

YEAR 11

EXAM INFORMATION

Everything you need to know about the smooth running of exams in the run-up and on the day of the GCSE exams. Exams Officer: Miss Casey

POTENTIAL INTO REALITY





Reddicap Heath Road Sutton Coldfield B75 7DY 0121 378 1946 enquiry@jws.bham.sch.uk https//theroyalsuttonschool.atlp.org.uk Headteacher: Mrs N Gould

Dear Parents and Carers

A very warm welcome to Year 11. This booklet has been designed for you to retain and refer to over the forthcoming academic year. I hope in addition to the school website it answers all your questions regarding the exam rules, regulations and processes.

The exam team comprises of myself and a team of over 20 invigilators. As parents and grandparents, we fully understand the stress that exams can have on students and families. We want students and families to be reassured we are here to help. We work closely with the Year 11, SEN and wider school teams to ensure every student is well looked after.

All mocks are run in the same way as GCSE's. We enforce all regulations and school routines to ensure that everyone involved is well practiced. This means that by May 2025, students are confident and don't need to worry about the "where" "when" and "whys" as it is all familiar to them.

It is important to understand on exam days, I do need all students to be here by 8:30am. It is imperative this happens as the logistics of getting 190 students in the right place, at the right time, in the right way, with all they need and doing it in a calm manner takes time. Part of the strict JCQ regulations is that GCSE start times are non-negotiable on the date and time advertised. For this reason, we apply the same rule to all exams including mocks. Late arrivals will be refused entry to exams and an alternative date and time to sit exams will not be given. Therefore, please ensure you do not book any appointments or holidays on any of the dates listed on the "Save the dates" document towards the back of this booklet.

Whilst I fully appreciate that it can be challenging for students using public transport, we do not accept this or any other reason for late arrival. I regularly talk to students about the exams process being the first time as young people they will experience lots of things like overcoming something that is daunting or in this case, the need to plan ahead and have a backup plan in place. Students are taught exams are like catching the flight, if you are not there on time it will go without you, and you will not be refunded your ticket price. In line with DFE guidance, I must confirm any missed GCSE exam becomes the responsibility of the parent/carer to pay. In the absence of payment all results for the student are withheld. To help ensure this is not something that is necessary this year, can I ask for your support in ensuring students know what to do and by when, to get here on time if their planned transport lets them down.

As well as the school website, there will be many updates sent from school throughout the coming year, please make sure we have your up-to-date email and mobile phone numbers, so you do not miss any vital information.

In January, I will be sending students home with a paper copy of their "Confirmation of Exam Entries". This document is sent home for students and families to review. It is your opportunity to check if anything is incorrect and if so, that it is amended on the form before signing it and returning it to me the same week. This information is then submitted to the exam boards by the 21 February 2025 deadline.

For every set of exams, I will provide each student with an individual timetable. This ensures they know not only which exam they have at what time but also which room to go to and where they will be sitting. If at any point they forget this information, there is no need to worry as lots of staff are always on hand to support, as well as seating plans being on display in the hall.

I really hope this booklet gives you the information you need to feel confident in supporting students through the exam process but if there is anything I have missed please do not hesitate to get in touch.

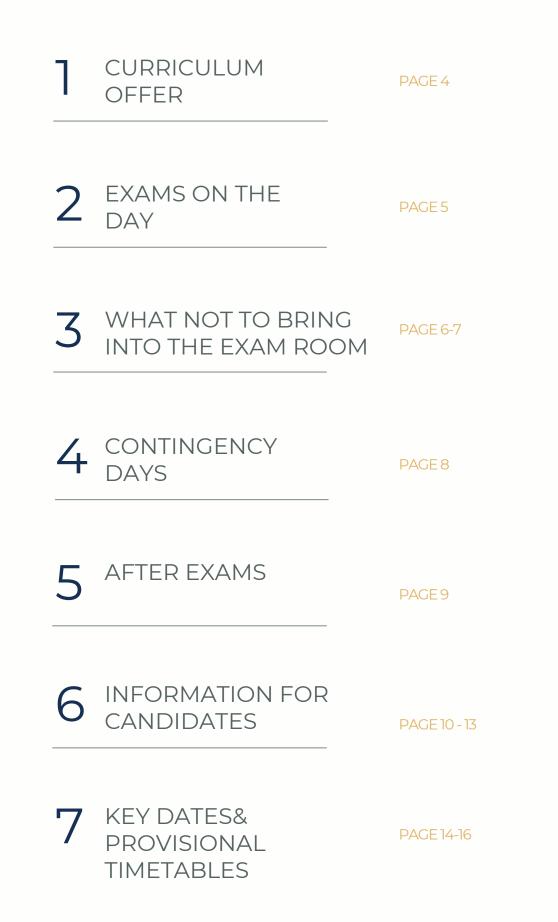
Kind regards Miss A Casey Exams Officer



The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920. Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ. CEO Richard Gill NPQH, NLE, FRSA







1 CURRICULUM OFFER 2024 -2025

Curriculum offer 2024/25

GCSE					
Subject	Exam Board	Specification	QAN		
Arabic – exam only	Edexcel	1AAI	603/1172/1		
Art & Design - Fine Art	AQA	8202	601/8088/2		
Biology	AQA	8461	601/8752/9		
Business	AQA	8132	603/0304/9		
Chemistry	AQA	8462	601/8757/8		
Chinese – exam only	Edexcel	1CNO	603/1048/0		
Combined Science	AQA	8464	601/8758/X		
Drama	OCR	J316	601/8975/7		
English Language	AQA	8700	601/4292/3		
English Literature	AQA	8702	601/4447/6		
French	Edexcel	1FRO	601/8708/6		
Geography	AQA	8035	601/8410/3		
History	AQA	8145fc	601/8217/9		
Italian – exam only	Edexcel	1INO	603/0986/6		
Mathematics	AQA	8300	601/4608/4		
Media Studies	AQA	8572	603/2105/2		
Music	OCR	J536	601/8216/7		
Panjabi – exam only	AQA	8683	603/1074/1		
Polish – exam only	Edexcel	8688	603/1185/x		
Portuguese	Edexcel	8688	603/1185/x		
Physics	AQA	8463	601/8751/7		
Religious Studies	AQA	8062MA	601/8400/0		
Russian – exam only	Edexcel	1RUO	603/1200/2		
Spanish – exam only	Edexcel	1SPO	601/8710/4		
Turkish – exam only	Edexcel	1TUO	603/2691/8		

National or Technical - Level 1 / 2							
Subject Exam Board Specification QAN							
Creative IMedia	AQA	J834	603/7090/7				
Health & Social Care	Pearson	Tech award L1/2	603/7047/6				
Hospitality & Catering	WJEC	5409QA	603/7022/1				
Sport Studies	OCR	J829	603/7107/9				

NB: If a student would like to take an additional Foreign Language exam, it is imperative that they are able to read, write and speak at a GCSE level. To register your interest or obtain more information, students should speak to Miss Da Silva in room 8 or Miss Casey, at morning Line up.

2 EXAMS - ON THE DAY

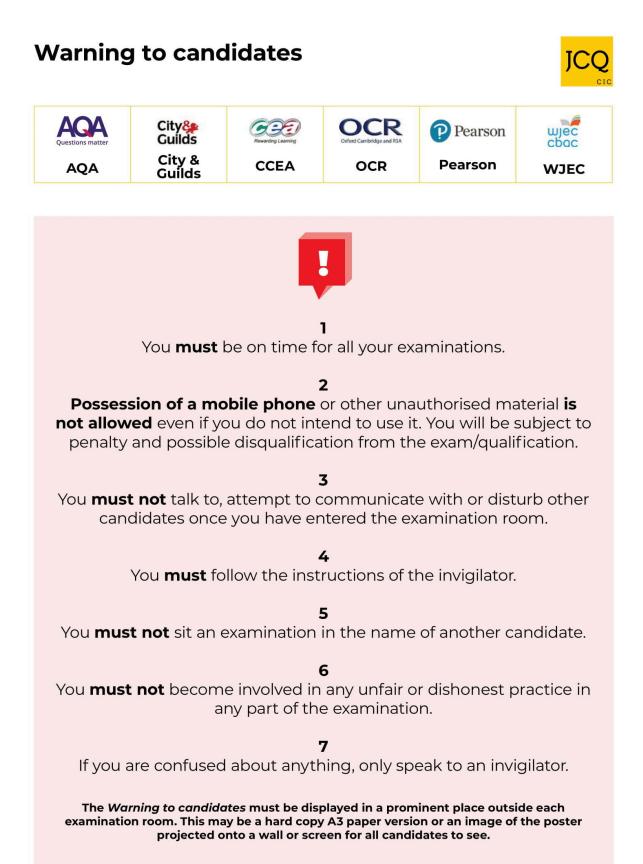
- All exams are scheduled to start at 9.00am and 1.00pm.
- You must be in the hall by 8:30am and 12:30pm daily (your lunchtime will be adjusted accordingly), late arrivals will not be permitted to enter the exam.
- Please ensure you eat! A fed brain functions much better than a hungry one.
- Go to the toilet before 8.30am and 12.30pm, there are no toilet breaks during exams, with the exception of those with a medical diagnosis.
- Full and correct school uniform is required. Incorrect uniform will not be permitted to enter the exam.
- Several copies of the seating plan for each exam will be on display, each morning and afternoon prior to the next exam, in the hall. You need to know your seat before leaving the hall.
- Phones will be collected before entering exam rooms and will be securely stored until **all exams** for that day are complete.

- Bags and coats must be placed in the location specified by invigilators. This is to meet JCQ regulations and emergency evacuation procedures.
- You will not be allowed to leave the examination room early. If you have finished the paper, you should use any remaining time to check over your answers.
- As part of the JCQ regulations your candidate card will have your school photo and candidate number on. These cards will be on your desk for every exam, they must not be removed or defaced.

GOOD LUCK









The following items are not permitted in the exam room.

- Mobile phones **even if they are turned off.**
- Wrist watches of any kind
- Earphones/Earpods of any kind
- Food
- Non transparent pencil cases
- Glasses cases
- Non transparent bottles & flask
- Make up, mirrors, hairbrushes!
- Sunglasses
- Any item with writing on
- Notes, paper or books

Remember

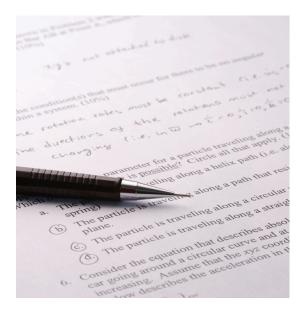
- Do not write on your hands, arms, shirts etc before or during the exam as this can be viewed as cheating!
- Empty the contents of your pockets into your bag before entering the exam room



As part of the awarding bodies national 'contingency plans' for GCSE examinations, they have set the following dates and times that students must remain available for;

- Wednesday 11 June 2024 Afternoon from 12 noon
- Wednesday 25 June 2024 all day

PLEASE DON'T BOOK ANY HOLIDAYS OR APPOINTMENTS ON OR PRIOR TO THESE DATES!





5 AFTER EXAMS

RESULTS

- Results will be available for collection from school on 21 August 2025.
- If you wish any other person (including family members) to collect results on your behalf, you must give written authorization to the school before results day. The person you nominate to collect your results will be required to provide photo ID.
- No results will be given out by telephone under any circumstances.

POST-RESULTS SERVICES

The following services are available:

- 1. Access to scripts Request a candidate's marked script free of charge.
- 2. Clerical re-check Request a clerical re-check of the marks: this does not include any review of marking. There is a fee for this service.
- 3. Review of marking Make a request for the marking of a script to be reviewed. There is a fee for this service.

Post-results service requests must be made by the school on behalf of a student. Therefore, Miss Casey, will be present in school on Friday 22 August 2025 for any student wishing to come and complete the necessary paperwork for these services.

CERTIFICATES

These are not provided by exam boards until mid November when all post result services have been completed. All certificates should be collected in person by students on 1 December 2025. A reminder will be added to the website for this.

If a student is unable to collect the certificates themselves, they must ensure the Exams Officer has received prior written consent to hand them to a nominated person. This person will be required to bring photo ID on the day of collection. If a student is unable to attend on 1 December 2025 they will need to arrange an appointment to collect them at an alternative date/time. Certificates will not be available without prior appointment.

Schools are only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time, they can only be replaced by direct application to the appropriate Examination Boards. This will require proof of identity (such as a birth certificate) and a substantial fee per Examination Board. You are therefore urged to collect your certificates on 1 December 2025 or as soon as possible thereafter and to keep them safe.













Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA https://www.aqa.org.uk/about-us/privacy-notice

CCEA http://ccea.org.uk/legal/privacy_policy

City & Guilds https://www.cityandguilds.com/help/help-for-learners/learner-policy

NCFE https://www.ncfe.org.uk/legal-information

OCR https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/

Pearson https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html

WJEC https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

6 INFORMATION FOR CANDIDATES

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

• Access – you are entitled to ask each awarding body about the information it holds about you.

- Rectification you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.

• Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).



How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (https://www.gov.uk/government/organisations/ofqual) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (http://ccea.org.uk/regulation) in Northern Ireland.

Other important JQC documents for you to read are listed below and can be found on the Exams Information page on the school website.

Information for candidates: Coursework Information for candidates: NEA Assessments Information for candidates: Written Exams



<u>Using social media and examinations/assessments</u> Information for candidates

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
 - If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers







- 16 September 2024 at 8:30am 25 September 2024 at 18:00 8 October 2024 13-14 November 2024 18-28 November 2024 19 November 2024 2-5 December 2024 16-19 December 2024 16 January 2025 23 January 2025 4 February 2025 10, 12 & 13 February 2025 10-14 March 2025 7-10 April 2025 5 May - 27 June 2025 20 June 2025
- Art trip to Pitts College Oxford Year 11 support evening MFL mock speaking exams Art practical mocks Written mock exams A Christmas Carol theatre trip DT practical mock exams Option subject intervention sessions MFL mock exams Year 11 Parents evening Trip to Hardwick Hall Food practical mock exams Mock exams Art GCSE practical exam GCSE's Year 11 Prom at Aston Villa

:All above dates are provisional and subject to change dependent on school operational or year group progress needs. Detailed information will be provided to students and families closer to the time.

After school revision sessions to start after October half term 3 nights a week.

7 WEEK BY WEEK EXAM TIMETABLE

P= paper no not time of day	time of day							
Friday 22nd November	Line up on playground Register in hall Exam entry	Sperates Biology P2 Synergy P2 1hr 45 Combined Science P2 - Biology 1hr15	History p1 1hr		Friday 29th November	NA - pdd	ppd - VN	NA - pdd
Thursday 21st November	Line up on playground Register in hall Exam entry	Maths p2 1hr30	Geography P1 1hr 30		Thursday 28th November	Line up on playground Register in hall Exam entry	Business (1185.2)- 1hr 45 Heatta & Sc(111450-, 2hrs Media (1117.2) - 1hr 30 Media (11145) - 1hr 30 Sport (115port.2) - 2hrs	Business (1185.3) - 1hr 45 Food (111EF.3 & 111EF.4) - 1hr 20 Sport (11 Sport.3) - 2hrs RS p1 - 1hr 45
Wednesday 20th November	Line up on playground Register in hall Exam entry	English Literature p1 1hr 45	Sperates Chemistry p2 Synetgy p2 1hr 45 Combined Science p2 - Chemistry 1hr15		Wednesday 27th November	Line up on playground Register in hall Exam entry	History p2 - 2hrs	Seperates Physics p2 1hr 45 Combined Science Physics p2 1hr 15
Monday 18th November Tuesday 19th November	NA - English trip	NA - English trip	NA - English trip		Tuesday 26th November	Line up on playground Register in hall Exam entry	Food (11TE-1) - 1hr 20 Media (11MS.1) - 1hr 20 Media (11MS.1) - 1hr 30 Media (11MS.4) - 2hr 30 French (11MS.4) - 2hrs (F) Sport (11Sport.4) - 2hrs	Maths p3 1hr 30
Monday 18th November	Line up on playground Register in hall Exam entry	Maths p1 1hr 30	RS p1 (11RE.3) - 1hr 45 Drama (11DR.4) - 2hrs		Monday 25th November	Line up on playground Register in hall Exam entry	English Language p1 1hr 45	Geography paper 3 1hr Food (11TEF.4) - 1hr 20
	Form	A	¥			Form	A	M

7 WEEK BY WEEK EXAM TIMETABLE

	Subject	Title	Exam Time	Exam Duration
06/05/2025	Health and Social Care	Health and Wellbeing	AM	2h
08/05/2025	Drama	Drama: Performance and response - Written Paper	AM	1h 30m
08/05/2025	Turkish	Paper 1: Listening and understanding in Turkish Foundation Tier	AM	0h 35m
09/05/2025	Business	Business Paper 1	PM	1h 45m
12/05/2025	Chinese (Mandarin)	Chinese (Mandarin) Paper 1	PM	35m
	Chinese (Mandarin)	Chinese (Mandarin) Paper 3	PM	45m
	English Literature	English Literature Paper 1	AM	1h 45m
			PM	0h 35m
12/05/2025		Paper 1: Listening and understanding in Chinese Foundation Tier		
	Religious Studies A	Religious Studies A Paper 1	AM	1h 45m
	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 1 (both tiers)	PM	1h 15m
13/05/2025	Combined Science: Synergy	Combined Science: Synergy Paper 1 (both tiers)	PM	1h 45m
13/05/2025	Biology	Biology Paper 1 (both tiers)	PM	1h 45m
14/05/2025	Media Studies	Media Studies Paper 1	PM	1h 30m
14/05/2025	Geography	Geography Paper 1	AM	1h 30m
14/05/2025 9	Sport Studies	Contemporary issues in Sport:Written Paper	PM	1h 15m
15/05/2025		Paper 1: Reading, Summary and Grammar	PM	2h 15m
	Mathematics	Mathematics Paper 1 (non - calculator) (both tiers)	AM	1h 30m
16/05/2025			PM	1h 45m
the second s		Business Paper 2		
16/05/2025 I		History Paper 1	AM	2h
	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)	AM	1h 15m
19/05/2025 (Chemistry Paper 1 (both tiers)	AM	1h 45m
19/05/2025 (Chinese	Paper 4: Writing in Chinese Foundation Tier	PM	1h 20m
19/05/2025	Urdu	Paper 1: Listening and understanding in Urdu Foundation Tier	PM	0h 35m
19/05/2025	Urdu	Paper 3: Reading and understanding in Urdu Foundation Tier	PM	0h 50m
	English Literature	English Literature Paper 2	AM	2h 15m
	Religious Studies A	Religious Studies A Paper 2	PM	1h 45m
21/05/2025		Paper 1: Listening and understanding in French Foundation Tier	AM	0h 35m
21/05/2025 I 21/05/2025 I			AM	0h 45m
		Paper 3: Reading and understanding in French Foundation Tier		0h 45m 0h 35m
22/05/2025		Paper 1: Listening and understanding in Arabic Foundation Tier	PM	
22/05/2025		Paper 3: Reading and understanding in Arabic Foundation Tier	PM	0h 50m
22/05/2025	Turkish	Paper 4: Writing in Turkish Foundation Tier	PM	1h 20m
22/05/2025	Media Studies	Media Studies Paper 2	PM	1h 30m
22/05/2025	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 1 (both tiers)	AM	1h 15m
22/05/2025	Combined Science: Synergy	Combined Science: Synergy Paper 2 (both tiers)	AM	1h 45m
22/05/2025	Physics	Physics Paper 1 (both tiers)	AM	1h 45m
	English Language	English Language Paper 1	AM	1h 45m
02/06/2025		Paper 1: Listening and understanding in Italian Foundation Tier	AM	0h 35m
02/06/2025			AM	0h 45m
		Paper 3: Reading and understanding in Italian Foundation Tier	10.00110001	
02/06/2025		Paper 4: Writing in Urdu Foundation Tier	AM	1h 20m
03/06/2025	and provide the second s	Paper 4: Writing in Arabic Foundation Tier	AM	1h 20m
03/06/2025	Portuguese	Paper 1: Listening and understanding in Portuguese Foundation Tier	AM	0h 35m
03/06/2025	Portuguese	Paper 3: Reading and understanding in Portuguese Foundation Tier	AM	0h 45m
03/06/2025	Russian	Paper 1: Listening and understanding in Russian Foundation Tier	AM	0h 35m
03/06/2025	Russian	Paper 3: Reading and understanding in Russian Foundation Tier	AM	0h 50m
03/06/2025	Panjabi	Panjabi Paper 1	PM	35m
03/06/2025		Panjabi Paper 3	PM	45m
	Mathematics	Mathematics Paper 2 (calculator) (both tiers)	AM	1h 30m
	Health and Social Care	Principles of care in health and social care settings:Written Paper	PM	1h 15m
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05/06/2025		Paper 4: Writing in French Foundation Tier	PM	1h 15m
05/06/2025		History Paper 2	AM	2h
	English Language	English Language Paper 2	AM	1h 45m
06/06/2025 (Geography	Geography Paper 2	PM	1h 30m
09/06/2025	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 2 (both tiers)	AM	1h 15m
09/06/2025	Combined Science: Synergy	Combined Science: Synergy Paper 3 (both tiers)	AM	1h 45m
09/06/2025	Biology	Biology Paper 2 (both tiers)	AM	1h 45m
09/06/2025		Paper 4: Writing in Italian Foundation Tier	PM	1h 15m
	Creative iMedia	Creative iMedia in the media industry:Written Paper	PM	1h 30m
10/06/2025 9		Paper 1: Listening and understanding in Spanish Foundation Tier	AM	0h 35m
10/06/2025 3	a contraction of the second	Paper 3: Reading and understanding in Spanish Foundation Tier	AM	0h 45m
	Mathematics	Mathematics Paper 3 (calculator) (both tiers)	AM	1h 30m
11/06/2025		Exam Board contingency afternoon	PM	
12/06/2025		Panjabi Paper 4	PM	1h
12/06/2025 (Geography Paper 3	AM	1h 30m
12/06/2025	Russian	Paper 4: Writing in Russian Foundation Tier	PM	1h 20m
12/06/2025	Hospitality and Catering	Hospitality and Catering Unit 1 The Hospitality and Catering Industry (on-screen)	PM	1h 20m
13/06/2025		Paper 4: Writing in Portuguese Foundation Tier	PM	1h 15m
	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	AM	1h 15m
			CO THE COL	
	Combined Science: Synergy	Combined Science: Synergy Paper 4 (both tiers)	AM	1h 45m
13/06/2025		Chemistry Paper 2 (both tiers)	AM	1h 45m
	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 2 (both tiers)	AM	1h 15m
16/06/2025 I		Physics Paper 2 (both tiers)	AM	1h 45m
16/06/2025 I	Music	Listening and appraising - Written Paper	PM	1h 30m
	Snanish	Paper 4: Writing in Spanish Foundation Tier	AM	1h 15m
17/06/2025 9	Spuriisti			
17/06/2025 9 25/06/2025	Spunsn	Exam Board contingency day	AM	

ALL OF THE ABOVE ARE PROVISIONAL EXAM BOARD DATES AND SUBJECT TO CHANGE