

# Summary Examination Timetable

Season: SUMMER\_EXAMS 2024

Date	Start Time	Room	Board	Qualification	Comp Code	Component Title	Length
08/05/2024	8:40AM	Lower School Humaities 3	EDEXL/GCSE	BTEC	BEN0301	Marketing & Finance	150
08/05/2024	8:40AM	Lower School Humanities 2	EDEXL/GCSE	BTEC	BEN0301	Marketing & Finance	150
08/05/2024	8:40AM	Sports Hall	EDEXL/GCSE	BTEC	BEN0301	Marketing & Finance	120
09/05/2024	8:40AM	Lower School Humaities 3	AQA	GCSE	8062/13	Religious Studies A P1-3 Christ	0
09/05/2024	8:40AM	Lower School Humanities 2	AQA	GCSE	8062/13	Religious Studies A P1-3 Christ	0
09/05/2024	8:40AM	Sports Hall	AQA	GCSE	8062/13	Religious Studies A P1-3 Christ	0
09/05/2024	9:40AM	Lower School Humaities 3	AQA	GCSE	8062/15	Religious Studies A P1-5 Islam	0
09/05/2024	9:40AM	Lower School Humanities 2	AQA	GCSE	8062/15	Religious Studies A P1-5 Islam	0
09/05/2024	9:40AM	Sports Hall	AQA	GCSE	8062/15	Religious Studies A P1-5 Islam	0
09/05/2024	10:30AM	Lower School Humanities 2	EDEXL/GCSE	BTEC	BSP0301	Dev.Fitness Imp.Particip.	113
09/05/2024	10:30AM	Sports Hall	EDEXL/GCSE	BTEC	BSP0301	Dev.Fitness Imp.Particip.	90
09/05/2024	1:30PM	Lower School Humaities 3	EDEXL/GCSE	GCSE	1UR0 1H	Listening (H)	45
09/05/2024	1:30PM	Lower School Humanities 2	AQA	GCSE	8261/W	Drama Written Paper	132
09/05/2024	1:30PM	Sports Hall	AQA	GCSE	8261/W	Drama Written Paper	105
09/05/2024	2:20PM	Lower School Humaities 3	EDEXL/GCSE	GCSE	1UR0 3H	Reading (H)	65
10/05/2024	8:40AM	Lower School Humaities 3	AQA	GCSE	8461/1H	Biology Paper 1 Tier H	132
10/05/2024	8:40AM	Lower School Humaities 3	AQA	GCSE	8464/B/1H	Combined Sci Trilogy Biology P1H	94
10/05/2024	8:40AM	Lower School Humaities 3	AQA	GCSE	8464/B/1F	Combined Sci Trilogy Biology P1F	94
10/05/2024	8:40AM	Lower School Humanities 2	AQA	GCSE	8461/1H	Biology Paper 1 Tier H	132
10/05/2024	8:40AM	Lower School Humanities 2	AQA	GCSE	8464/B/1F	Combined Sci Trilogy Biology P1F	94
10/05/2024	8:40AM	Sports Hall	AQA	GCSE	8461/1H	Biology Paper 1 Tier H	105
10/05/2024	8:40AM	Sports Hall	AQA	GCSE	8464/B/1H	Combined Sci Trilogy Biology P1H	75

- Exam timetable: showing the start time, length, code, room and seat allocation for each of your exams.
- **It is vital that you check that every paper in every subject you study is on your timetable.**
- Maths, MFL and Science are tiered. You must also check you are entered for the correct tier – either Higher or Foundation.
- If there is anything that is wrong or you think might be wrong, please speak to the Exams Officer (Mr Gottfried) by Monday ...
- Your exams can sometimes start at a different time to other members of your subject group therefore, if you lose your timetable or are unsure of the details of your exams, please go and speak to Mr Gottfried. If the exam is not on your timetable, it means you have not been entered for it and there will not be a paper for you on the day.
- On your timetable, please check your name is spelt correctly and matches the name on your Birth Certificate. The name on your timetable is the name that will be on your exam certificates, if this is not the same it will cause problems with future employment.
- Please make sure you know when all your exams are, if you miss an exam you will be unable to sit it at another time.

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Thu 06 Jun	8:40AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	Sports Hall	A3
Fri 07 Jun	1:30PM	AQA	GCSE/9D	8464H	Combined Sci: Trilogy Tier H	8464/B/2H	Combined Sci Trilogy Biology P2H	1h 15m	Sports Hall	C2
Mon 10 Jun	8:40AM	EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	1MA1 3H	Calculator (H)	1h 30m	Sports Hall	D3
Mon 10 Jun	1:30PM	AQA	GCSE/9FC	8698F	Spanish Tier F	8698/WF	Spanish Writing Test Tier F	1h 00m	Sports Hall	C1
Tue 11 Jun	8:40AM	AQA	GCSE/9D	8464H	Combined Sci: Trilogy Tier H	8464/C/2H	Combined Sci Trilogy Chemistry P2H	1h 15m	Sports Hall	C2
Tue 11 Jun	1:30PM	EDEXL/GCSE	GCSE/9FC	1HI0BR	History Option BR	1HI0 31	Weimar & Nazi Germany	1h 20m	Sports Hall	D2
Fri 14 Jun	1:30PM	AQA	GCSE/9D	8464H	Combined Sci: Trilogy Tier H	8464/P/2H	Combined Sci Trilogy Physics P2H	1h 15m	Sports Hall	C2

CHECK CAREFULLY the following details:

1. Personal Details - Name (spelling!) Date of Birth; Candidate Number.
2. Subjects for examination - Syllabus No., Tier of Entry etc.
3. IF any amendment is needed, students MUST IMMEDIATELY consult the Subject Teacher concerned.  
Only signed amendments will be accepted!  
Parents MUST SIGN at the bottom of the form to confirm that they are aware of the Subjects for which their son has been entered.

Season :  
Name :  
Candidate Number :  
UCI :



There are 19 school days  
and 6 weeks left until your  
first EXAM –  
Not including Art and MFL



# Exams in Sports Hall/ Lower School

## Exams Start May 8<sup>th</sup> May 2024



# All Public Examinations



**All examinations are regulated by JCQ and their rules state:**



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You must attend all of the exams you have been entered for as shown on your timetable.

Misreading these will not be accepted as a satisfactory explanation for absence.

If a candidate is absent for any reason, the school must be notified on the College mobile telephone number: **07940 468 081** before the exam is due to start.

If an exam is missed due to illness, a letter from a Doctor **must be provided**, otherwise a claim for Special Consideration cannot be made.

Candidates who fail to sit their examinations will be charged for the cost of that examination unless a valid reason is provided, with supporting evidence if necessary.



# What if I am ill on exam day?

**Please telephone the school as soon as possible if you are unwell**

**If at all possible, you should try and sit your exam.**

**If you miss one of your papers you may not achieve a grade for that subject.**

*Testing positive for COVID 19 is no longer a valid reason for missing an exam.  
If you are unwell due to COVID 19 and unable to sit an exam this will be treated in the same way as any other illness.*





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## **Regulations – Make sure you understand the rules**

**Be on time for all your exams. If you are late, your work might not be accepted.**



**You must arrive AT LEAST  
15 minutes prior to the start time  
of each examination.**

***Exams start 8.40 am morning***

***Be here by 8.20 am***

***Exams start at 1.30 pm afternoon***

***Line up by 1.10 pm***





Don't  
be  
**LATE!**

If you know you are going to be late, please ring the school as soon as possible on: **07940 468 081**.

As soon as you arrive, report to reception who will inform the Exams Team.

Depending how late you are and how long the exam is, you may or may not be allowed to sit the paper.

Remember to hand in your mobile phone and watch before entering the exam venue.

# EXAM DAY

## Where do I go?

You should arrive at least 15 minutes before the start of your exam. Morning exams start at 8:40am and afternoon exams at 1:30pm, unless **otherwise stated on your timetable**.

Before the exam make sure you take everything out of your bag that you will need for your exam. You will also need to take your mobile phone and watch with you which can be handed into for safe keeping before the start of the exam. The School accepts no responsibility for any items of value that are left in bags. Please do not bring valuables to school with you when you are sitting exams.

Students sitting their exams in the sports hall and lower school will line up in the tennis court area, in column order based on their tutor group or in one column for the 6<sup>th</sup> form.

On your desk there will be an exam ID card with your exam number and the paper you are due to sit. Please only sit at the desk with your ID card on it, otherwise you may well be sitting the wrong paper.

# Equipment you will need on the day

Please check before your exam that you have all the equipment you require for that exam.

You will need:

- 2 Black Pen no other colours
- HB pencils
- Ruler
- A rubber
- A compass
- A protractor
- Calculator, (see further information overleaf)
- Highlighters may be used on question papers but not on answers
- Extra equipment (e.g. coloured pencils may be required for specific exams, your teacher will let you know if this is relevant)

You may bring:

- A water bottle (all labels removed)
- A clear see through pencil case/



# Using Calculators

10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

## Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

## Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

## The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

# Prohibited Materials

The following **MUST NOT** be brought into the Exam room:

- Mobile Phone or other communication device.
- Watches
- Headphones
- Tippex or other liquid correcting fluid or tape
- Books (unless advised)
- Notes, letters, diaries or other printed material.
- Scrap paper
- Bags (these need to be left in the back of the exam room)
- Outdoor coats, hats, scarves, gloves, bandanas, sunglasses or durags (must be left with bags)
- Food
- Non see through pencil case
- You must not have any writing on your body including hands.
- No tissues (these will be provided as needed)

**Check all  
alarms are  
switched  
off!**

If you are found to have any prohibited items with you in the exam, even if you did not intend to use it, this will be reported to the awarding body.

When you line up for your exams you will be reminded about these rules, and you will be able to hand in your mobile phones and other items for safekeeping.

**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.

# During The Exam

As soon as you enter the **Sports Hall/Lower School** you are under exam conditions. This means no talking or turning around. You must be silent at all times when in the exam room.

Communication of any kind with any student or misbehaviour of any kind could result in disqualification.

Check that you have the correct paper and tier of entry. Listen carefully to the invigilators' instructions.

Do not write anything obscene or offensive anywhere on your paper, also do not doodle. The Exam board will refuse to mark it and you may face further sanctions.

Should you require any assistance in the exam room then please raise your hand and wait for an invigilator to attend to you.

## Common Problems

- **Need more paper** – The invigilators can give you more paper if needed. You must put your name and candidate number on all pages that you use.
- **Pen runs out** – Invigilators will provide you with another pen.
- **Feeling unwell** – put your hand up immediately. An invigilator will accompany you to the medical room.
- **Finish before end of exam** – please use any spare time to check your answers carefully. You will NOT be able to leave the exam early.
- **If Fire alarm sounds** – remain seated in silence and await further instructions.

Once you have entered the exam room you will not be allowed to leave the room unescorted, for any reason, before the end of the exam.

Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

Do not borrow anything from another candidate during the exam.

**Subject teachers will be in the canteen  
on the morning of exams from 8.00am**

**Ensure you have  
checked your  
timetable and know  
the following:**

- Location**
- Column**
- Row**
- Seat**

**Free Breakfast will be provided for  
all morning exams in the Café for  
year 11 and 13 from 7.55am**

**Ensure you bring water-**

**It is essential for hydration  
and focus**

**Toilet breaks are only allowed for  
exams of**

**3+ hours (or a toilet pass)**

**Disruption causes distraction to  
others so arrive prepared**





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**When leaving you must  
do so in **silence** as  
examinations are  
continuing in the hall**

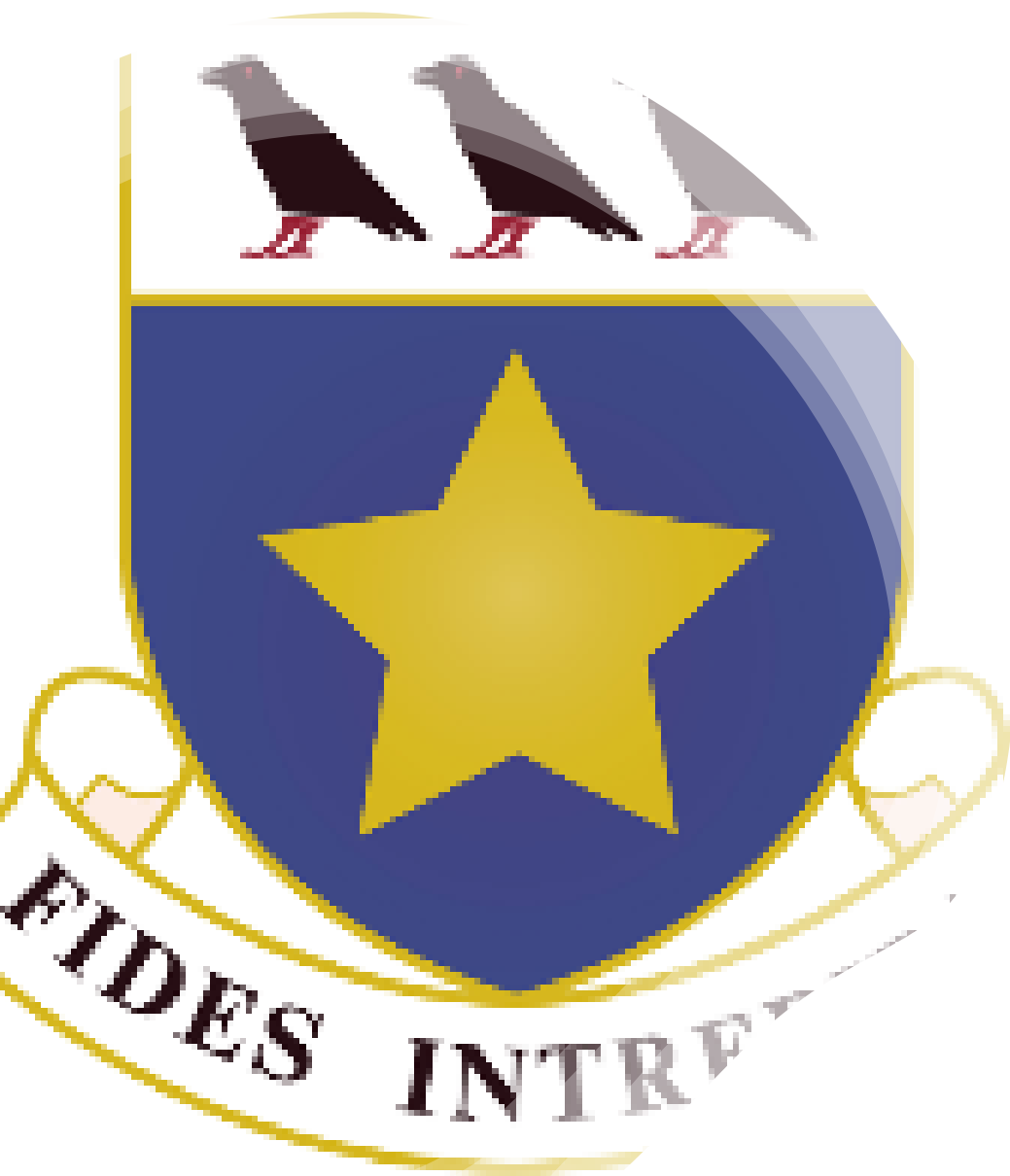
## External invigilators report direct to JCQ



**Show respect and  
follow all  
instructions given  
promptly**

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
Café Breakfast club 07.55-08.10am	Drop in	Drop in	Drop in	Drop in	Drop in	9am - 10am	AM: Computing Tutoring
Lunch Time 12.45pm - 1.15pm	Drop in	Drop in	Drop in	Drop in	Drop in	10am - 11am	AM: Computing Tutoring
PM Tutor Time 1.15pm - 1.45pm	M/E/S Tutor groups	M/E/S Tutor groups	M/E/S Tutor groups				
3pm - 4pm	History	MANDARIN	English 5+	Business	DT		
	Maths 7+		English 7+	Chemistry			
	Maths Tutoring		RE Tutoring	PE			
	RE Tutoring		Science Tutoring				
	Mandarin /Spanish Tutoring		Mandarin Tutoring				
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
Breakfast club	Drop in	Drop in	Drop in	Drop in	Drop in	9am - 10am	AM: Computing Tutoring
Lunch Time	Drop in	Drop in	Drop in	Drop in	Drop in	10am - 11am	AM: Computing Tutoring
Tutor Time	M/E/S Tutor groups	M/E/S Tutor groups	M/E/S Tutor groups				
3pm - 4pm	History	DT	English 5+	Computing			
	Maths 7+	MANDARIN	English 7+	Chemistry			
	Maths Tutoring		RE Tutoring	PE			
	RE Tutoring		Science Tutoring	Maths & English Tutoring			
	Mandarin /Spanish Tutoring		Mandarin Tutoring				





Yesterday is not ours to  
recover, but tomorrow is  
ours to win or lose.

Lyndon B. Johnson

Good Luck from all at SJC