

Year 11 Examinations and End of Year Information

Dear Students, Parents and Carers

We have now finalised our arrangements for our Year 11 students for the forthcoming examination season.

We hope the information in this booklet helps you in your planning for the important weeks ahead. We would like to take this opportunity, on behalf of all the staff at our school, to give our very best wishes for success in the upcoming examinations and beyond, and we thank you for your support over the last five years.

A copy of this booklet will be placed on the school website, and should you require any further information please do not hesitate to contact us.

Kindest regards

A handwritten signature in black ink, appearing to read 'David Brown', enclosed in a thin black rectangular border.

Mr D Brown
Head of School

Examinations – Summer 2023

The main block of examinations run from Monday 15 May until Tuesday 20 June. We must stress the importance and expectation of full attendance in the final build up to these crucial examinations! There are three JCQ set contingency sessions planned. Two afternoons on 8 and 15 June and a full day on 28 June. Students should be available for these sessions in case they are used because of nationwide issues.



Students will be receiving their individual timetable showing the examinations that they have been entered for with rooming and seating. Please check these with them and report any errors to their subject teacher or to the Exams Manager located in the Exams Office in the Student Hub.

Exam Period Arrangements

Throughout the exam period:

- Morning exams will start at 9.15am and afternoon exams at 1.30pm
- Normal school rules apply at all times.
- Full school uniform must be worn at all times when in school.
- Breakfast is offered to all Year 11 students (free of charge) from 8.00am on the morning of exams.
- Be aware that some afternoon exams run beyond the normal school day.

Attendance during the Exam Period

Monday 15 May up to and including Friday 26 May 2023 (before Half Term)

You will attend school as normal.

Where should I be and what can I do?

Scenario 1 – ‘I have no exams today’.

Go to registration as normal and go to all of your normal lessons. Always have your revision materials with you. You should be in your normal, timetabled, classrooms. You will not be allowed to collect revision material from other areas of school.

Scenario 2 – ‘I have a morning exam but no afternoon exam’.

Join us for breakfast (tea, coffee and toast) in the Year 11 canteen from 8.00am. Leave your bag as instructed by staff – usually in the canteen. Once your exam is finished you will be allowed a break, in the canteen, and then you will spend the rest of the day in your normal lessons.

Scenario 3 – ‘I have an afternoon exam but no morning one’.

Come into school at the normal time and attend registration. Attend all of your lessons as normal then go for lunch at 12.30 then sit your exam.

Scenario 4 – 'I have a morning and afternoon exam'.

Join us for breakfast in the Year 11 canteen from 8.00am. After your morning exam, go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam. You will be allowed to revise for your afternoon exam. Please ensure you have your revision materials with you.

Monday 5 June – Tuesday 20 June 2023 (after Half-Term)

Lessons will continue in subjects still to be examined or where work remains to be completed.

Scenario 1 – ‘I have no exams today’.

Go to registration as normal and go to all of your normal lessons. Always have your revision materials with you. You should be in your normal, timetabled, classrooms. You will not be allowed to collect revision material from other areas of school.

Scenario 2 – ‘I have a morning exam but no afternoon exam’.

Join us for breakfast (tea, coffee and toast) in the Year 11 canteen from 8.00am. Leave your bag as instructed by staff – usually in the canteen. Once your exam is finished you will be allowed a break, in the canteen, and then you will spend the rest of the day in your normal lessons.

Scenario 3 – ‘I have an afternoon exam but no morning one’.

Come into school at the normal time and attend registration. Attend all of your lessons as normal then go for lunch at 12.30 then sit your exam.

Or revise from home in the morning and arrive at school and **sign in at Student Reception** at 12.30. After signing in, go straight to the canteen and then sit your exam.

Scenario 4 – ‘I have a morning and afternoon exam’.

Join us for breakfast in the Year 11 canteen from 8.00am. After your morning exam, go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam. You will be allowed to revise for your afternoon exam. Please ensure you have your revision materials with you.

If students leave School for any reason, they must sign out at Student Reception.

Students should still be available for the three set JCQ Contingency Days. These are two afternoons on 8 and 15 June and a full day on 28 June. Students should be available for these sessions in case they are used because of nationwide issues.

Exam Regulations

The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. The exam regulations are printed on the back of student exam timetables; please take the time to read this with your son/daughter to ensure that everyone is aware of the regulations.



All documents relating to examinations practice and procedures can be found on the School website.

Attending Exams

Punctuality is important. Exams are scheduled **to start at 9.15am and 1.30pm**; these are actual start times. Students must **arrive at school in time for form (8:30) for a morning exam and at 12:30 for an afternoon exam** (signing in at Student Reception) - this is to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.



If, due to unforeseen circumstances, students think they are going to be late for an exam, they must **speak** to the Exams Manager (Mrs Curry) or Mrs Foden by telephone on 0161 485 7201. Upon a late arrival, students need to report to Student Reception before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission from the Exams Manager.

Illness

We hope that every student will be fit and well throughout the exam season.



However, unforeseen illness can strike; in which case the school needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. If a student misses an exam

due to illness, **even with medical evidence, it is not always possible for the exam boards to issue a certificate.**

If a student is ill on the morning of an exam, please contact Main Reception on 0161 485 7201 and ask to **speak** to Mrs Foden (Head of Year) or Mrs Curry (Exams Manager).

Equipment/Uniform

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams, i.e. a **black ball point pen**, pencil, ruler, rubber, scientific calculator (if applicable), sharpener, compass, protractor etc in a clear pencil case/bag. Please encourage students to be prepared before every examination they are due to take. **The Awarding Bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.**



Full uniform must be worn for all exams. It is, therefore, important that blazer pockets are cleared of all items.

Mobile Phones, Watches, other technological/web enabled devices (MP3/4 Players, AirPods, Smart Watches/Fitness Trackers).



Please encourage your son/daughter to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the Examination Room. **Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**

Revision

Students should now be ‘fine-tuning’ their revision programmes. Advice will have been given to students about revision strategies, but it is worth re-stating some broad principles. Students should:

- Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and ‘harder’ parts of the work before the more familiar ‘easier’ topics.
- Seek to revise in short bursts of time, punctuated with a break using The Pomodoro Technique, (25 minutes’ revision – 5 minutes’ break x 3, followed by a 30-minute break then repeat the cycle).
- The timing of revision is very important for many people. Some study best in the early morning, others late at night, and others at a different time.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are ‘on target’ to complete a topic by a set date.



Support and Guidance

Any student who is encountering any problem with structuring their revision programme should seek the support of their Form Teacher, Head of House or any of their subject teachers.

Official Leaving Date

Once a student's final examination has been taken, and once all BTEC and other assessed work is completed to the teacher's satisfaction, students are no longer required to attend school.

Arrangements for the Receipt of Results



GCSE Results for Year 11 will be available from **The Sixth Form Auditorium on Thursday 24 August 2023. Timings to be confirmed.**

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to Mrs Curry (Exams Manager) before Friday 7 July 2023.

Results will not be handed to a third party unless they have **prior** written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on the School website.

Cheadle Hulme High School Sixth Form Enrolment

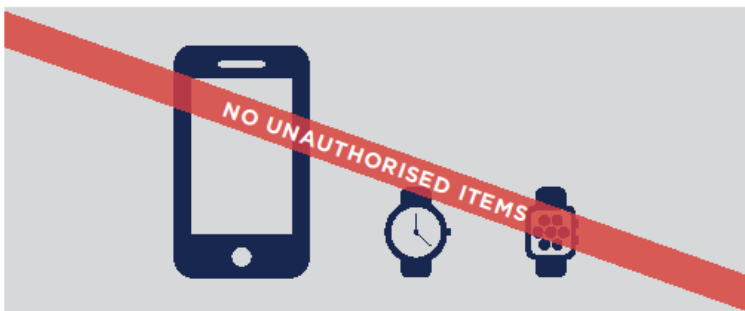
Students will be able to register in the Sixth Form Building on **Thursday 24 August 2023. Timings to be confirmed.**

If the student is unable to attend, an email requesting Sixth Form registration must be sent to Mrs Turner at sixthform@chhs.org.uk before 12:00pm on the day of registration.

A contact telephone number **MUST** be provided within the email, in order for us to confirm our decision.

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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

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.

Effective from 15 September 2022

Information for candidates

Written examinations

With effect from 1 September 2021

A. Regulations – Make sure you understand the rules

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

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

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

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.**
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.