

GCSE EXAMINATIONS SUMMER 2024

A Guide for Students & Parents

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. Whilst the trial exams have given students the experience to enable them to be familiar with the rules and regulations, there is still 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:

- Before exams – revision, lessons and late entries. Page 3
- Equipment required - specific equipment for certain subjects Page 7
- The exams – dates, times, conduct Page 10
- Supporting your child with exam anxiety Page 14
- After exams – leavers' day, prom, results and certificate collection Page 17

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 students' results?</p>	<ul style="list-style-type: none"> • A revision timetable – and keep to it! Start early, get organised is the key to success. • Refer to the Revision Files on the web/college website/student shared area. • Attendance and concentration in all lessons until the exam has been taken. • Ensure you attend your lessons on time. • Attendance at after-school P6 and other revision sessions offered.
<p>What should your child be doing now?</p>	<ul style="list-style-type: none"> • Adding extra time to a homework timetable. • Using the Revision Files on the web/college website/student shared area. • Revising to ensure that all topics are visited at least twice in the revision programme. • Asking teachers for help. • Adhere to arranged rehearsal slots e.g. for Drama.
<p>What are good methods of revision?</p>	<ul style="list-style-type: none"> • Each Department will be sharing and modelling appropriate revision strategies in the run up to exams • Working through past exam papers provided • Using resources such as revision DVDs and revision guides, notes and extra questions provided. • Focusing on areas detailed by teachers in the trial exam performance and feedback documents • Key Words (five words from a page) • Mnemonics • Spider Diagrams • Mind Maps • Flow Charts • Revision Cards • BBC Bitesize revision
<p>Where can I find out more about revision methods?</p>	<ul style="list-style-type: none"> • All students have been provided with revision information by each Dept. and can access revision files via the web/college website/student shared area. • Revision techniques are also covered in each subject area and through RPS sessions and tutor time.
<p>How do we know if revision is a success?</p>	<ul style="list-style-type: none"> • It is only successful if new information is remembered the next day and thereafter.
<p>When are the after-school revision sessions?</p>	<ul style="list-style-type: none"> • Details will be sent to parents and students, via e-mail, on a regular basis and will be detailed on Edulink in the 'clubs' tab.

<p>Can I opt out of one of my courses (subjects?)</p>	<ul style="list-style-type: none"> • At this stage of Year 11 we do not allow students to opt out or dis-apply from courses they have been studying for 2.5 years
<p>Can my child go on study leave?</p>	<ul style="list-style-type: none"> • We would advise that a student remains in all lessons until they have completed the terminal exams in individual subjects for the following reasons: - <ul style="list-style-type: none"> ○ Students receive carefully planned, and well sequenced, exam revision sessions. ○ Revision of content which is focused for exams this year in undertake across the curriculum. ○ Guidance on exam technique and exam strategy such as time management, is covered. ○ Teachers can respond to questions and issues raised by individual students. ○ Students can “off-load” some of their worries and anxieties to their teachers or pastoral support colleagues. ○ Students can spend some down time relaxing with their friends and peers. ○ We can pass important information via tutor time. ○ To maintain a good attendance percentage.
<p>When do normal lessons stop?</p>	<ul style="list-style-type: none"> • 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 college. • Students must attend core PE and RPS until told otherwise.
<p>What does your child do when they have been given confirmation that they do not have to attend lessons for subjects in which they have completed all exams?</p>	<ul style="list-style-type: none"> • 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. • If students are on site, they should be either in an exam, a normal lesson or in the designated study room.
<p>When are the GCSE exams taking place?</p>	<ul style="list-style-type: none"> • Dates and times of when all exams are taking place is available on the Wyvern College website. Exams and Revision - Wyvern College - Think Grow Care • The GCSE written exams will commence from Thursday 9th May 2024 until Wednesday 19th June 2024. • Mandatory exam contingency dates have been set by the exam boards. These dates allow any exams to take place where an adverse situation has prevented the exam taking place on its original planned date.

	<p>Students must remain available to be able to take an exam on this date if required. The contingency dates are Thursday 6th June pm; Thursday 13th June pm; Wednesday 26th June all day.</p>
<p>Whose responsibility is it that students are entered for the correct exam?</p>	<ul style="list-style-type: none"> • It is the individual student's responsibility. • All students will receive a 'Statement of Entry' which will detail every exam they are being entered for and which tier (if applicable) • The statement of entry will be provided to every student in the week commencing 11th March 2024. • 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. • Any anomalies on the statement of entry should be notified to the Exams Officer immediately.
<p>I have noticed that I have 2 exams taking place at the same time! What do I do?</p>	<ul style="list-style-type: none"> • This is known as an exam clash. Exam Boards set the date and time for all exams and with 4 different exam boards, inevitably there are times when exams are scheduled to take place at the same time. • The exams officer will schedule one of the exams to take place before or after the other. • During the 2 exams you will be entitled to a 20-minute supervised break. You will be supervised by an invigilator to ensure you do not converse with other students yet to sit or who have already sat the exam, and that you do not access the internet.
<p>Will I receive a timetable for my exams?</p>	<ul style="list-style-type: none"> • Yes, an individual timetable will be provided which will confirm the date and time of your exams, along with the exam venue and your seat number. • Your timetable will be available via your Edulink account. • In addition, the full GCSE timetable for all written exams is published on our website. Exams and Revision - Wyvern College - Think Grow Care
<p>When will I receive my individual exam timetable?</p>	<ul style="list-style-type: none"> • Your individual exam timetable will be published in the week commencing 22nd April 2024 and will be available via your Edulink account. • A paper copy will also be made available upon request. Please speak with Miss McKenna or Mrs Kimble in the Exams office. • Please check your exams timetable on a daily basis to ensure you arrive at the correct exam venue and at the correct time to start your exam.

<p>Can I sit my exam on a different date/time?</p>	<ul style="list-style-type: none">• No• GCSE (Public exams) dates and times are set by the exam boards. Nationally, all students sit the same exam paper, at the same time.• Trial (mock/internal) exam dates and times are set by Wyvern College. As this is the case, we are sometimes able to reschedule these due to absence or illness etc.

EQUIPMENT REQUIRED – Specific Equipment for Certain Subjects

Are students expected to know what equipment is needed at each exam?	<ul style="list-style-type: none"> • Yes
Can students expect staff to lend them equipment?	<ul style="list-style-type: none"> • No • An exam pencil case (with contents) is available from the Finance Office for £1.00
Mandatory Equipment for ALL Exams	<ul style="list-style-type: none"> • Clear (Transparent) Pencil Case. Not tinted or coloured and no labels or writing on them. • Maths equipment must be contained in the clear pencil case and not within the box/tin supplied at the time of purchase. • Black Pen - plus spares. • Calculator lids should be removed and kept in your bags.
Art & Design – Fine Art / Photography	<ul style="list-style-type: none"> • Bring all planning and preparation to guide personal work in exam. • Internet printouts must be clearly labelled as Internet Sourced. • All planning work must be handed in on the day of the final exam. • Art practical exams are subject to the same rules and conduct as any other formal exam. • Arrive early to the exam to set up all practical materials in advance.
Citizenship	<ul style="list-style-type: none"> • Two black pens • Pencil • Highlighter
Computer Science	<ul style="list-style-type: none"> • Two black pens • NO calculator
Creative iMedia	<ul style="list-style-type: none"> • Two black pens • Pencil
Dance – Practical	<ul style="list-style-type: none"> • Black, fitted short sleeved t-shirt • Black Leggings • Hair tied up and off the face. • Two copies of your music – one to have been given to Mrs Lowe at least 1 week before the exam.
Dance – Theory	<ul style="list-style-type: none"> • Two black pens • Highlighter

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

	<ul style="list-style-type: none"> • Pair of Compasses • Protractor • Scientific Calculator (for Calculator papers ONLY)
Media Studies	<ul style="list-style-type: none"> • Two black pens • Highlighter
MFL (Modern Foreign Languages) i.e. French, Chinese, Italian	<ul style="list-style-type: none"> • Two black pens • Highlighter
Music	<ul style="list-style-type: none"> • Two black pens • Pencil
Physical Education	<ul style="list-style-type: none"> • Two black pens • Pencil • Ruler • Eraser • Pencil sharpener • Highlighters • Calculator
Religious Studies	<ul style="list-style-type: none"> • Two black pens • Pencil • Ruler • Eraser • Pencil sharpener
Science	<ul style="list-style-type: none"> • Two black pens • Pencil • Ruler • Eraser • Pencil sharpener • Calculator • Protractor

THE EXAMS – Dates, Times and Exam Conduct

<p>When do the exams start?</p>	<ul style="list-style-type: none"> • The first written exam takes place on Thursday 9th May 2024 although some practical and all speaking exams will take place before this date. • Your subject teacher will notify you of the dates for your practical and speaking exams.
<p>What time do the exams start?</p>	<ul style="list-style-type: none"> • Morning exams start at 9:00am • Afternoon exams start at 1:00pm • Art exams start at 8:30am • Students must arrive at their exam venue, ready to start the exam at least 10 minutes before the advertised start time to ensure a prompt start once inside the exam venue.
<p>Can I sit my exam on a different date/time?</p>	<ul style="list-style-type: none"> • No • GCSE (Public exams) dates and times are set by the exam boards. Nationally, all students sit the same exam paper, at the same time. • Trial (mock/internal) exam dates and times are set by Wyvern College. As this is the case, we are sometimes able to reschedule these due to absence or illness etc.
<p>What will happen if my child is ill on the day of the exam?</p>	<ul style="list-style-type: none"> • Please telephone the college immediately on 02380 692679, select option 1. • 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.
<p>What happens if I am late to an exam?</p>	<ul style="list-style-type: none"> • If the exam start time has passed, you should go immediately to student services. • The Exams Officer/Co-ordinator will escort you to your exam venue. You will not be able to enter the exam venue without the Exams Officer/Co-ordinator.
<p>Do I have to wear full uniform for exams?</p>	<ul style="list-style-type: none"> • Yes • Students should be aware that the normal college rules for uniform/haircuts/makeup still apply during exams.

	<ul style="list-style-type: none"> • Any student who has an issue regarding uniform must get a uniform pass from Mrs Goss/Mrs Munday before the exam commences. • You will be refused entry to the exam venue if you are not in full uniform and do not have a uniform pass
<p>Can I take my mobile phone into the exam?</p>	<ul style="list-style-type: none"> • Ideally, mobile phones should be left at home. If they are brought into school, they should be placed in a locker. • If you do not have a locker, you may place your mobile phone in your bag. However, the mobile phone must be switched off, not just set to 'silent'. • You MUST NOT have your mobile phone on your person. • A mobile phone brought into an exam venue and kept on your person (even if it is switched off) contravenes the rules and will lead to disqualification. • Once seated in the exam venue, we will remind you for a final time not to have your mobile phone on your person. At this point if you realise you still have your mobile phone, you may hand it to an invigilator for safe keeping until the end of the exam. • Once the exam has started, any mobile phone discovered on a person will be reported to the exam board as malpractice.
<p>Can I wear a wristwatch in the exam?</p>	<ul style="list-style-type: none"> • No • Watches are prohibited into the exam venue. It should be placed in student's bags before the start of the exam. • Once seated in the exam venue, we will remind you for a final time not to wear a wrist-watch. At this point if you realise you still have your watch, you may hand it to an invigilator for safe keeping until the end of the exam. • Once the exam has started, any watch discovered on a person will be reported to the exam board as malpractice.
<p>Can I wear my ear pods in the exam?</p>	<ul style="list-style-type: none"> • No • Ear pods are prohibited in the exam venue. We will remind you for a final time not to have any ear-pods in your possession. • Once the exam has started, any ear pods discovered on a person will be reported to the exam board as malpractice.

<p>Can I take a drink into my exams?</p>	<ul style="list-style-type: none"> • Students are allowed to take a small see through bottle of water into their exams. • The bottle should not be tinted or contain any labels/branding or writing/etchings on the bottle. • We do not permit any squashes or other drinks.
<p>What will happen if a student breaks the Exam Code of Conduct?</p>	<ul style="list-style-type: none"> • The invigilator will speak to them/remove them from the exam venue, depending on which is most appropriate. The exam board will be immediately notified of misconduct. The exam board will investigate the incident and decide how to proceed. • The exam board may decide to disqualify the student from all their exams now and in the future.
<p>Student reminders before an exam</p>	<ul style="list-style-type: none"> • Make sure I have gone to the toilet before the exam. • Have I switched off and left my mobile phone in my locker or bag? • Have I removed my watch and ear pods and left them in my locker or bag? • Am I wearing full correct uniform? <i>(If not, seek pass from Pastoral Office for valid reasons only)</i> • Do I have the correct exam equipment? <i>(As a minimum, 2 black pens, pencil, highlighter pen)</i> • Have I removed any labels from my water bottle? • Are my blazer and trouser pockets empty? • Do I know my exam venue and seat number? <i>(View exam timetable on Edulink / See a member of exam staff)</i>

DURING THE EXAM

What name do I write on my exam paper?	<ul style="list-style-type: none">• Please ensure you write your legal first name and legal surname on your exam paper
What if I forget my candidate number?	<ul style="list-style-type: none">• A candidate card will always be placed on your desk which will detail your candidate number.
Do I have to sign my exam paper?	<ul style="list-style-type: none">• Please ensure you sign your exam paper when required to do so.
Do I have to listen to the 'Notice to Candidates'	<ul style="list-style-type: none">• Yes• The notice to candidates gives important information about the exam and conduct required.• The invigilator may also read instructions at the start of the exam• It is important that you arrive on time for your exams to listen to this important information.
What if I need assistance during the exam?	<ul style="list-style-type: none">• Please raise your hand.• An invigilator will be able to assist you, whether it be for a tissue, for a glass of water or for you to raise a concern that you have.• The invigilators will not be able to help you understand the exam paper.
What if I need to go to the toilet during the exam?	<ul style="list-style-type: none">• If you have a toilet pass, you will be permitted to go to the toilet during the exam. You will be supervised by a member of exam staff going to and from the toilet.• You will not be permitted to go to the toilet without a toilet pass unless it is an emergency. This is why it is important to go to the toilet before the exam.
What if my equipment breaks during the exam or my pen runs out?	<ul style="list-style-type: none">• Please raise your hand as invigilators are able to supply you with a replacement if your equipment breaks or pen runs out or your calculator stops working.• We are unable loan any equipment if you forget to bring your own.
What if another student is trying to communicate with me during the exam?	<ul style="list-style-type: none">• Do not attempt to communicate back with them. This is classed as malpractice and will be notified to the exam board.• Notify the invigilator by raising your hand if they are not already aware.• Give yourself the best chance to do well in your exam.

EXAM ANXIETY – Supporting at Home

Some stress and anxiety around exams is good and perfectly normal. Your child is becoming an adult and they 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:

Do – Positive 😊	Don't – Negative 😞
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

Hampshire Child & Adolescent Mental Health Service (CAMHS) have also produced a guide for how to support your child experiencing exam stress and have provided some useful tips.

How to support a child experiencing exam stress

WHEN TO BE CONCERNED?

It is typical for children and young people to experience worry and stress about tests and exams.

When to be concerned:

- If the degree to which a young person feels low appears out of context or disproportionate to the reason why they might be feeling low
- If episodes are more frequent or prolonged and cause the young person distress
- If it impacts on their ability to cope with everyday life such as going to school, seeing friends or taking part in leisure activities

WHAT TO DO:

- Normalise that anxiety is a natural emotion, the physical sensations of anxiety can be unpleasant but it will pass and won't cause any harm
- Let your child's school or college know how much they are struggling so they can offer help, support and advice
- Encourage looking after physical, mental and emotional help by ensuring:
 - Eating and drinking regularly
 - Following good sleep hygiene
 - Being organised, planning and pacing work
 - Taking regular breaks from revision and studying including having study free days
 - Engaging in leisure activities regularly including spending time with friends
 - Taking part in regular physical activity
- Watch a parent/carer workshop on how to support anxiety: bit.ly/3o9Cd1m
- Watch a parent/carer workshop on coping and resilience skills: bit.ly/3y7WrgE
- There is a lot of information on the Hampshire CAMHS website: hampshirecamhs.nhs.uk/help/young-people/school-college-exams/

WHAT MIGHT IT LOOK LIKE?

- Disrupted sleep (difficulties getting to or staying asleep, early morning waking)
- Persistent reassurance seeking
- Resistance to doing things; requiring a lot of cajoling or persuading
- Avoidance of anything associated with school/college
- Over-working; refusal to take breaks and resistance to engage in other activities especially leisure activities
- Becoming distressed or agitated when facing fear or even thinking about facing the fear
- Some repeated patterns of behaviour or routines which seem to help the young person but don't make sense to others (e.g. repeated checking or counting)
- Some episodes of panicking such as getting distressed, racing heart rate, quicker breathing, upset tummy, feeling sick, feeling dizzy or faint
- Demanding things be done in certain ways or requesting others to do things for them
- Families might also find themselves struggling to do things as they normally would as they may make adjustments to accommodate how the young person is feeling or responding

#Recipes4wellbeing



hampshirecamhs.nhs.uk

They have also supplied some useful apps



Please remember to liaise with Wyvern College with any problems or concerns.

- Tutor
- Mrs J Munday – Year 11 Pastoral Assistant
- Mrs E Goss – Year 11 Pastoral Leader
- Miss S McKenna – Exams Officer
- Mrs J Kimble – Exams Coordinator
- Mr S Stocks – Deputy Head teacher

AFTER EXAMS – Leavers’ Day, Prom, Results & GCSE Certificates

When is Leavers’ Day?	<ul style="list-style-type: none">• Thursday 27th June 2024• 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. However, please ensure appropriate clothing is worn with no offensive slogans, very short shorts/skirts or vest tops.
What will happen if students have not completed their “signing off” form?	<ul style="list-style-type: none">• Their exam results may not be released if they have not completed their Leavers’ Signing Off form.• All text books, monies owing to the college etc. should be returned on or before leaver’s day and any failure to do so may mean that results and certificates cannot be released.
When is the Prom?	<ul style="list-style-type: none">• Prom is on Thursday 27th June 2024 and is being held at Botleigh Grange Hotel, Hedge End, SO30 2GA.• Arrivals from 6:00pm.• Parents are welcome to attend to view the arrival of students.
When and where do I get my exam results?	<ul style="list-style-type: none">• Students may collect their own results in person on Thursday 22nd August 2024 between 10:00am and 11:00am.• Any results not collected will be posted to students via first class Royal Mail on the 22nd August. Please ensure Wyvern College have your most up-to-date home address.• You may nominate someone else to collect your exam results on your behalf. You will need to write to Miss McKenna, 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.• Wyvern is unable to issue any exam results via email or over the telephone.

	<ul style="list-style-type: none"> • Students must have handed in a fully completed Leavers' Signing Off Form and paid any outstanding debts in order to collect their results.
<p>When and where do I get my exam certificates?</p>	<ul style="list-style-type: none"> • Your GCSE certificates will be posted home to your home address on Tuesday 19th November 2024 via Royal Mail 2nd class signed for service. • It is important that we are kept up to date of your current home address. Please email examsoffice@wyvern.hants.sch.uk if your address has changed and you have not notified the college. • Any certificates returned to the college as they have not been able to be delivered will be kept for a period of 2 years, after which they will be securely destroyed.
<p>Can I have my coursework for Art and/or Design & Technology once I have left college?</p>	<ul style="list-style-type: none"> • Yes • You will need to wait until November before collecting your coursework. • Please email examsoffice@wyvern.hants.sch.uk and arrangements will be made for you to collect your coursework on an agreed date. • Any coursework not collected by the end of term (i.e. in December) will be securely destroyed.