

# Student Guide to Examinations

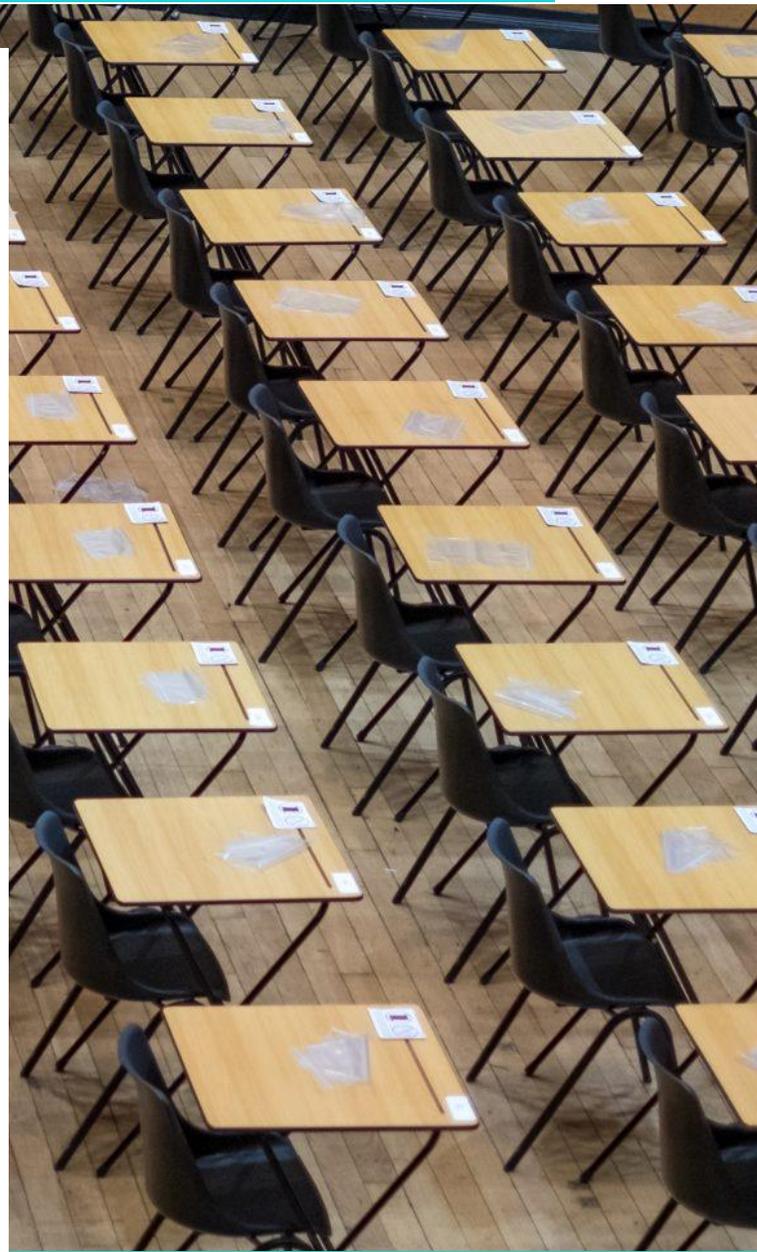
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**CAISTER ACADEMY**  
*Creative Education Trust*  
School of Literature  
and Performing Arts

**2022-23**  
**EXAMINATIONS (SUMMER 2023)**

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# Full GCSE Examination Timetable



These dates are set by the Joint Council for Qualification and not controlled by individual schools. All students must be present for the entire exam period. The leaving date of Senior Students will be confirmed prior to the start of the examinations window. Students who miss examinations are unable to re-sit at another point in the window.

DAY	DATE	TIME	SUBJECT	TITLE	DURATION
Tues	9-May	All Day	German	Speaking	30m per student
Weds	10-May	All Day	Spanish	Speaking	30m per student
Thurs	11-May	All Day	German	Speaking	30m per student
Fri	12-May	All day	French	Speaking	30m per student
Mon	15-May	PM	Drama	Understanding Drama	1hr 45m
Mon	15-May	PM	Travel & Tourism	Written	1hr 15m
Tues	16-May	AM	Triple Science	Biology Paper 1	1hr 45m
Tues	16-May	AM	Combined Science	Biology Paper 1	1hr 15m
Tues	16-May	PM	German	German Listening	F/35m H/45m
Tues	16-May	PM	German	German Reading	F/45m H/1hr
Weds	17-May	AM	English Literature	Paper 1	1hr 45m
Weds	17-May	PM	Engineering	Responding to an Engineering Brief Part 1	3hr
Thurs	18-May	AM	History	Paper 1	1hr 15m
Thurs	18-May	PM	Engineering	Responding to an Engineering Brief Part 1	3hr
Fri	19-May	AM	Mathematics	Paper 1 Non-Calculator	1hr 30m
Fri	19-May	PM	Computer Science	Paper 1	1hr 30m
Fri	19-May	PM	Health & Social Care	Health and Wellbeing	2hr
Mon	22-May	AM	Triple Science	Chemistry Paper 1	1 hr 45m
Mon	22-May	AM	Combined Science	Chemistry Paper 1	1hr 15m
Mon	22-May	PM	Geography	Geography Paper 1	1hr 30m
Mon	22-May	PM	Engineering	Responding to an Engineering Brief Part 2	1hr 30m
Mon	22-May	PM	Enterprise	Promotion & Finance for Enterprise	2hr
Tues	23-May	AM	French	French Listening	F/35m H/45m
Tues	23-May	AM	French	French Reading	F/45m H/1hr
Weds	24-May	AM	English Literature	Paper 2	2hr 15m
Thurs	25-May	AM	Triple Science	Physics Paper 1	1hr 45m
Thurs	25-May	AM	Combined Science	Physics Paper 1	1hr 15m
Thurs	25-May	PM	Computer Science	Paper 2	1hr 30m
Fri	26-May	AM	German	German Writing	F/1hr H/1hr 15m
<b>HALF TERM</b>					
Mon	05-Jun	AM	English Language	Paper 1	1hr 45m
Mon	05-Jun	PM	French	French Writing	F/1hr H/1hr 15m

DAY	DATE	TIME	SUBJECT	TITLE	DURATION
Tues	06-Jun	AM	Spanish	Spanish Listening	F/35m H/45m
Tues	06-Jun	AM	Spanish	Spanish Reading	F/45m H1h
Weds	07-Jun	AM	Mathematics	Paper 2 Calculator	1hr 30 m
Weds	07-Jun	PM	History	Paper 2	1hr 45m
Fri	09-Jun	AM	Geography	Paper 2	1hr 30m
Fri	09-Jun	PM	Triple Science	Biology Paper 2	1hr 45m
Fri	09-Jun	PM	Combined Science	Biology Paper 2	1hr 15m
Mon	12-Jun	AM	English Language	Paper 2	1hr 45m
Mon	12-Jun	PM	Creative iMedia	Pre-production skills: Written Paper	1hr 15m
Tues	13-Jun	AM	Triple Science	Chemistry Paper 2	1hr 45m
Tues	13-Jun	AM	Combined Science	Chemistry Paper 2	1hr 15m
Tues	13-Jun	PM	Spanish	Spanish Writing	F/1hr H/1hr 15m
Weds	14-Jun	AM	Mathematics	Paper 3 Calculator	1hr 30m
Weds	14-Jun	PM	Portuguese	Listening	F/35m H/45m
Weds	14-Jun	PM	Portuguese	Reading	F/45m H/1hr
Weds	14-Jun	PM	Polish	Listening	45m
Weds	14-Jun	PM	Polish	Reading	1hr
Thurs	15-Jun	AM	History	Paper 3	1hr 20m
Fri	16-Jun	AM	Triple Science	Physics Paper 2	1hr 45m
Fri	16-Jun	AM	Combined Science	Physics Paper 2	1hr 15m
Fri	16-Jun	PM	Geography	Paper 3	1hr 15m
Weds	21-Jun	AM	Catering	The Hospitality & Catering	1hr 30m
Weds	21-Jun	PM	Polish	Writing	1hr 15m
Weds	21-Jun	PM	Portuguese	Writing	F/1hr 10m H 1hr 20m

### Examination Conduct and Expenses

Student conduct throughout the mock examination windows has been excellent. This is essential to ensure that all students have the optimum conditions for performing to their potential. Please be aware that should there be any cases of misconduct during examinations, students will be immediately removed, reported to the examination board and potentially disqualified from the paper.

Additionally, there is an expectation for students to have 100% attendance at the examinations they have been entered for. This is so they can achieve the highest possible grades. Any non-attendance without medical reason could lead to a charge to recover the examination fees. These are approx. £40 per examination.

If you have any questions about the GCSE Summer 2023 Examination Timetable, please contact the school at the soonest opportunity.

# Structure of the Typical Exam Day

Session	Time	Activity	Student Guidance
MORNING EXAM ARRANGEMENTS	0800	Arrival and Breakfast	<ul style="list-style-type: none"> <li>• Arrive for 8am</li> <li>• Register with Mr Osben at the registration table inside the entrance to the dining hall</li> <li>• Collect breakfast</li> <li>• Bring your revision resources and calmly prepare for the morning exam</li> </ul>
	0830	Messages	<ul style="list-style-type: none"> <li>• Listen for key information about warm-ups and the examination</li> </ul>
	0840	Warm-ups	<ul style="list-style-type: none"> <li>• Participate in retrieval activities for key knowledge, led by your subject teachers</li> </ul>
	0855	Exam Room Opening	<ul style="list-style-type: none"> <li>• Listen to your teacher's final messages</li> <li>• Depart the warm-up room and make your way calmly to your exam room by the assigned route</li> </ul>
	0900	Exam Sitting 1	<ul style="list-style-type: none"> <li>• Place your bag in the trolley outside the sports hall</li> <li>• Find your seat</li> <li>• Listen to the invigilator's instructions</li> <li>• Do your best!</li> </ul>
	1030 (approx.)	End of Exam Sitting 1	<ul style="list-style-type: none"> <li>• Depart the room in silence</li> <li>• Collect your bag</li> <li>• Return to your timetabled lessons</li> </ul>
	1100	Break	<ul style="list-style-type: none"> <li>• Get some fresh air</li> <li>• Hydrate</li> </ul>
MID-DAY	1120	Lesson	<ul style="list-style-type: none"> <li>• Engage in your normal lesson with exemplary effort</li> </ul>
	1220	Lunch	<ul style="list-style-type: none"> <li>• Get some fresh air</li> <li>• Eat, hydrate</li> </ul>
AFTERNOON EXAM ARRANGEMENTS	1250	Registration	<ul style="list-style-type: none"> <li>• Arrive at the dining hall by 1250</li> <li>• Register with Mr Osben at the registration table outside the dining hall</li> <li>• Bring your revision resources and calmly prepare for the afternoon exam</li> </ul>
	1300	Messages	<ul style="list-style-type: none"> <li>• Listen for key information about warm-ups and the examination</li> </ul>
	1305	Warm-ups	<ul style="list-style-type: none"> <li>• Participate in retrieval activities for key knowledge, led by your subject teachers</li> </ul>
	1325	Exam Room Opening	<ul style="list-style-type: none"> <li>• Listen to your teacher's final messages</li> <li>• Depart the warm-up room and make your way calmly to your exam room by the assigned route</li> </ul>
	1330	Exam Sitting 2	<ul style="list-style-type: none"> <li>• Place your bag in the trolley outside the sports hall</li> <li>• Find your seat</li> <li>• Listen to the invigilator's instructions</li> <li>• Do your best!</li> </ul>
	1500 (approx.)	End of Exam Sitting 2	<ul style="list-style-type: none"> <li>• Depart the room in silence</li> <li>• Collect your bag</li> <li>• Attend your booster or elective promptly</li> </ul>
POST-EXAM	1505	Booster Refreshments	<ul style="list-style-type: none"> <li>• Collect a drink and snack from the dining hall</li> </ul>
	1510	Booster	<ul style="list-style-type: none"> <li>• Engage in your elective/booster with exemplary effort</li> </ul>
	1600	Departure	<ul style="list-style-type: none"> <li>• Decide on any revision focus for the evening</li> </ul>

\*Key Note:

- Please be aware that some examinations may run until 1530.
- Students with additional time may be required to stay until 1600.

# Preparing for Examinations

Prior to the examinations, it is important that you prepare as effectively as possible. This doesn't just mean revising for your exams! Making sure you approach each exam with a positive and ambitious attitude is just as important in giving you the best chance of achieving your potential!

Set your aims high! Find your motivation to achieve and always keep it in mind. Know what success looks like for you and don't let anything get in the way.

Don't allow for distractions to get in the way of success. Prioritise your learning above all things. Give yourself a good environment for focus and revision.

Read around your topics to develop deeper knowledge. Know your course content inside out and if you feel you don't know something... take action!

BE AMBITIOUS

BE ORGANISED

BE FOCUSED

BE PREPARED

BE AN EXPERT

BE PRACTISED

Know what exams you are taking, in what order. Create a revision schedule and stick to it!

Familiarity = Confidence  
Know your timetable  
Know your exam content  
Know your exam layout  
Know the command words  
Know your strengths  
Know your weaknesses

**Practise makes Perfect**  
The exam should be a chance to demonstrate a refined art. Practise planning, writing responses, checking model answers, managing timings, etc.

# Understanding your Exam Timetable

Familiarity = confidence: When you know what to expect, you feel confident and in control of the situation. Often doubt and fear is driven by being confronted with things we are not expecting. Do everything in your power to remove any surprises that might undermine your confidence.

**Candidate Exam Timetable**  
A STUDENT

**Candidate Information**

Date of Birth: 01 Jan 2007  
Registration Form: 11 SMI

Candidate Number: 4xxx (Internal)  
UCI: 183xxxxxxxx017F

Date	Time	End Time	Subject	Examination	Duration	Location	Seat
Mon, 13 Mar 2023	09:00	10:45	In House Exam: English Language	English Language	01:45	SH	C9
Mon, 13 Mar 2023	13:30	03:00	In House Exam: Maths Paper 1 Non Calc H	Maths Paper 1 Non Calc H	01:30	SH	C5
Tue, 14 Mar 2023	09:00	10:30	In House Exam: Maths Paper 2H Calc	Maths Paper 2H Calc	01:30	SH	C5
Wed, 15 Mar 2023	09:00	10:15	In House Exam: Combined Science Biology P2H	Combined Science Biology P2H	01:15	SH	F6
Thu, 16 Mar 2023	09:00	10:30	In House Exam: Maths Paper 3H Calc	Maths Paper 3H Calc	01:30	SH	C5
Thu, 16 Mar 2023	13:30	14:45	In House Exam: Combined Science Chemistry P2H	Combined Science Chemistry P2H	01:15	SH	F5
Fri, 17 Mar 2023	09:00	10:45	In House Exam: English Literature Paper 2	English Literature Paper 2	01:45	SH	C9
Fri, 17 Mar 2023	13:30	14:45	In House Exam: Combined Science Physics P2H	Combined Science Physics P2H	01:15	SH	F5

Please note: The times/days may change if two or more exams are scheduled at the same time.

**Callouts:**

- Candidate Number: 4xxx (Internal)
- Duration: 01:45
- Location: SH
- Seat: C9
- Examination: English Language



# JCQ Guidance for Candidates



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

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 wear 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.

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#### **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 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.

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## Hints and Tips

- ✓ Try to get a good night's sleep before an examination.
- ✓ Get all things ready the previous evening.
- ✓ Have a good breakfast.
- ✓ Wear suitable clothing- the temperature can change quite a lot in the examination room.
- ✓ Don't try to cram last minute revision-it rarely helps.
- ✓ Try to relax before an exam.
- ✓ Don't be put off by what other candidates say.
- ✓ The exam questions are not trying to catch you out- they are designed to let you show your knowledge and skills.
- ✓ Think Positive!

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# Frequently Asked Questions

## Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check your examination paper before the exam starts. If you think you have the wrong paper, put your hand up and tell the invigilator immediately.

## Q. What do I do if I forget my candidate number?

Candidate numbers are printed on seating plans which are displayed in/outside of the examination rooms, and on a name label on your exam desk. These are under the heading '*exam number*'.

## Q. What do I do if I forget the centre number?

The centre number is 18309. It will be clearly displayed in each examination room at all times.

## Q. What do I do if I have an accident or am ill before the exam?

Inform the Academy at the earliest possible time so we can decide on the best way of helping you to complete your exam. If you are unable to sit an examination, you will need to obtain a medical report as evidence from your GP or hospital if you wish the Academy to make an appeal for Special Consideration on your behalf.

## Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. Miss Foster, the Examinations Officer, must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

## Q. What do I do if I feel ill during an exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator or the exams officer if you feel ill before or during an exam and you feel this may have affected your performance.

## Q. If I am late, can I still sit the Examination?

**It is your responsibility to turn up to your examinations on time.** However, provided you are not more than 1 hour late, it may still be possible for you to sit the examination, but you may not be allowed any additional time. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the Academy must inform the Awarding Body and it is possible that the Board may decide not to accept your work. If you think you may be late to an examination, please inform the Academy as soon as possible. On arrival, the examination officer will escort you to the examination room. You must not enter an exam room without permission from the examination officer once the examination has begun.

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**Q. If I miss an examination can I take it on another day?**

No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

**Q. Do I have to wear Academy uniform?**

Yes. Normal academy regulations apply to uniform, hair, jewellery, make up etc.

**Q. What items are not allowed in the examination room?**

- Bags, coats and any other items not permitted under examination regulations must not be brought into the examination room. Do not bring any valuables into school when attending an exam.
- No food is allowed in the exam room. (Except reported medical needs). Water, in a clear plastic bottle with label removed is permitted.
- Mobile telephones or any other electrical equipment must not be brought into or anywhere near the examination rooms, even if they are turned off.

**Q. How do I know how long the exam is?**

The length of the examination is shown on your individual timetable under the heading 'length'. Invigilators will tell you when to start and finish the exam. They will also write the start and finish times on a whiteboard at the front of the Examination room. There will also be a clock in all exam rooms.

**Q. Can I leave the exam early?**

It is the Academy's policy that all candidates stay in the exam room until everyone has completed the exam and full time has elapsed, as leaving early is disruptive to other candidates. A candidate may not leave the examination room without being escorted by an Invigilator.

**Q. What do I do if the fire alarm goes?**

The Examination Invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates at any time during the evacuation. Once it is safe to return to the exam room another register will be taken and you will continue with the exam for the remainder of the time allowed before the alarm had sounded.

**Q. Can I go to the toilet during the exam?**

Only if it is absolutely necessary, you will need to put your hand up to get the Invigilator's attention, who will then escort you. You will not be allowed any extra time.

**Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used by the awarding Bodies when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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Q. What do I do if I don't get the grades I need for college?

Speak to the college that you have applied to as there might be alternative courses you can do. If you feel strongly that it is necessary to make an inquiry about your result you should first consult the Head of Subject to obtain their advice as to requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. You will then be noted if there is a change of grade.

Q. What do I do if I have two exams at the same time?

Arrangements will be made for you to be supervised at all times whilst you are on the premises to ensure that no contact is made with other candidates. Once you have finished the first exam you will be able to have a small, supervised rest break then you will be able to commence with the second exam.

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# Behavioural Expectations

At Caister Academy, we have the highest expectations of behaviour in corridors, outdoor spaces, corridors, and the community. In examinations, this is no different, however the consequences of not following these expectations can have a long-lasting impact on your future.

## In examinations you must:

- ✓ Arrive punctually
- ✓ Bring all required equipment
- ✓ Positively engage in your warm-up activities
- ✓ Enter the exam room in silence
- ✓ Focus on your own responses and achieving your best
- ✓ Not attempt to communicate
- ✓ Not cause any distraction that might affect other students' ability to achieve

## Potential Consequences:

- ⊗ Consequences linked to the school behavioural policy: removal from examinations, C1-C2-C3, reflection, fixed term exclusion, permanent exclusion.
- ⊗ Consequences linked to Joint Examinations Council: disqualification from examinations.

**The academy will not allow students to negatively impact on other students' right to sit examinations in appropriate conditions.**

# Key Contacts

## Reception

*In the event of lateness or absence, remember to call the reception team immediately to report the issue.*

Email: [enquiries@caisteracademy.org.uk](mailto:enquiries@caisteracademy.org.uk)

Call: 01493 720542

## Miss D Foster

*For further information linked the academy's approach to examinations, the award of grades and student examination timetables and expectations, please email Miss Foster.*

Email: [exams@caisteracademy.org.uk](mailto:exams@caisteracademy.org.uk)

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# Student Examination Timetable

GLUE YOUR  
EXAMINATION  
TIMETABLE HERE

