

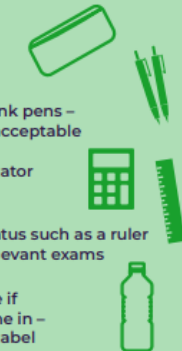


## Year 10 Summer Examinations

Phase	Action	
Pre-Exam	<p>Check what equipment is required/permitted for each exam to ensure you come prepared. Your pencil case must be transparent and you may not take your calculator lid into your exam.</p> <p>You will receive your own timetable which gives your seating for each exam and the seating plan will be on the wall in the Galley if you need to check. It is the candidate's responsibility to check which venue and what row and seat number they are sat in for that exam. You will not always have the same seat for every exam, so please check.</p> <p>No bags, mobile phones, wifi-enabled equipment, watches or coats will be permitted in the exam venue. These must be placed in the containers behind the tented sports hall or on the top floor of the Galley prior to going to the exam venue.</p> <p>A small clear, colourless bottle of water may be taken into your exam, provided the labels are removed. No food will be permitted unless it's for medical reasons and has been previously agreed with the Exams Manager.</p> <p>Toilet breaks must be kept to an absolute minimum to avoid disruption to other candidates and will be monitored and a record kept. You will be accompanied by an invigilator.</p>	 <h3 style="margin: 0;">On your exam day</h3> <p style="font-size: small;">This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.</p>
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Before sitting your exams, ensure you know:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner</li> <li><input type="checkbox"/> who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam</li> </ul> </div> <div style="width: 45%;"> <p><b>What you cannot take into exams:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> any type of phone</li> <li><input type="checkbox"/> revision notes</li> <li><input type="checkbox"/> any type of watch (this includes analogue, digital and smart watches)</li> </ul>  </div> </div>
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>What you will need:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a clear pencil case</li> <li><input type="checkbox"/> at least two black ink pens – blue pens are not acceptable</li> <li><input type="checkbox"/> an approved calculator for relevant exams</li> <li><input type="checkbox"/> appropriate apparatus such as a ruler or protractor for relevant exams</li> <li><input type="checkbox"/> a clear water bottle if you wish to take one in – it must not have a label</li> </ul>  </div> <div style="width: 45%;"> <p><b>Other important information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.</li> <li><input type="checkbox"/> Fill in your details on the front of your answer booklet.</li> <li><input type="checkbox"/> If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.</li> <li><input type="checkbox"/> If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.</li> <li><input type="checkbox"/> Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.</li> </ul> </div> </div>
		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid white; border-radius: 15px; padding: 5px; width: 60%;"> <p style="font-size: small;">If you have any questions about the format on the day, please ask your teacher or exams officer.</p> </div> <div style="font-size: 2em; margin-left: 10px;">?</div> </div>
		<p style="font-size: x-small;">You can also find useful information about preparing for exams at <a href="http://www.jcq.org.uk/exams-office/information-for-candidates-documents" style="color: white;">www.jcq.org.uk/exams-office/information-for-candidates-documents</a></p>

Entering the Exam Venue	<p>Once you have left your belongings in the Galley or the containers, you will go to the tented sports hall and line up in your row and seat order – once in the tented sports hall, you must remain in silence in line with JCQ regulations and to support the smooth running of the exam.</p> <p>Students who are sitting their exams in Dance should go to the fire door and students who are sitting their exams in any other venue should go to the desk in the PE corridor.</p> <p>On entering the venue, you must follow the exam rules and enter in silence. You will then find your seat and sit down. Check the desk card to ensure that you are at the correct desk. If you are not at the correct desk, raise your hand and an invigilator will come and help you. Make yourself comfortable and place your equipment on your desk. Check whether your desk is wobbly and, if it is, raise your hand and an invigilator will come and help you. Do not talk and do not turn around - remain silent and facing the front, and await further instructions from the Lead Invigilator. Before the exam starts there are several procedures to go through that must be done, so be patient.</p>
During the exam	<p>Understandably, students feel nervous under exam conditions, this is quite normal. But usually this soon passes once the exam is under way. If you need to speak to someone, raise your arm in the air and wait until an Invigilator comes to you. Explain the issue and the matter will be dealt with. If you are feeling unwell or need the toilet, raise your arm in the air and wait for an Invigilator to come to help you.</p> <p>Five minutes before the end of each exam, a warning will be given by the Invigilator that the exam is nearly over.</p> <p>Once the exam has finished, follow the instructions from the Invigilator and remain silent, as others may still be working on.</p> <p>You will be dismissed by rows and you will leave via the electric doors near the 3G. Please remain in silence and facing the front until you are outside in the fresh air.</p>

# Plymstock Timetable for Y10 Summer Assessments 2024



Day & date	Session 1	P4 Lunch then Session 2 starts at 1:30		
B Monday 17 - 21 June	French and German speaking assessments			
B Wednesday 19 June		P2 C block IN CLASS Art Photography		
B Friday 21 June	P1 B block IN CLASS Construction Hospitality & Catering Travel & Tourism			P5 D block IN CLASS Art Photography
Day & date	Session 1	Session 2		
A Monday 24 June	Science Biology (1h 15m, 1h 34m ET) Triple Science Biology (1h 45m, 2h 11m ET)	Mathematics 1 (1h 30m, 1h 53m ET)		
A Tuesday 25 June	English (1h 45m, 2h 11m ET)	Geography (1h 30m, 1h 53m ET)		
A Wednesday 26 June	Science Chemistry (Suggested time 1h 15m, 1h 34m ET) Triple Science Chemistry (Suggested time 1h 45m, 2h 11m ET)	Mathematics 2 (1h 30m, 1h 53m ET)		
A Thursday 27 June	Science Physics (1h 15m, 1h 34m ET) Triple Science Physics (1h 45m, 2h 11m ET)	History Paper 3 Weimar and Nazi Germany (1h 30m, 1h 53m ET)		
A Friday 28 June	French and German Writing Foundation (1h 15m, 1h 34m ET) Higher (1h 20m, 1h 40m ET)	Business (1h 30m, 1h 53m ET) Food (1h 20 m, 1h 40m ET)		
B Monday 1 July	PE (1h 15m, 1h 34m ET)	RS (1h 20m, 1h 40m ET) in exam venues Music (1h 15m, 1h 34m ET) in class room		
B Tuesday 2	Computer Science (1h 30m, 1h 53m ET) Health & Social Care (1h 30m, 1h 53m ET)	D&T (1h 30m, 1h 53m ET)		
B Wednesday 3 – Friday 5 July	Catch-ups	Catch-ups		

Drama will not be sitting a written paper in this series

## **Session 1**

Go to morning registration with your tutor.

Check your seat number and your equipment.

As soon as you have been registered, about 8:45, come straight down to bag drop and line up.

## **Session 2**

If you have an exam in Session 2, you will have your lunch break at 12:40, the start of Period 4.

Don't go to your Period 4 lesson first, come straight to the Galley.

You may use the Maths toilets but other than that, you must remain at the Galley for your lunch break.

At 1:15, you will go to bag drop and line up.

For Session 2 exams, please use the containers for your bags, not the Galley.

## **After your exam**

After your exam, collect your bag and go to the Galley.

You may use the toilets in the Maths building then you will be directed back to class.

## **Key advice**

### **Familiarise yourself with exam arrangements**

Familiarise yourself with your exam timetable and where your exams are taking place. Make sure you know the rules around what you can and can't do in an exam. For example, taking your mobile phone into the exam is not allowed, even if it is switched off. Not following the rules could cause you to lose marks or be disqualified from the exam or another exam or even all exams. Listen closely to all the instructions given.

### **Know your exam/syllabus**

It is beneficial to look at old exam papers and make sure you understand what type of questions you'll have to answer and can practice. You can also use useful free tools such as [BBC bitesize](#) to aid your revision and your teachers will direct you to some really good subject specific revision websites.

### **Find a form of revision that works for you**

Some people find it helpful to stick with one style of revision, while for some, it's helpful to have some variety. You can find some helpful revision techniques, including mind maps and using sounds [here](#).

The most important thing is to find what works best for you.

### **Make a plan**

Making a plan of what you need to revise and when you're going to do it is a really good way to make sure you stay on track. Download a [free revision planning tool](#) to help you plan efficiently. You can then mark out what days and times your exams are. It may be a good idea to identify the key topics you need to revise and plan when you'll fit it all in ahead of the exam.

### **Take care of yourself**

It is normal to feel a little worried or stressed in the run up to your exams but there are things you can do to help manage this.

Talk to your friends, family and teachers about how you are feeling. They are there to support and encourage you.

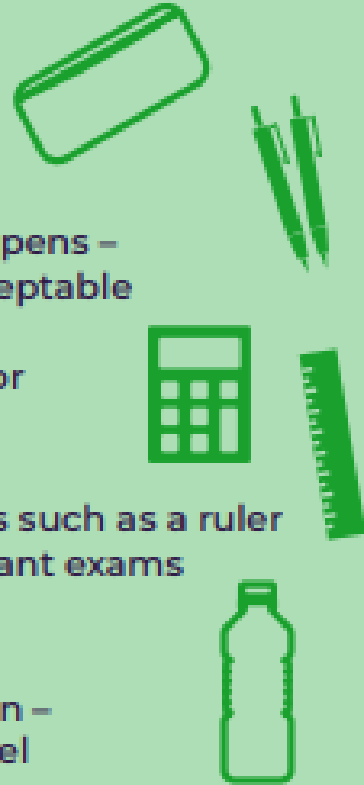
## **Before sitting your exams, ensure you know:**

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

Creating a revision plan, setting targets and focusing on your progress can help you feel more prepared. Make sure you take regular breaks to go outside for a walk or to do something you enjoy.

### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## What you cannot take into exams:



any type of phone



revision notes



any type of watch (this includes analogue, digital and smart watches)

