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| **Exam Timetable** | MONDAY  06/05/24 | TUESDAY  07/05/25 | WEDNESDAY  08/05/24 | THURSDAY  09/05/24 | FRIDAY  10/05/24 |
| 9:00am |  |  |  |  |  |
| 1:30pm |  |  |  | Drama  Component 3  1hr 45m |  |
|  | | | | | |
|  | MONDAY  13/05/24 | TUESDAY  14/05/24 | WEDNESDAY  15/05/24 | THURSDAY  16/05/24 | FRIDAY  17/05/24 |
| 9:00am |  |  |  | GCSE Maths Foundation  Non – Cal  1hr 30m |  |
| 1:30pm |  |  |  |  |  |
|  | | | | | |
|  | MONDAY  20/05/24 | TUESDAY  21/05/24 | WEDNESDAY  22/05/24 | THURSDAY  23/05/24 | FRIDAY  24/05/24 |
| 9:00am |  |  |  | GCSE English  Language 2.0  Paper 1  1hr 55m  Non-Fiction Text |  |
| 1:30pm |  | Child Development  1hr 15m |  |  |  |
|  | | | | | |
|  | MONDAY  27/05/24 | TUESDAY  28/05/24 | WEDNESDAY  29/05/24 | THURSDAY  30/05/24 | FRIDAY  31/05/24 |
| 9:00am | **HALF TERM** | | | | |
| 1:30pm |
|  | MONDAY  03/06/24 | TUESDAY  04/06/24 | WEDNESDAY  05/06/24 | THURSDAY  06/06/24 | FRIDAY  07/06/24 |
| 9:00am | GCSE Maths Foundation  Cal  1hr 30m |  |  | GCSE English  Language 2.0  Paper 2  1hr 55m  Contemporary  Text |  |
| 1:30pm |  |  |  | CONTIGENCY  AFTERNOON |  |
|  | MONDAY  10/06/24 | TUESDAY  11/06/24 | WEDNESDAY  12/06/24 | THURSDAY  13/06/24 | FRIDAY  14/06/24 |
| 9:00am | GCSE Maths Foundation  Cal  1hr 30m |  |  |  |  |
| 1:30pm |  |  |  | CONTINGENCY  AFTERNOON |  |
|  | | | | | |
|  | MONDAY  17/06/24 | TUESDAY  18/06/24 | WEDNESDAY  19/06/24 | THURSDAY  20/06/24 | FRIDAY  21/06/24 |
| 9:00am |  |  |  |  |  |
| 1:30pm |  |  |  |  |  |
|  | | | | | |
|  | MONDAY  24/06/24 | TUESDAY  25/06/24 | WEDNESDAY  26/06/24 | THURSDAY  27/06/24 | FRIDAY  28/06/24 |
| 9:00am |  |  | CONTIGENCY  DAY |  |  |
| 1:30pm |  |  |  |  |

Exams are fast approaching and here are a few reminds to get the students prepared for this year’s exams. Please ensure that you are supporting your child with revisions sessions at home, as we are in school.

**Contingency Days** – These dates are put in place to enable students to take exams on different days, in event of national or significant local disruption to the original exams dates that cannot take place and therefore have been moved. Please can you ensure that all students are available on these dates even if you do not have an exam.

**Students are not required to provide stationary or water, we will provide this on the day.**

If your child is feeling unwell on the day of the exam or they are going to be late, please contact the main reception on **01708 204 560** by 8:00am.

Please see attached relevant information on how to be prepared for the exams.

**Important Information to know from the JCQ website:**

**Regulations**

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

**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.**

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

**Attendance for Exams**

* If you arrive late for an exam, report to the invigilator running the exam.
* If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
* 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.

**Calculators, Dictionaries and Computer Spell Check**

* You may use a calculator unless you are told otherwise
* Do not use a dictionary or computer spell checker unless you are told otherwise.

**Instructions during the exam**

* Always listen to the invigilator. Always follow their instructions.
* 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.
* Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
* 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.
* Remember to write your answers within the designated sections of the answer booklet.
* 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.

**Advice and Assistance**

* 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.
* 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.
* You must not ask for, and will not be given, any explanation of the questions.

**At the end of the exam day**

* 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. For CCEA examinations, any loose additional answer sheets should be placed behind your script.
* Do not leave the exam room until told to do so by the invigilator.
* 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.

**Regulations for Coursework**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Coursework_Assessments_2023_FINAL.pdf>

**Regulations for Non-Examination Assessment**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-NE_Assessments_2023_FINAL.pdf>

**On Screen Examinations**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-On-Screen_Examinations_2023_FINAL.pdf>

**Preparing to sitting Exams**

<https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Preparing-to-sit-your-exams-2023_24.pdf>

**Candidates Privacy Notice**

<https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf>

**Information Regarding Social Media**

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-Social-Media-Infographic-v4.pdf>