

REDBORNE UPPER SCHOOL & COMMUNITY COLLEGE



Examination Information

Summer 2024



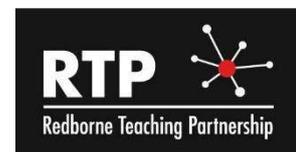
Academic Excellence

Shared Values

Outstanding Education



MUSIC MARK
SCHOOL
2022 - 2023





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March 2024

Dear Students, Parents and Carers

Final examination timetables for summer 2024 have now been issued. **This replaces all previous copies of entries issued.**

Yr11 students should have received theirs via their form tutors. Yr12 and Yr13 students need to collect theirs from the exam office.

This timetable is individual to you and confirms the exact start time for each of your exams, the rooms in which you will be sitting and your seat number. Do not assume your exam start time will be the same as your friends, as it may not.

Practical/MFL speaking exams do not appear on this timetable and you should liaise with your teachers for the dates/timings of these.

If you previously had an examination clash, this has now been resolved, so please remember your lunchtime/supervision arrangements.

Should you have any queries or concerns regarding your timetable please come and see me ASAP in the exam office, do not leave it until the day of your exam.

The JCQ have set three "Exam Contingency Days" this year. They are:

- **Thursday 6th June PM**
- **Thursday 13th June PM**
- **Wednesday 26th June**

All students must remain available every day up to and including Wednesday 26 June, in case of local or national disruption during the summer exam series.

Finally may I take this opportunity to wish you all the very best of luck for your forthcoming exams.

Kind regards,

Mrs. Nunn
Examinations Officer
01525 842610

REDBORNE ARRANGEMENTS FOR SUMMER 2024 EXAMS

General Information

- Morning exams start at 9.00 am and afternoon exams at 1.30 pm, **unless your timetable says otherwise so please check it carefully.**
- All students in Years 9/10/11 are expected to be in **FULL SCHOOL UNIFORM** for all exams.
- For exam locations check your individual timetable or the seating plans that will be displayed daily on the exam notice board near the Maths corridor. Where to go for your exams:
 - Sports Hall – wait near the car park behind the Sports Hall
 - Connolly Hall/Room 36 – wait on the paved area near North School canteen
 - Exam Mobile - wait outside the mobile
 - Rooms 4,11,12,13,14,14a - wait in South School Canteen
 - Middle House – wait outside the main door
 - Mary Hayes Room or Croft Centre – please go straight into the room
- Arrive at least 10 minutes before the start time of your exam, as late arrivals can cause disruption and delays to other students. If you are more than 1 hour late, you may still sit the exam but the exam board may not accept or mark your paper. For exams lasting less than 1 hour, if you arrive after the published finish time you will not be allowed to sit the exam.
- It is your responsibility to get yourself to and from school - remember that exams do not always start exactly on time and that it can take a long time to collect in all the answer scripts so do not rely on catching the bus for exams scheduled to finish after 3.00 p.m.
- Go to the toilet before every exam, to go during the exam an invigilator must accompany you.

Prohibited items and rules

- You are **NOT** allowed to have mobile phones, watches, MP3/4 players or any other potential technological/web enabled sources of information in your possession during an exam, they **MUST ideally be left at home or placed in a locker.** Possession of unauthorised items or a mobile phone ringing/vibrating/making a noise in your bag is a serious offence and will be reported as potential malpractice to the exam board. This could result in disqualification from your exam, the overall qualification or all the exams taken in the summer series.
- You may take a **clear** plastic bottle of water into the exam room with you, with the label removed.
- Remember that the exam rules apply from the moment you enter the exam room until you are outside it after the exam. The exam does NOT finish when you hand in your answer paper.
- Please familiarise yourself with the **JCQ Information for candidates** included in this booklet.

At the end of the exam

- You will not be allowed to leave the exam room until the exam is finished. If you finish early, you should sit quietly facing the front.
- When instructed to leave the exam room please ensure you leave in silence so as not to disturb other candidates who may still be working.

In the event of an emergency

- In the event of an emergency during the exam, you will be asked to stop writing and close your answer booklet/question paper. You will then evacuate the exam room in silence following the invigilators instructions.

ILLNESS AND MISSING AN EXAM

- If you are unwell on the day of the exam, your parent or carer must telephone 01525-842610 or email Mrs Nunn on donna.nunn@redborne.com explaining the circumstances as soon as possible.
- If you are absent for an exam you may still be awarded a grade if you have already completed the majority of the course.
- If you miss an exam for any reason there is nothing that can be done, you cannot sit it at a later time or date. Whilst we will try to contact you if we know you are missing, it is your responsibility to know when your exams are.

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

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

A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You **must not** take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch, AirPods or earphones/earbuds. Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. If you have a watch, the invigilator will ask you to hand it to them.
6. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You **must not** write inappropriate, obscene or offensive material.
9. If you leave the exam room, unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
10. **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2. **Do not** leave the exam 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.

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.

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.

TOP TIPS

Before the Exam

- Make sure that you understand your exam timetable. If you think something is missing, speak to Mrs Nunn in the Exams Office.
- Arrive at least 10 minutes before your exam starts.
- Ensure to eat and have a drink before the exam.
- Bring water to drink in a clear plastic bottle.
- Pack everything you need for each exam the night before including necessary resources.
- All equipment must be in a see through pencil case.
- Basic equipment must include: black pens, pencil, rubber, calculator, ruler, protractor, compass, highlighter.

During the Exam

- Always listen to the invigilator and follow their instructions. They will tell you when you can begin writing.
- You must not talk in the exam room. If you have a question, raise your hand and wait for the invigilator to come to you.
- Check you have been given the correct exam paper particularly for tiered subjects.
- Always read the instructions on the front of the question paper and/or answer booklet when instructed to do so.
- Take your time to read each question carefully before answering. Use a highlighter to highlight key words.
- Look out for command words – for example: analyse, compare, describe, explain – these will help you determine what is being asked.
- Use the allocated marks as a rough guide for how much time to spend on each answer.
- If you cannot answer a question, move onto the next one and come back to it later.
- Allow time to check your work before the end.
- The invigilator will tell you when the exam is finished; you must put down your pen and close your question paper/answer booklet.

After the Exam

Breathe and relax.

Well done!



STUDY LEAVE

- YEAR 11 and 13: FRIDAY 17TH MAY 2024

REDBORNE RESULTS DAY

You can obtain your results:

1. In Person

A LEVEL: Thursday 15 August 2024 from 8am-10am in the Connolly Hall, thereafter until 3pm from the Exams Office.

GCSE: Thursday 22 August 2024 from 8.30-10am in the Connolly Hall, thereafter until 3pm from the Exams Office.

2. By Proxy

If you are unable to collect your results in person, you can ask a relative or friend to collect on your behalf.

You should ensure they have a signed letter from you giving them permission to collect on your behalf. Photographic ID will be required upon collection if not a current student at the school.

3. By Post

If you require your results to be posted home, please leave, an A5 size stamped addressed envelope with the Exams Office prior to breaking up for the summer.

POST RESULTS SERVICES

We hope that you will be very happy with your results but if you are not, the following post-result services will be available:

- Clerical re-check
- Post-results review of marking
- Access to scripts
- Post-results review of moderation.

All details of how to apply will be included in your results envelope in August.

EXAM CERTIFICATES

Summer 2024 exam certificates will be available for collection from the Exams Office from **2nd December 2024**.

If you are unable to collect your certificates in person and would like someone else to collect on your behalf, you should ensure that they have a letter from you giving them permission to collect them on your behalf. Photographic ID will be required upon collection.

Look after your certificates and keep them safe, as we will not be able to replace them for you.