



# Wyvern

College

## GCSE EXAMINATIONS SUMMER 2019

### A Guide for Students & Parents

Prepared by S Hogan March 2019

The exam season is about to begin and we are mindful that this can be a stressful and highly pressured time for students, as well as for parents. There is a great deal to remember – not just the knowledge and skills that students need to answer the questions on the exam papers but also all the organisational information about where to be when for what and with who. This guide has been produced as a reference and an organiser to be used throughout the exam season to ensure that students are on top of the logistics so they can focus on revision. It is divided into 4 sections:

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On behalf of all the Wyvern staff, I would like to wish the students the very best for the exams.

With best wishes

Mr Rule  
Head teacher

## **BEFORE EXAMS – Revision, Lessons & Exam Entries**

<p>What will make the biggest difference to a students' results?</p>	<ul style="list-style-type: none"> <li>• A revision timetable – and keep to it!</li> <li>• Refer to the Revision Files on the website.</li> <li>• Attendance and concentration in all lessons until the exam has been taken.</li> <li>• Attendance at after-school P6 revision sessions.</li> <li>• Attendance at the Saturday School Series</li> </ul>
<p>What should your son/daughter be doing now?</p>	<ul style="list-style-type: none"> <li>• Adding extra time to a homework timetable.</li> <li>• Using the Revision Files on the website.</li> <li>• Revising to ensure that all topics are visited at least twice in the revision programme.</li> <li>• Asking teachers for help.</li> <li>• Adhere to arranged rehearsal slots e.g. for Drama.</li> </ul>
<p>What are good methods of revision?</p>	<ul style="list-style-type: none"> <li>• Wyvern Revision Files</li> <li>• Wyvern Revision on the cloud</li> <li>• Working through past exam papers provided</li> <li>• Using resources such as revision DVDs and revision guides, notes and extra questions provided.</li> <li>• Focusing on areas detailed by teachers in the trial exam performance documents</li> <li>• Key Words (five words from a page)</li> <li>• Mnemonics</li> <li>• Spider Diagrams</li> <li>• Mind Maps</li> <li>• Flow Charts</li> <li>• Revision Cards</li> <li>• BBC Bitesize revision.</li> </ul>
<p>Where can I find out more about revision methods?</p>	<ul style="list-style-type: none"> <li>• All students have been provided with revision information by each Dept. and can access revision files via the shared area on the Cloud.</li> <li>• Revision techniques are also covered in each subject area and through RPS sessions.</li> </ul>
<p>How do we know if revision is a success?</p>	<ul style="list-style-type: none"> <li>• It is only successful if new information is remembered the next day and thereafter.</li> </ul>
<p>When are the after-school revision sessions?</p>	<ul style="list-style-type: none"> <li>• Details will be sent to parents and students, via e-mail, on a regular basis.</li> </ul>
<p>When do normal lessons stop?</p>	<ul style="list-style-type: none"> <li>• All lessons must be attended until all exam papers in that subject have taken place and confirmation has been given that students are no longer expected to attend.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students must attend core PE, RE, PD and study support until told otherwise.</li> </ul>
What does your son/daughter do when they have been given confirmation that they do not have to attend lessons for subjects in which they have completed all exams?	<ul style="list-style-type: none"> <li>• They may sign out and go home to work, or go to the designated study support room. Students will be made aware of which rooms they can go to at which times. This will also be displayed on the Exams Noticeboard.</li> <li>• If students are on site they should either be in an exam, a normal lesson or in the designated study room.</li> </ul>
When are the GCSE exams taking place?	<ul style="list-style-type: none"> <li>• The GCSE written exams will commence from Monday 13<sup>th</sup> May 2019 to Monday 17<sup>th</sup> June 2019.</li> <li>• A mandatory exam contingency date has been set by the awarding bodies as Wednesday 26<sup>th</sup> June 2019. This is to allow any exams to take place where an adverse situation has prevented the exam taking place on its original planned date. Students must remain available to be able to take an exam on this date if required.</li> <li>• Dates and times of when all exams are taking place is available on the Wyvern College website, in the Students tab. <a href="http://www.wyverncollege.org.uk/parents/summer-2019-gcse-timetable/">http://www.wyverncollege.org.uk/parents/summer-2019-gcse-timetable/</a></li> </ul>
Whose responsibility is it that students are entered for the correct exam?	<ul style="list-style-type: none"> <li>• It is the individual student's responsibility.</li> <li>• All students will receive a 'Statement of Entry' which will detail every exam they are being entered for and which tier (if applicable)</li> <li>• The statement of entry will be provided to every student in the week commencing 18<sup>th</sup> March 2019.</li> <li>• All details on the statement of entry must be checked, including the spelling of names, date of birth as this will determine the information shown on the students GCSE certificates.</li> <li>• Any anomalies on the statement of entry should be notified to the Exams Officer immediately.</li> </ul>
Will I receive a timetable for my exams?	<ul style="list-style-type: none"> <li>• Yes, an individual timetable will be provided which will confirm the date and time of your exam, along with the exam venue and your seat number.</li> <li>• In addition, the timetable for all exams is published on our website under students; exam information – see above link.</li> </ul>
When will I receive my individual exam timetable?	<ul style="list-style-type: none"> <li>• The individual exam timetables will be sent via email to parents' email address in the week commencing 29<sup>th</sup> April 2019.</li> </ul>

What if I lose my exam timetable?	<ul style="list-style-type: none"> <li>Your timetable is emailed home so that you are always able to refer to it by email. If you are unable to print a copy at home, you can request to receive a copy from Mrs Hogan, Exams Officer.</li> <li>On the day of the exam, a register will be posted on the Exams Noticeboard detailing the exam venue and seat number for every student taking the exam.</li> </ul>
<b><u>EQUIPMENT REQUIRED – Specific Equipment for Certain Subjects</u></b>	
Are students expected to know what equipment is needed?	<ul style="list-style-type: none"> <li><b>Yes</b></li> </ul>
Can students expect staff to lend them equipment?	<ul style="list-style-type: none"> <li><b>No</b></li> </ul>
Mandatory Equipment for <b>ALL Exams</b>	<ul style="list-style-type: none"> <li>Clear (Transparent) Pencil Case. Not tinted or coloured.</li> <li>Black Pen - plus spares.</li> </ul>
Art & Design – Fine Art	<ul style="list-style-type: none"> <li>Bring all planning and preparation to guide personal work in exam.</li> <li>Internet printouts must be clearly labelled as Internet Sourced.</li> <li>All planning work must be handed in on the day of the final exam.</li> <li>Art practical exams are subject to the same rules and conduct as any other formal exam.</li> <li>Arrive early to the exam to set up all practical materials in advance.</li> </ul>
Citizenship	<ul style="list-style-type: none"> <li>Two black pens</li> <li>Pencil</li> <li>Highlighter</li> </ul>
Computer Science	<ul style="list-style-type: none"> <li>Two black pens</li> <li><b>NO</b> calculator</li> </ul>
Creative iMedia	<ul style="list-style-type: none"> <li>Two black pens</li> <li>Pencil</li> </ul>
Dance – Practical	<ul style="list-style-type: none"> <li>Black, fitted short sleeved t-shirt</li> <li>Black Leggings</li> <li>Hair tied up and off the face.</li> <li>Two copies of your music – one to have been given to Mrs Lowe at least 1 week before the exam.</li> </ul>
Dance – Theory	<ul style="list-style-type: none"> <li>Two black pens</li> </ul>

Drama – Practical	<ul style="list-style-type: none"> <li>• Actors should have all costumes, props etc. on their assigned exam day.</li> <li>• Technical candidates should have a portfolio completed and speech prepared.</li> </ul>
Drama – Theory	<ul style="list-style-type: none"> <li>• A copy of the set play you have studied. This play must <b>not</b> be annotated and must <b>not</b> contain additional notes.</li> <li>• Two black pens</li> <li>• Pencil</li> </ul>
Design & Technology	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Sketching pencil</li> <li>• Coloured pencils</li> <li>• Ruler</li> <li>• Calculator</li> <li>• Eraser</li> <li>• Pencil Sharpener</li> </ul>
English Language & Literature	<ul style="list-style-type: none"> <li>• Two black Pens</li> <li>• Highlighters</li> </ul>
Film Studies	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Highlighters</li> </ul>
Food & Nutrition	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Sketching pencil</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> <li>• Coloured Pencils</li> </ul>
Geography	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> <li>• Coloured Pencils</li> <li>• Calculator</li> </ul>
History	<ul style="list-style-type: none"> <li>• Two black pens</li> </ul>
Maths	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> <li>• 15cm Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> <li>• Pair of Compasses</li> <li>• Protractor</li> <li>• Scientific Calculator (for Calculator papers <b>ONLY</b>)</li> </ul>
Media Studies	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Highlighter</li> </ul>

Music	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> <li>• Highlighters</li> <li>• Calculator</li> </ul>
Religious Studies	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> </ul>
Science	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Pencil</li> <li>• Ruler</li> <li>• Eraser</li> <li>• Pencil sharpener</li> <li>• Calculator</li> <li>• Protractor</li> </ul>
Spanish	<ul style="list-style-type: none"> <li>• Two black pens</li> <li>• Highlighter</li> </ul>

### **THE EXAMS – Dates, Times and Exam Conduct**

When do the exams start?	<ul style="list-style-type: none"> <li>• The first written exam takes place on Monday 13<sup>th</sup> May 2019 although some practical exams take place before this date.</li> <li>• Students will be notified of the dates for any practical exams by their subject teacher.</li> <li>• The GCSE exam timetable is detailed on the Wyvern College website in the Students tab. <a href="http://www.wyverncollege.org.uk/parents/summer-2019-gcse-timetable/">http://www.wyverncollege.org.uk/parents/summer-2019-gcse-timetable/</a></li> </ul>
What time do the exams start?	<ul style="list-style-type: none"> <li>• Morning exams start at 9:00am</li> <li>• Afternoon exams start at 1:00pm</li> <li>• Art exams start at 8:30am</li> <li>• Students must arrive at their exam venue, ready to start the exam <b>at least</b> 10 minutes before the advertised start time to ensure a prompt start once in the exam venue.</li> </ul>

<p>What will happen if my son/daughter is ill on the day of the exam?</p>	<ul style="list-style-type: none"> <li>• Please telephone the college immediately on 02380 692679, select option 1.</li> <li>• Students must provide a letter from their parent/carer stating the full reason for absence and any details of medical help or advice that was sought. The letter must be clearly dated and signed by both the parent and student. The college and exam board will consider each absence individually and if appropriate, special consideration will be applied for.</li> </ul>
<p>What happens if I am late to an exam?</p>	<ul style="list-style-type: none"> <li>• If the exam start time has passed, you should go immediately to the exams office (next to M1)</li> <li>• The Exams Officer will escort you to your exam venue. You will not be able to enter the exam venue without the Exams Officer.</li> </ul>
<p>Do I have to wear full uniform for exams?</p>	<ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• Students should be aware that the normal college rules for uniform/haircuts/makeup still apply during exams.</li> <li>• Any student who has an issue regarding uniform <b>must</b> get a uniform pass from Mr Lines/Mrs Segal/Mrs Strand before the exam commences.</li> <li>• You will be refused entry to the exam venue if you are not in full uniform and do not have a uniform pass</li> </ul>
<p>Can I wear my coat into an exam?</p>	<ul style="list-style-type: none"> <li>• Full Wyvern uniform rules apply and therefore you must ensure your coat is placed in your locker or a staff workroom before entering the exam venue.</li> </ul>
<p>Can I take my mobile phone into the exam?</p>	<ul style="list-style-type: none"> <li>• <b>No</b></li> <li>• Ideally mobile phones should be left at home. If they are brought into school, they must be switched off and placed in lockers or in student's bags.</li> <li>• A mobile phone brought into an exam venue (even if it is switched off) contravenes the rules and will lead to disqualification.</li> <li>• We are unable to store your mobile phones for you, please ensure these are placed in your bags/lockers <b>before</b> you go to the exam venue.</li> </ul>
<p>Can I wear a wristwatch in the exam?</p>	<ul style="list-style-type: none"> <li>• Smart-watches or any watch with a data storage device are prohibited from the exam venue and must not be worn.</li> <li>• A wrist watch without a data storage device maybe taken into the exam venue, but must be removed prior to the exam commencing and placed on the top left hand corner of the desk.</li> </ul>



<p>Can I take water into my exams?</p>	<ul style="list-style-type: none"> <li>• Students are allowed to take a small see through bottle of water into their exams.</li> <li>• The bottle should not be tinted or contain any labels/branding or writing.</li> <li>• We do not permit any squashes or other drinks.</li> </ul>
<p>What will happen if a student breaks the Exam Code of Conduct?</p>	<ul style="list-style-type: none"> <li>• The invigilator will speak to them/remove them from the exam venue, depending on which is most appropriate. <b>The exam board will be immediately notified of misconduct.</b> The exam board will investigate the incident and decide how to proceed.</li> <li>• <b>The exam board may decide to disqualify the student from all their exams now and in the future.</b></li> </ul>

## **EXAM ANXIETY – Supporting at Home**

Some stress and anxiety around exams is good and perfectly normal. Your child is becoming an adult and he/she must learn how to effectively deal with stress as they will encounter it throughout their life.

As parents/carers you will also be suffering from stress and anxiety over the exams, sometimes more as you have limited control. It is important to be supportive without being controlling. There are numerous studies showing that positivity and support always produces better performances.

If there are any known medical issues around anxiety / stress which are not known to the college, can you please contact us and make us aware well in advance of the first examination.

Here are some simple do's and don'ts:

<b>Do – Positive</b>	<b>Don't - Negative</b>
Listen to any concerns they have.	Tell them it was worse for you taking your exams.
Make copies of their exam timetable in case they lose it. Put one on the fridge.	Continually remind them of the dates and times of each exam.
Use positive affirmations such as 'I know you'll try your best' and 'I believe in you'	Warn them they will fail if they don't pull their socks up.
Separate the result from the student. Reassure them you love them regardless of their results.	Tell them how disappointed you will be if they don't pass/get certain grades

Discuss revision with them and offer help.	Draw up a detailed revision timetable accounting for every minute.
On exam day, make sure they wake up on time and provide breakfast.	Wake them up and keep firing exam questions at them.
Recognise this is a stepping stone in their life.	Tell them the rest of their life depends on these exams.
Let them know you are there if they need to talk.	Grill them on subjects and answers.
Make sure they maintain a healthy school/life balance with social activities, relaxation etc...	Ban them from going out or on social media.
Ask how you can help.	Write lists for them to follow.
Adopt a more lenient approach to chores and moods.	Expect the normal behaviours.
Celebrate the end of the exams and accept they tried their best.	Tell them you don't think they tried hard enough and could've done better

Please liaise with Wyvern College with any problems or concerns

- Tutor
- Mrs N Strand – Year 11 Pastoral Assistant
- Mr S Lines / Mrs L Segal – Year 11 Pastoral Leader
- Mrs S Hogan – Exams Officer
- Mr S Stocks – Deputy Head teacher

### **AFTER EXAMS – Leavers' Day, Prom, Results & GCSE Certificates**

When is Leavers' Day?

- Thursday 20<sup>th</sup> June 2019
- Students to arrive at school for 8:30am for registration.
- There will be a Leavers' Assembly and students will then return their books and any other items to the relevant departments.
- All students **must** attend, all books/equipment must be returned and any money owed must be paid.
- Any donations of good, clean items of school uniform would be very welcome.
- Students **do not** have to wear uniform for the Leavers' Assembly.

<p>What will happen if students have not completed their “signing off” form?</p>	<ul style="list-style-type: none"> <li>• Their exam results may not be released if they have not completed their Leavers’ Signing Off form.</li> <li>• All text books, monies owing to the college etc. should be returned on or before leavers day and any failure to do so may mean that results and certificates cannot be released.</li> </ul>
<p>When is the Prom?</p>	<ul style="list-style-type: none"> <li>• Prom is on Thursday 20<sup>th</sup> June 2019 and is being held at Botleigh Grange Hotel, Hedge End.</li> <li>• Arrivals from 6:00pm</li> </ul>
<p>When and where do I get my exam results?</p>	<ul style="list-style-type: none"> <li>• Students may collect their own results in person on Thursday 22<sup>nd</sup> August 2019 between 10:00am and 11:00am.</li> <li>• Any results not collected will be posted to students via first class Royal Mail on the 22<sup>nd</sup> August. Please ensure Wyvern College have your most up-to-date home address.</li> <li>• You may nominate someone else to collect your exam results on your behalf. You will need to write to Mrs Hogan, Exams Officer, giving permission for your results to be collected by your nominated person. The person collecting your results will need to bring identification and sign for your results on your behalf.</li> <li>• Wyvern is <b>unable</b> to issue any exam results via email or over the telephone.</li> <li>• Students must have handed in a fully completed Leavers’ Signing Off Form and paid any outstanding debts in order to collect their results.</li> </ul>
<p>When and where do I get my exam certificates?</p>	<ul style="list-style-type: none"> <li>• Students may collect their GCSE certificates on Thursday 14<sup>th</sup> November 2019.</li> <li>• Collection will take place from 3:00pm until 7:00pm in Wyvern Windows.</li> <li>• You may nominate someone else to collect your exam certificates on your behalf. You will need to write to Mrs Hogan, Exams Officer, giving permission for your certificates to be collected by your nominated person. The person collecting your certificates will need to bring identification and sign for your certificates on your behalf.</li> <li>• You may also request to receive your non examined assessment work on the same date. A form will be provided in April for you to complete to request to receive this.</li> </ul>