Paper		1h 15m
04/06/2026	Pearson	GCSE	1H10 2A-2W	History	Paper 2: Period study & British depth study	AM	1h 50m
			1FR1 3F	French	Paper 3: Reading and understanding in French Foundation	PM	0h 45m
			1FR1 3H		Paper 3: Reading and understanding in French Higher Tier		1h 00m
05/06/2026	WJEC	GCSE	C700U20-1	English Language	English Language Component 2 (Eduqas)	AM	2h 00m
			C660U30-1	Music	Music Component 3 (Eduqas)	PM	1h 15m approx
08/06/2026	AQA	GCSE	8461I/2F and 2H	Biology	Biology Paper 2 (both tiers)	AM	1h 45m
			8464B/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 2 (both tiers)		1h 15m
	Cambridge		R093/01	Creative iMedia	Creative iMedia in the media industry: Written Paper		1h 30m
	Pearson	GCSE	1FR1 4F	French	Paper 4: Writing in French Foundation Tier	PM	1h 15m
			1FR1 4H		Paper 4: Writing in French Higher Tier		1h 20m
09/06/2026	Pearson	GCSE	1H10 30-33	History	Paper 3: Modern depth study	PM	1h 30m
10/06/2026	Pearson	GCSE	1MA1 3F	Mathematics	Paper 3 (Calculator) Foundation Tier	AM	1h 30m
			1MA1 3H		Paper 3 (Calculator) Higher Tier		1h 30m
	AQA		8552W	Design and Technology	Design & Technology	PM	2h
11/06/2026	WJEC	GCSE	C12U30-1	Geography	Geography B Component 3 (Eduqas)	AM	1h 30m
	AQA		8585W	Food preparation and nutritio	Food preparation and nutrition	PM	1h 45m
12/06/2026	AQA	GCSE	8462I/2F and 2H	Chemistry	Chemistry Paper 2 (both tiers)	AM	1h 45m
			8464C/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)		1h 15m
			8236W	Dance	Dance	PM	1h 30m
	Pearson		1ST0 2H	Statistics	Paper 2 Higher Tier		1h 30m
15/06/2026	AQA	GCSE	8464H/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 2 (both tiers)	AM	1h 15m
			8463I/2F and 2H	Physics	Physics Paper 2 (both tiers)		1h 45m

**CONTINGENCY DAY**



**Exam Timetable Summer 2026**



## 1. Who makes the rules for the GCSE exams?

Public exams must be run according to JCQ Regulations. The school must report any breach of the regulations to the exam awarding body. A copy of the JCQ regulations can be found in this booklet.

You have been made aware of these regulations in assemblies. Check these again carefully.

## 2. What time do the exams start?

Candidates must check their own timetable and arrive at school on the correct day and time for each exam. You should arrive to the Sports Hall (or other allocated room) no later than **8.45am** for a morning exam and **12.45pm** for an afternoon exam. Morning exams start promptly at **9.00am** and afternoon exams at **1.00pm** unless otherwise stated on your timetable.

## 3. Where do candidates line up before the exams?

You should wait in front of the Sports Hall (or other allocated room) until your row is called.

Make sure that you know where you are seated by checking the seating plan displayed on the window of the Sports Hall or the Exams notice board.

Ask staff for help if you cannot find your name or candidate number.

## 4. What do candidates wear when sitting exams?

Full school uniform must be worn by all candidates attending school for exams. This can be PE kit if preferred.

## 5. What equipment do candidates need to bring to each exam?

- You must either use a clear, colourless pencil case or a clear plastic bag for your pens, pencils etc. Pens should be **black** ballpoint. Bring at least two to every exam.
- No Tippex, correction pens or gel pens are allowed. Do not use a highlighter on your exam answer booklet. (You can on the question paper to annotate if this helps you.)
- All calculators must conform to the exam regulations. If in doubt, check with your maths teacher. Remove any covers or instructions and leave these in your bags. Make sure batteries are new. You cannot borrow equipment from other candidates during the exam.

## 6. What are candidates not allowed to bring into the exam room?

- No unauthorised materials or notes are allowed in the exam room. (This includes writing on hands and arms.)
- You cannot wear a watch.
- Any bags or coats must be left at the back of the room.
- No mobile phones, electronic devices or ear pods are allowed. Phones must be **switched off** and in bags before taking your seat.



## 7. Why can't I have my mobile phone on or near me in the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, air pods, electronic glasses, data watches) is regarded as **malpractice/cheating** and is subject to severe penalty from the awarding bodies.

Even if your **phone** is found on you but is **switched off**, you will be **disqualified** for that specific paper. If it is found to be switched on, you are likely to be **disqualified** for **all papers** for that subject. If found in possession of a mobile phone or other electronic device, the school has to report you to the awarding body, as this is malpractice.



## 8. Can I still have my phone to monitor my glucose levels?

Yes, but you must discuss this with the Exams Officer and Head of Year prior to the exams. During the exam you must switch your phone off and hand it to the designated invigilator. You are responsible for collecting it at the end of the exam.

## 9. Can candidates take food and drink into the exam room?

- No food is allowed in the exam rooms. If you have a cough, you may bring in unwrapped cough sweets in a clear bag but please alert one of the invigilators.
- You may take a bottle of still water into the exam room. The bottle must be clear, with no label or writing on the outside.

## 10. Where are personal belongings kept during the exams?

Bags or coats are placed at the back of the Sports Hall/room in the allocated area. We recommend that valuables such as your mobile phone are left at home on the day of your exams.

## 11. Where do I sit in the exam?

Students are mostly seated in candidate number order. The exams team will assist with seating if you are unsure. You will find that each desk allocated has a label with the candidate name and candidate number on it. A seating plan for the exam room is available for each exam, showing where each candidate is seated.

## 12. Who supervises candidates in the exam hall?

- The school employs external invigilators to conduct exams. **They must follow the JCQ regulations and uphold the integrity of the external exams process.** Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Students who are **disruptive, communicate with others, distract other students, or behave in an unacceptable manner** will be removed from the exam room.
- If you disrupt an exam, this will be dealt with in line with **JCQ Regulations and the Malpractice Procedure.**
- Invigilators will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out additional answer booklets if required and deal with any issues that occur during the exam.
- Invigilators **cannot discuss the exam paper** with you or explain the questions.



## 13. Can candidates start writing straight away when they sit down?

**No** - do not open the exam paper until you are told to do so.

Do not start writing until you are told to do so by the invigilator. Listen carefully to the instructions and notices read out by the invigilator – there may be an amendment to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry.

## 14. What do I do if I have the wrong exam paper?

If you think you have the wrong paper, put your hand up and ask the invigilator to check.

## 15. What do I do if I forget my candidate number or the centre number?

Your candidate number is displayed on the desk sheet on your desk.

For each exam, the centre number and actual start and finishing times are displayed in the room.

## 16. Can I go to the toilet during the exam?

- Make sure you go to the toilet **before** the exam.
- If it is absolutely necessary, put your hand up to speak to an invigilator. You will be escorted by an invigilator and asked to turn out your pockets, remove your blazer and **will not** be allowed any extra time. A log is kept of all students who go to the toilet during an exam.

## 17. Can I leave the exam early if I have finished?

You will not be allowed to leave an exam room early. We are bound by rules from JCQ. If you have finished the paper use any time remaining to check over your answers and to ensure you have completed your details correctly. Do not distract others.

## 18. What happens at the end of the exam?

- Make sure you read all instructions carefully and number your answers clearly. When the time is up, you will be told to stop writing. You must stop when asked to.
- If you have used more than one answer book or loose sheets of paper, make sure that your **name and candidate number** are on each **booklet/loose sheet** and then slot these inside your main answer booklet.
- The invigilators will collect your exam papers before you leave the room. **You can only leave when you are dismissed by the invigilation team.** They will do this row by row. **Remember you are still under exam conditions and must remain silent until you have left the exam hall.**

## 19. Can candidates take the exam paper out of the exam room?

You are not allowed to take away any exam papers or rough notes when you leave the room.



## 20. What happens if the fire alarm goes off during the exam?

- If the fire alarm goes off, do not panic. The Lead Invigilator will stop the exam and note the time. You will be asked to close your exam paper. You will stay under exam conditions at all times and follow the invigilators' instructions. The room is evacuated as per the Lead Invigilator's instruction, via the fire exit. You will be escorted to field at the back of the Sports Hall, away from the rest of the students. You must remain quiet and in the order of your seating plan at all times.
- If you are in a small exam room, you will follow the same procedure but will line up separately behind the Sports Hall.
- When the all-clear is given, you will be escorted back into the exam room. The exam will then commence again, ensuring that you are given the time lost during the evacuation procedure. The school will inform the exam board of interruption to the exam.

## 21. What if I feel ill during the exam?

If you feel ill, put your hand up and speak to an invigilator. They are there to support you. Please do not put your head on the table when you have finished the exam; the invigilators need to know if you are unwell.

## 22. What happens if I am too ill to come to school and sit the exam?

- If you experience difficulties during the exam period (e.g. illness or injury) you must inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special considerations for absence from any part of an exam. In all cases where an application is to be made for special consideration, it is essential that **medical or other appropriate evidence is obtained on the day** by the candidate or parent/carer and given to the Exam Officer without delay. A *self-certification form (JCQ/Form 14)* should be downloaded and completed and sent to [ie@maidenhill.gloucs.sch.uk](mailto:ie@maidenhill.gloucs.sch.uk).
- For the award of a grade by special consideration, where a student misses' part of an exam through illness or personal misfortune, a minimum of 15% of the exam (including controlled assessment) must be completed.

## 23. What is Special Consideration?

Special Consideration is an adjustment made by the Exam Board to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is provided to the school. Candidates will only be eligible for Special Consideration if they have been fully prepared and have **covered the whole course**, but performance in the exam or in the coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be serious illness, accident or injury, bereavement, or a domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide compelling evidence to support such an application<sup>23</sup>



## 24. If I am late, can I still sit the exam?

- Call the school (01453 822469) to say you are going to be late. Ask for the message to be given to the Exams Officer or Head of Year. Get to school as quickly as possible and report to reception who will then contact the Exams team. *Provided you are not more than 1 hour late, it may still be possible for you to sit the exam.* Do not enter an exam room without permission after an exam has begun. Hand over your mobile phone and check that you do not have any prohibited items on you before you enter the exam hall. Make sure that you speak to the Lead Invigilator after the exams so that all paperwork can be completed for the Exam Board.
- It may not be possible to allow you **any extra time if you start the exam late**. Where starting the exam more than 1 hour after the published starting time, the school must inform the exam board and it is likely that the Exam Board will decide not to accept your paper.
- *Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.*

## 25. If I miss the exam, can I take it on another day?

No. Timetables are regulated by the exam boards, and you must attend on the given date and time.





## 1. When are GCSE results issued?

GCSE results will be available for collection on **Thursday 20<sup>th</sup> August 2026** from 10.00 until 12.00 via the main Hall.

If you would like your results posted to you, please supply a first class stamped, self-addressed envelope to the exams team.

Your results will then be posted on Friday, 21<sup>st</sup> August 2026.

Please note we do not email results to students.

## 2. Can my parents collect my GCSE results for me?

If you wish any other person (including family members) to collect your results on your behalf, you must give written authorisation to the school **before** results day. They will need to bring photographic ID when they collect your results for you.

## 3. Post Results Services

If you did not get the grade you were expecting, it may be possible to request a review of marking, depending on how close you are to the next grade boundary. You may wish to seek the advice of the relevant subject leader to help you decide. Marks can go up or down or stay the same. A review of results is also costly, as reviews are for each exam paper, not the overall exam.

Members of staff will be on hand on results day to advise you what course of action to take. Further information will follow about this when you receive your results in August.

## 4. When are GCSE Exam Certificates issued?

All GCSE certificates are expected to have been received by the school by the end of November. Arrangements for collection of certificates will be communicated nearer the time.

Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Your certificates can be sent by post. Please hand in an A4 envelope and £1 to cover the cost of sending them by registered post.

## 5. What happens if I lose my GCSE certificate in the future?

Maidenhill School is only obliged to keep unclaimed GCSE certificates for a period of one year after their issue. If candidates do not collect their certificates within three years of their issue, the school will dispose of them securely. Thereafter, certificates can only be replaced by direct application to the appropriate exam boards. This will require proof of identity (such as a birth certificate) and a substantial fee exam board (approximately £50 per certificate). You are, therefore, urged to collect your certificates on the presentation evening, or as soon as possible thereafter and to keep them safely.



## Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).



## **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

## **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Date	KO*	WB*	TT*	Date	KO*	WB*	TT*
13/4				4/5	IN	S	ET
14/4				5/5			
15/4				6/5			
16/4				7/5			
17/4				8/5			
20/4				11/5			
21/4				12/5			
22/4				13/5			
23/4				14/5			
24/4				15/5			
27/4				18/5			
28/4				19/5			
29/4				20/5			
30/4				21/5			
1/5				22/5			

You should also have:

- Pencil case
- Reading book
- Calculator
- Headphones
- Plastic wallet
- Protractor
- Sharpener
- Compass
- (no scissors)



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<sup>28</sup>

**RUBBER**

**PENCIL**

**WHITEBOARD PEN**

**GREEN PEN**

**BLACK PEN**

\* Knowledge Organiser

\* Whiteboard

\* Timetable