



YEAR 11 GCSE EXAMINATION BOOKLET 2022



Mr Andrew Murray
Headteacher

73 Breck Road
Poulton Le Fylde
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FY6 7AQ
01253 893102

Dear Parent/Carer and Student

Please read this booklet to be aware of the guidelines for all examinations at McKee.

Within this booklet are the very important notices related to examinations:

- Summer 2022 GCSE exam dates
- Information regarding technology
- Warning to candidates
- Information to candidates regarding;
 - Social media
 - Information about you and how It's used
 - Written exams
 - On screen tests
 - Coursework assessments
 - Non-examination assessments

When registering students with examination boards, we are guided by JCQ to ensure that the name the candidate is registered under can be verified against a suitable identification such as a birth certificate or passport. We will register students using their legal name rather than a "known as" name. **Please can you complete the enclosed form confirming the candidate's legal name and date of birth. If you have any questions regarding this please contact myself.**

In relation to students receiving their results, these will be available from 9:30am on **Thursday 25th August 2022** from the College House site; students must come in person to receive them.

Certificates will be available from November and a letter will be sent out closer to the time advising students of when to collect them.

If you require any further information regarding examinations, please do not hesitate to contact me on the number above.

Regards

Joanna Eaves
Examinations Officer

Student Information

You will be given your PERSONAL TIMETABLE via your form tutor. Write down your exam dates in several places and keep checking them. Please check your timetable carefully. If you have any queries about which papers you are taking see your subject teacher.

Some practical and oral exams take place before the main programme of written papers. Your subject teachers will inform you of the arrangements and procedures for these parts of the examinations

There will be days when you have to sit more than one exam, sometimes with a long break between them. Make sure you are prepared for this.

ROUTINES

- You should arrive at the McKee at least fifteen minutes before your examination is due to start.
- Morning Exams start at 9:00AM and students **MUST** stay for the duration of the exam. **The earliest time that a student can leave is 1 hour after the published start time of an exam, please be aware this may not be the exam start time.** This also applies to afternoon exams when the start time is 1:00PM
- **Full school uniform should be worn for all examinations.**
- Please ensure that belongings are kept to a minimum, a room will be available for them to be stored, **bags and coats will not be permitted in the exam rooms.**
- Equipment is provided but if you would prefer to use your own, you will need black ink pens, pencils, ruler and rubber in a clear plastic bag or pencil case. No other kind of pencil case is allowed. Math's – calculator, ruler, protractor, compasses. Pencil should only be used for drawing – remember to return to using a pen after finishing a drawing.
- Water only is permitted in the exam room, but ALL labels are to be removed and any sports type drinking bottle must be transparent, **students must provide their own water and bottle** as staff are unable to provide this during an exam.
- Correction fluid of any kind e.g. Tippex, is not allowed
- You must not bring any un-authorised material into the examination room
- You are not allowed to leave the exam before the finish time
- Mobile phones, I-pods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) are NOT allowed in the exam hall. Ideally, these should not be taken into the examination room at all; however, there will be an opportunity for you to hand anything unauthorised to the invigilators before the exam starts. A box will be provided in the exam room for such items. **PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.**
- You must not talk, or try to communicate with, other students in the exam halls.
- If you miss a paper, you cannot take it later.

WHAT TO DO IF:

- You are delayed telephone the McKee on 01253 893102 and then come to school as quickly as possible and report to the Office without speaking to other students. You may still be able to go into the exam.
- You are unwell in the exam room let the invigilator know.
- You are disturbed by something in the exam room let the invigilator know.
- You are unwell & unable to sit the exam telephone the office to let us know why you are absent. It might be possible to obtain special consideration from the examination board. The examination board will not allow special consideration under any circumstances if a candidate has not completed 50% of the assessment. Medical evidence MUST be provided.

It is important to note that IF YOU MISS ANY WRITTEN PAPERS IN A SUBJECT YOU MAY NOT BE AWARDED A GRADE – this will be at the discretion of the Examination Board.

BEFORE THE EXAMINATION

To be at your best for the examination:

- Get a good night's sleep THROUGHOUT THE EXAMINATION PERIOD
- Get plenty of exercise THROUGHOUT THE EXAMINATION PERIOD – it helps your concentration
- Get all of your things ready the night before
- Eat a good breakfast
- Be determined - willpower counts!
- Don't be put off by what other students say they have done
- Think positively and don't underestimate yourself
- Ensure you visit the bathroom as this may not be possible during the exam

DURING THE EXAMINATION

- Make sure you read all the instructions on the FRONT of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's and Science exams).
- Don't forget to fill in your LEGAL name and candidate number at the top of each exam paper and sign it.
- The examination is NOT finished until you have left the examination room. You must remain silent throughout.

AFTER THE EXAMINATION

- Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you did well and those you need to improve the next time.
- Do not waste time worrying about the examination you have just done - you cannot do anything about it!

Good luck!

Supporting Your Child During Exam Time

How can I help my child?

Exams are a stressful time for any young person. Mood swings and outbursts are more likely to occur during this period. Look out for other signs that your child may be struggling, including poor sleep patterns or a change in appetite or behaviour. It's worth preparing ways of supporting your child during exam weeks and thinking about how you will react and respond on the day if they don't get the result that they, or you, are hoping for.

These are things that can really make a difference:

- Work with your child to find what revision style works for them.
- Encourage your child to take revision breaks and find a balance between studying and doing things they find enjoyable and relaxing.
- Make sure they are eating and drinking at regular intervals.
- Encourage them to take some time after revising to wind down.
- Reassure them – reinforce that you are and will be proud of them no matter what happens.
- Remain positive and hopeful!
- Plan a treat or an activity together to mark the end of the exams.
- Set aside one to one time so that they can talk to you about any worries.
- Let them know their feelings are valid and normal, but also offer support and solutions where possible.
- Anxiety is often worst at night and this means it is useful to encourage good bedtime routine
- Work with them to develop relaxation techniques.
- If anxiety and stress start impacting their day-to-day life seek help from your GP.

How can the school help?

- Speak to your child's teacher(s) to find out what revision techniques they recommend.
- If your child is struggling with a specific subject, talk to the relevant teacher and explore whether they can provide additional help.
- Speak to your child keyworker, they can help with practical steps including revision timetables.
- If your child has additional learning or developmental needs, speak to the school SENCO and establish what specialist provision they can put in place.

Where to get help

Exam Results Helpline

www.ucas.com/connect/blogs/exam-results-helpline

- Specialist careers advice for helping young people and their families decide on options following GCSE, A Level and Nationals exam results days
- Helpline: 0808 100 8000

The Mix

www.themix.org.uk

- Provides a confidential helpline, email, webchat and telephone counselling service for young people under 25. Advice and information on support services for young people including counselling.
- Freephone: 0808 808 4994 (daily 13:00-23:00)

BBC Bitesize: The Mind Set

www.bbc.com/bitesize/articles/z3hpgdm

- Results: how to cope on the day

www.bbc.com/bitesize/articles/zpmpk2p

Student Minds

<https://www.studentminds.org.uk/>

- Supporting students to look after their mental health.
- Peer support programmes
- Email: info@studentminds.org.uk

MindEd

mindedforfamilies.org.uk

- MindEd for families is a website where you can hear about other parents' experiences and find clear, helpful guidance on children and young people's mental health and wellbeing



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Dear Parent/Carer and Student

Please complete the form below using **block capitals** and return to school.

I confirm that _____ is the candidate's LEGAL name

I confirm that _____ is the candidate's date of birth

I confirm that I have read and understood the enclosed year 11 exam booklet

Signed parent _____ Date _____

Signed Candidate _____ Date _____

Joanna Eaves
Examinations Officer