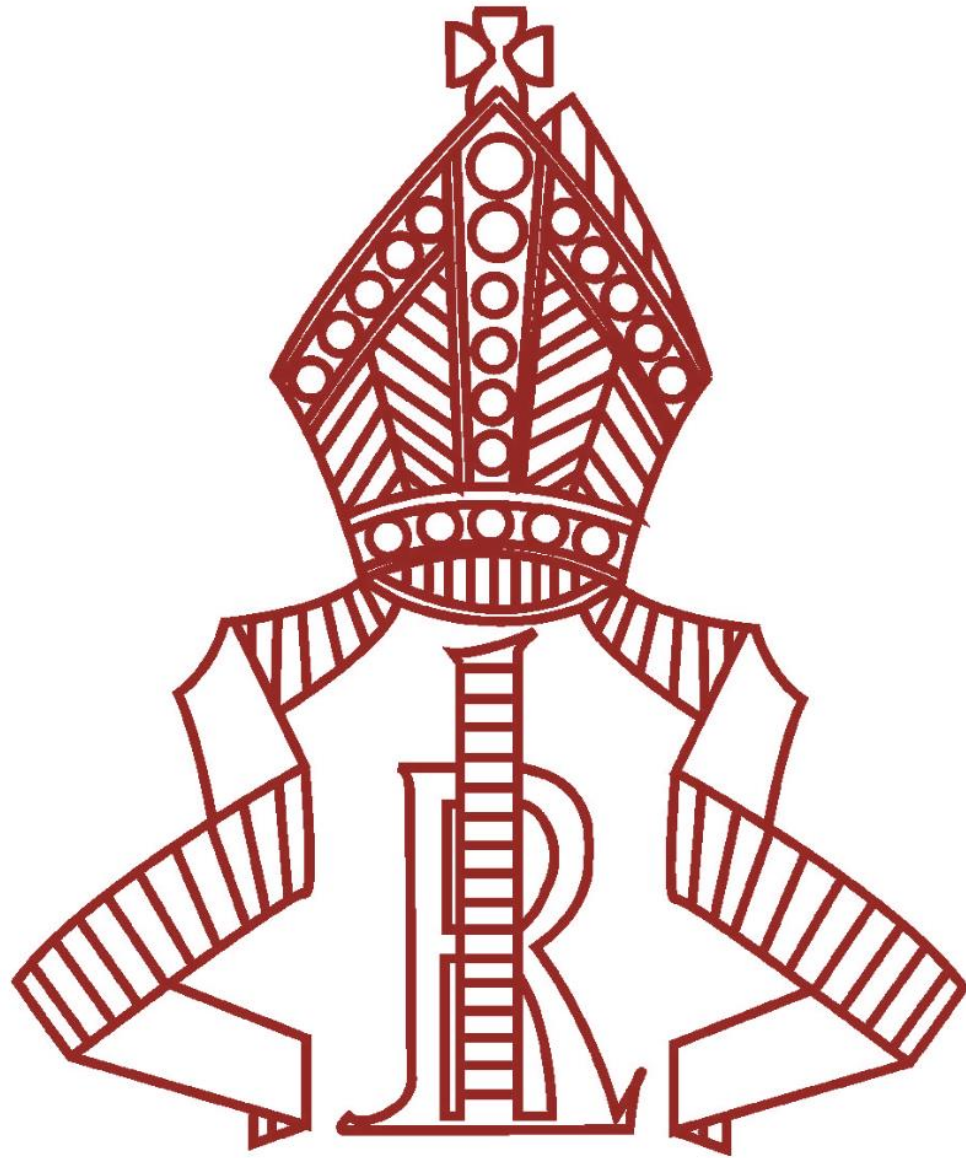


Bishop Luffa School



GCSE Examinations Preparation Booklet 2025

Exam Timetables

You will soon be emailed your individual timetable/seating plan which will also be available in your Arbor account. Please ensure you know your location and seat number for each exam. Seating plans will also be displayed in the reception lobby each day.

Assemble at least 15 minutes before the starting time, outside the room you will be taking the exam in.

Sports Hall:	On Humanities Block playground
Bridge Club:	By the steps up to the Bridge Club
Gym:	Outside the entrance
Other classrooms:	Outside the room

Candidate Numbers

Your candidate number is the four-digit number on your exam timetable. Please remember it and make sure it is written on all your exam scripts and any spare sheets used.

Candidate Name

When you are filling in your name, **please use your full legal first name and surname**, no abbreviations, i.e. if you are called Sam, but your name is Samuel, make sure you write Samuel on your exam papers. This helps match up scripts with registers both in school and with the examiners. If you are known by another name, please make sure you use your legal name on all your exam scripts.

Exam timings & clashes

Exam start times are dictated to all exam centers by JCQ (Joint Council for Qualifications). As a result we are not allowed to choose times that suit the school as the security of the exams must be maintained at all times. There are some key points to be aware of:

- Students sitting a morning exam are required to stay in the exam for the full length of the exam, and **are not allowed to leave before 10am**.
- Students sitting an afternoon exam are required to stay in the exam for the full length of the exam, and **are not allowed to leave before 2.30pm**. You may find that you have an afternoon exam that finishes before 2.30pm, after which you must sit quietly and under exam conditions until this time.

If you have **more than one exam** scheduled in a session (ie. morning or afternoon), you have an examination clash which means on that day, you will have an amended timetable. This will allow you to sit your exams consecutively with a **short**, supervised break in between each one. This is necessary as you will be sitting an exam before or after the rest of your class and cannot have contact with other students to ensure the exam is secure. You should bring a snack and drink with you. You will have *no* access to the canteen and will have supervised breaks between exams with an invigilator.

Exam Equipment

You must write in **BLACK** ink. Your exam scripts will be scanned before being sent to the examiner. If you write in any other colour, your answers may not be easily read and you may lose marks.

It is your responsibility to provide all equipment for your exams. You must bring the following equipment in a **clear, transparent plastic bags or pencil case**.

- A minimum of two black writing pens
- A couple of pencils / and a range of coloured pencils if required
- An eraser
- A 30cm ruler
- A working calculator (programmable calculators must have the memory cleared) and geometry equipment if required

No mobile phones, ipods, Mp3/Mp4 players, earpods, headphones, watches, smart glasses or any other electronic communication devices are permitted in the Examination room.

If you must have them in your bag, they must be switched off. Any equipment that rings or makes a noise during the exam will be confiscated and the owner will be reported to the Examination Board.

If you are reported for a breach of the rules, your exam paper could be disqualified.

Behaviour

On entering your exam room, you **must** be completely silent and not communicate with other students. Any verbal communication will be reported to the exam board.

Follow instructions carefully and do nothing with your exam paper until you are told to do so.

If during the exam you are disruptive or communicate with another student you will be reported to the exam board and may face disqualification.

Drinks and sweets

During summer examinations some candidates bring small (no more than 500ml), clear, transparent water bottles into the examination rooms. This is perfectly acceptable, but for obvious reasons we do not allow sticky or fizzy drinks – water only please. All water bottles must have their labels removed. If you get to your desk and still have the label attached to your bottle, please remove it and hand the label to an invigilator.

No sweets or chewing gum may be taken into the examination hall.

Nutrition during the exams

During the exams it is important to keep a balanced diet. You should bring snacks into school to keep you going as well as water to stay hydrated. It is important to have breakfast on each exam day!

Exam Warm-ups & Revision sessions

Exam Warm-Ups will take place just before the exam. It is important that you are on time for the warm up sessions.

A warm up will help you to prepare for your exam. It will go over any key detail that you will need to remember so that when you go in you are focused on that subject and what you need to do.

Revision sessions will go over key points to help you revise for a subject.

**PLEASE REFER TO THE DOCUMENT 'GCSE Exams 2025 Warm-Up & Revision Sessions'
FOR ALL THE TIMINGS OF WARM-UPS AND REVISION SESSIONS**

Illness/Absence

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the exam. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an exam or demonstrate his or her normal level of attainment in an exam.

If you are **absent** on the day of an examination due to illness or circumstances out of your control:

- Leave a message on the school's absence line as early as possible; and it will then be passed to the Exams Officer. Please be clear about which exam you will be missing. You will then be contacted after the exam by the Exams Officer for further information. Special consideration may be applied for depending on the circumstances.

If you attend your exam but are dealing with an **incident, have had an accident, are feeling unwell or you are experiencing a domestic problem** on the day of an examination:

- Let the invigilators in the room know. We will usually speak to a parent for clarification of the issue and ask for confirmation in an email to the Exams Officer. Special consideration may be applied for depending on the circumstances.
- If you become ill during an examination and are unable to continue, please raise your hand to attract the attention of an invigilator. You may leave the room, with an invigilator, and be escorted to the nurse. You will not be able to return to the examination room if you are unaccompanied at any time. Special consideration may be applied for depending on the circumstances.

If you are absent without an acceptable reason, your parents will be charged for that examination.

Exam Results

You will receive an email about Results Day giving you the time you may come to school to collect your results. If you choose not to collect them, they will be posted to you by the end of the day.

GCSE Results day: Thursday 21st August

If you wish someone else to collect your results envelope for you, please let Mrs Haywood know in writing. No results at any level can be given by telephone.

If you are on holiday we can email the results to you and will confirm the best email address to use before doing so.

Results will not be given to anyone other than you without your **written** permission

Year 11 Clearance/Shirt Signing

Clearance day is on **Monday 16th June**. There will be an assembly in the Bartlett Hall at 11.15am followed by shirt signing and refreshments, as well as clearance.

Prior to clearing day, you will be sent a draft of your clearance form. This will detail what we are expecting to be returned. If you have lost any books or equipment, please ensure you bring sufficient money to cover the cost of the missing books in order that you can clear. If any payment for re-sits is outstanding, this must be paid at Clearance.

Please note that you will not need to hand in Physics books until after the exam on Monday 16th June.

Locker keys should also be handed in. Please ensure your locker is empty before your key is returned. If you have lost your key there will be a fee of £9, payable on the day.

Lost property should be collected before the clearing day.

Clearance will not be given if books, keys or monies are still outstanding. Please do not return any books to members of teaching staff. The school cannot accept books or monies without the prior agreement of Mr Jackson. The full value will be charged if any books or other items are not returned to the school.

If you are unable to attend on the Clearing Day, please see Mr Jackson who will, in exceptional circumstances, give permission for you to hand your books, locker key, etc. in early via reception.

You know the requirements for conducting yourselves in the examination room. It is also important to conduct yourselves properly during the clearing assembly and shirt signing. There will be exams taking place on that day and whilst it is an opportunity to celebrate your time together at Bishop Luffa, you must respect the exams and lessons taking place.

Shirts being worn must not be signed

Instead, students should bring to school an additional shirt that they can carry with them during the day for their friends to sign. Any shirt which has obscenities written on it will be confiscated and destroyed. This event will finish at 1pm.

Everyone must clear before the Prom on Friday 27th June 2025

Your attendance at the Prom is dependent on this!

During the exam period

Normal Year 11 lessons will be available throughout the examination period.

When in school you must be either in an exam, a revision session, a warm up session, or your normal timetabled lesson.

On **Thursday 8th May**, GCSEs start and you will start your personal exam timetable.

Make sure you attend the warm up and revision sessions. These sessions will help you to focus on the specific requirements of the forthcoming examination.

From **Thursday 15th May** Study Leave starts. Your lessons will continue until you have sat the last exam in that subject. However, they are no longer compulsory. You may choose to come in for exams only, but we recommend that you come in for all lessons and take advantage of the support on offer from your teachers. From this point on, whatever you choose to do, you will need to tap in and out with your lanyards or using your fingerprint, as though you were Sixth Formers.

You are **strongly advised** to attend all of the revision sessions and warm ups that are being offered for you.

We **highly recommend** that you attend the after-school revision sessions that are timetabled to run. They are organised for your benefit.

Attendance to all warm-up and revision sessions is expected throughout the exam period.

Registration during the exam period

During the exam period it is important that we know exactly who is in school at any point in time. To enable this, we will be using the card/fingerprint registration system with Year 11. The use of this system will allow for the development of greater responsibility and independence experienced in the 6th form, who use this system daily.

You should register in school as follows:

In the morning:

1. You will be registered in all exams
2. If not attending an exam as your first activity, sign in using the registration point
3. You will also be registered in any lessons or tutor times that you attend
4. If you finish an exam and remain on school premises you must sign in using the electronic system
5. If you leave site, having previously signed in using the electronic system, you must then sign out using this system by pressing # and scanning your card/fingerprint.

In the afternoon:

1. You will be registered in an exam
2. If you remain on site for a revision session please register using the registration point

If you have lost your card or do not have your fingerprint registered you may sign in at reception.

Location of registration points

- Reception lobby
- Outside Bartlett Hall
- Entrance to Science block

Tips for Success:

One day before the exam

Before each exam, make sure you:

- Get enough rest and sleep
- Active brains need a balanced diet - eat sensibly, don't skip meals or make do with snacks
- Check on the starting time
- Check that you have everything you need. Make yourself a checklist.

15 minutes before the exam

Make sure you:

- Make sure you know where you are sitting
- Have all the equipment ready for the exam
- Check your pockets to make sure you don't take forbidden items into the exam.

Remember, you can be disqualified if you are found to have any unauthorised material.

In the exam

Everyone gets nervous in exams. Take a deep breath before you go in and remember these basic guidelines:

- Even though you may be nervous or worried, listen to what the invigilator in charge tells you to do. If it is a written exam, read the instructions on the question paper carefully before you start writing
- If you think that something is wrong, if you feel unwell, or if something is distracting you, put up your hand until a supervisor arrives
- Make sure you do not communicate with, or look at the work of, any other candidate. You can be disqualified if you break the exam rules in any way.

Tips - Before you start writing:

Read the instructions on the front of the paper carefully

- Make sure you know how many questions you should be answering
- Read the questions slowly, then read them again - it's all too easy to misread when you are nervous
- Answer the questions on the paper rather than the questions you were expecting
- Choose the questions you think you can answer best, where there is a choice
- Compare the marks allocated to each question and use this as a guide to the time you spend on each
- Allow enough time to answer all the questions and to check back over your work
- Try not to panic if you are unable to answer a question. Move on to the next question and come back to the difficult one later
- Take care with your presentation - your answers need to be clear to the examiner

During the exam

When sitting in the exam room, keep calm and focused on the task at hand. Remember to read all the instructions before putting pen to paper and make sure you allocate your time carefully in order to answer all the required questions. If you need anything, don't be afraid to ask!