



KS4 EXAM GUIDE 2024

Dear Students and Parents

This booklet aims to help you through the examination period. It contains some important information and should be kept in a safe place. Please take some time to read it carefully, preferably together. If you have any queries, make sure you ask one of us, your learning community leader, your tutor or your subject teacher if it is a query about a specific subject.



Mr A Rome

Deputy Head Teacher

Mrs J Ethelston

Examinations Officer

Exam Attendance

- **You should have already been given your personalised timetable which you must follow carefully. If not, see your tutor.**
- Make sure you know the dates and times of your exams – **if you miss an exam, it cannot be rearranged**
- Seating plans for each exam will be displayed outside the Exam Office (opposite the staffroom) and outside each exam room. Seat numbers are on your individual timetable - check where you are sitting in advance to ensure a prompt start.
- Desk cards on desks will have student names and exam candidate numbers.
- Morning exams USUALLY start at **9.00am** and afternoon exams USUALLY start at **1.00 pm** unless otherwise stated.
- You must be outside your examination room **10 minutes prior to the start** of the exam.
- It is entirely your responsibility to get yourself to the exam room at the correct time.
- It is entirely your responsibility to ensure that you have all the necessary equipment for an exam. Calculators are particularly important for some exams. Borrowing a different calculator will put you at a serious disadvantage as you may not know how to use the functions on the version you are given.
- You must attend school in **NORMAL SCHOOL UNIFORM** – this includes no extra earrings or piercings, no hoodies, no trainers etc.
- You must not communicate with other students in any way once inside the exam room. This includes non-verbal communication too.



Key Messages for Parents

- Please ensure you **telephone the school immediately** (01453 822469) if your child is unavoidably prevented from attending any examination or will be arriving late. Extra time is not always given to late comers.
- **Students who do not attend an external examination for which they have been entered will be charged the entry fee (usually around £48 per paper)**, unless a valid medical certificate is provided from a doctor (GP).
- Without a certificate, the school is unable to make any claims on your behalf to the examination board.
- If you gain a medical certificate from the doctor, please ensure we have a copy asap.

Examination Regulations

A full copy of the regulations including the Warning to Candidates and the Notice to Candidates are posted outside every exam room. **It is your responsibility to make sure you have read and understood these.** Here is a summary:

Candidates must:

- place all bags and coats at the back of the row in which they are seated or as instructed by the invigilators.
- bring the following items to every exam in a POLYTHENE bag or transparent pencil case: **black pen plus a spare, sharp pencil plus a spare, pencil sharpener, ruler, eraser** and if needed, **a working calculator, compass and protractor.**
- write using a **BLACK PEN ONLY.**
- **not** borrow equipment from another candidate.
- **NOT COMMUNICATE** with another candidate in any way from the time the papers are distributed until they have left the examination room.
- Do nothing that distracts another candidate.
- Raise their hand if they have a query.
- NOT LEAVE the exam room without permission.
- not bring instructions for calculators or calculator cover into the exam room
- **Not bring MOBILE PHONES, AirPods/earphone/earbuds, iPods and watches or any other products with text/digital facilities** into the exam areas. These must be switched off and stored in bags.
- Ensure all labels are removed from any water bottles.
- Raise your hand and tell an invigilator immediately if they feel ill.
- Not leave the examination room alone or without instruction to do so.



Remember the school shop sells all the necessary equipment you need for your final exams, including calculators and transparent pencil cases.

Helpful Tips

- Listen carefully to the invigilator.
- Check that your paper is the correct one (there may be more than one paper being sat in the room), for the correct day and date and the correct tier if applicable.
- Ensure you write your LEGAL forename and surname on the exam paper and any additional answer sheets.
- Check the INSTRUCTIONS to candidates on the cover page – marks can be thrown away if candidates do not do as they are asked.
- Check how many questions you have to answer and make sure you understand if you have a choice of questions.
- Don't answer what you **wish they had asked** – answer the actual question!
- Follow the instruction carefully – **discuss, explain, compare, describe, estimate, calculate the exact value of, illustrate, prove, summarise etc.**
- Look at the mark allocation for questions – don't spend too long on questions that carry few marks – **budget your time wisely**, leaving a space to return to a question to finish off if you overrun the time allocation.
- If you are running short of time, get the main points down quickly.
- Plan your answers carefully.

- Write clearly and pay attention to the presentation – **DO NOT USE A CORRECTION PEN or similar** – just cross out neatly and continue.
- Do not use erasable pens or highlighters in your answers
- Allow yourself time to **check through your answers**
- If using extra space, be sure to signpost this to the examiner with ‘see extra paper’.
- If you need an additional answer sheet, put your hand up and ask an invigilator.
- Place extra answer sheets inside the main answer booklet, making sure you have inserted your name and details on the additional sheet and stating the question number you are answering clearly.
- Check how much time you have and keep a very careful eye on the clock. You should NOT finish before the end. **You must use every second you have to the best of your ability. If you happen to finish early you MUST use the remainder of the time to check and double check your answers, adding and amending as much as you can.**

Results

- Results printouts will be available on **Thursday 22nd August 2024**. Please come to school between 10am and 12pm on that day to receive your results. **Results will not be given over the telephone.**
- If you know that you are away, you may leave a stamped addressed envelope with Mrs Ethelston before the end of the Summer Term. **If your parent, other family member or other person known to you is collecting your results, you need to confirm this in a letter addressed to Mrs Ethelston, signed by you.** Please state the full name of who will be collecting and they will need to provide photographic evidence when they collect your results before we can hand them over.

Certificates

GCSE certificates arrive in school during **November**. We will inform you when they are available and how to collect them from Reception.

Alternatively,

- If you wish for your certificates to be collected by someone else, then you must provide them with a signed letter of consent that they will need to show to the staff on reception.
- 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.

REMEMBER: Keep your certificates in a safe place as they are a legal document and are expensive for you to replace. We do not have copies – they have to be reprinted by the examination board.

Pearson Edexcel: www.pearson.com

AQA: www.aqa.org.uk

OCR: www.ocr.org.uk

WJEC Eduqas: www.eduqas.co.uk

We hope this booklet helps you through the exam period. Please feel free to come to see us if you need to discuss an issue – you are not on your own!

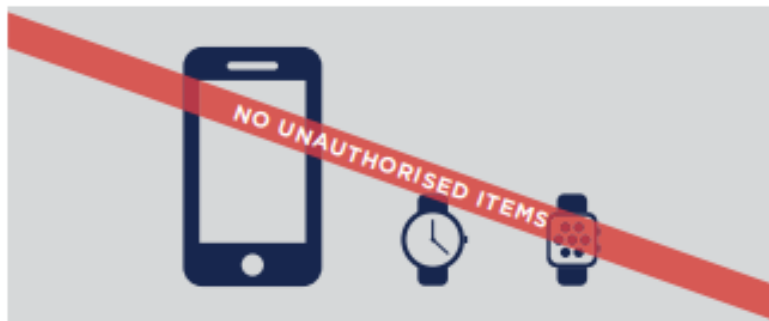
It always gives us great pleasure to share in the delight we see on results day – so we look forward to seeing your smiles in August.

In the meantime...



NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.