



**SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL**

YEAR 12

ASSESSMENTS INFORMATION HANDBOOK

2024

NB: if you are taking a public exam this summer you will also receive a handbook of information relating to those exams. Please read them both carefully as the instructions are different

Examinations Officer: Mrs Lesley Haldane
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Year 12 Assessments 2024
Monday 29 April to Thursday 9 May 2024

This handbook contains key points of information for your Year 12 Assessments beginning on Monday 29 April 2024. They are held under formal exam conditions and so these instructions need to be read carefully and followed by everybody. There is a lot of information, but the assessments run much more smoothly if you take note of these requirements.

If you have any questions, please email Mrs Haldane/Mrs Paton on exams@swbgs.com.

Please check your timetable carefully so you know when your assessments are. It is very important that you are here on the right dates at the right times.

A very small number of students have an exam “clash” - ie two assessments scheduled at the same time, not just two exams on one day. Mrs Haldane/Mrs Paton will let those students know which exam is being rescheduled and when. If you think you have an exam clash and you do not hear from Mrs Haldane/Mrs Paton, please email them on exams@swbgs.com.

STUDY LEAVE

You will be on study leave during this period: ie you do not need to be on site if you do not have an exam. For safeguarding and fire procedures, we need to know who is on site and who is not. This is what you must do:

I have a morning exam	Be at the venue by 8.25am - do not go to tutor time
I have a morning exam and want to go home after it	Complete your morning exam and then leave the site. For large exams, the archway will be open, otherwise you can leave by Reception. Please bear in mind when leaving by Reception, that the Wethered Room will be in use for exams, so you must leave quietly or you will disturb other people who are still working.
I have a morning exam and want to study on site after it	Complete your morning exam. Sign in at the Sixth Form area at 1.30pm if you plan to be on site after that time
I have an afternoon exam	The archway will be open between 12pm and 12.20pm for you to enter and be at the venue by 12.25pm
I have an afternoon exam and want to study in school in the morning before it	Do not go to tutor time. Sign in at the Sixth Form area by 8.40am

I don't have an exam at all but want to study in school	Do not go to tutor time. Sign in at the Sixth Form area by 8.40am. If you are staying all day, sign in again at the Sixth Form area at 1.30pm
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If you decide to come into school, you may study silently in M10U or the Centenary Hall for quiet, collaborative study.

Most assessments will be in the Sports Hall. Art will be in G6. Any last minute changes to the arrangements will be made by email, so please check your school emails every day.

Please wait outside the relevant building unless you are admitted. If it is raining and you have to wait inside a foyer or corridor, please wait quietly.

Please quieten down as soon as a member of staff calls you to order. The process of getting you inside the assessment room takes a bit of time and it all goes much more smoothly if we can have silence as quickly as possible.

Please make sure for a morning assessment that you are lined up **no later than 8.25am** and for an afternoon assessment **no later than 12.25pm**. This means that for morning assessments you do not go to tutor time. If your assessment is in the afternoon, please see the table above regarding study leave.

NB: these timings are arranged to fit with the school day. If you are taking a public exam this summer, please note that the lining up times are different as those exams are governed by rules from JCQ. Please ensure you know what time to turn up for each assessment/exam.

There are no Year 12 Further Maths assessments as these students will be taking the AS examinations on 13 and 17 May. If any other subject does not have an assessment listed, the relevant department did not set one. Students taking AS language examinations on 13, 15, 17, 20, 21 and 23 May will not be required to sit the Year 12 language assessments.

Follow instructions from the invigilators: if you need to ask a question, raise your hand and wait for them to come to you. Please listen carefully to the instructions that are read out before each assessment both inside and outside the room. Although many are the same each time, there may be specific or last-minute instructions that need to be given to you.

For **Maths and Physics** assessments you will be required to demonstrate that you have **cleared the memories of your calculators**. We will repeat the instructions before the assessment, but they are included in this booklet so do practice how to do it. The Maths department staff will be only too happy to help you learn – Mr Campbell, Mr Marchand and Mrs Walder in particular.

If you are ill / absent during the assessment period please ensure that your parent/carer notifies the school of your absence in the usual way whilst you are away. This is by emailing **sixthformabsence@swbgs.com**. The school phone number is **01628 816500**.

WHAT CAN I TAKE INTO THE ASSESSMENT ROOM?

Please ensure you **write in black, non-erasable ink**. All pens, pencils, rubbers etc should be brought into the exam room in a transparent pencil case – a plastic bag is an acceptable option. Please do not share your equipment with any other student.

Please make sure you have the correct equipment required for each exam as specified by your subject teachers. If you are unsure of what is needed, please speak to your teacher for clarification. This is really important as we only have limited equipment to loan out, so if too many students forget something, we cannot make the decision as to who deserves to be loaned an item and who does not. **Maths** students should ensure that they bring their own rubber, ruler, calculator, protractor and set of compasses. Tracing paper, if required, will be provided. The **English** exams will not require you to bring in any copies of texts – these will be supplied. **A Level Music and MFL students** will need wired earphones for their listening papers. These can be in-the-ear or over-the-ear type as you prefer but must have a wire and a jack. Bluetooth ones are not permitted even if not connected to anything.

Unless a calculator is not permitted in an assessment – Computer Science, for instance – you may use a calculator in any exam, but you need to supply it. If your calculator takes batteries, please ensure these have been recently changed so that they do not run out during an assessment paper.

Water bottles are allowed but should be made of clear material and all labels must be removed. Only water is permitted as a drink. We run these assessments to JCQ rules and so any items that do not meet these regulations are not permitted in the exam room.

ITEMS NOT NORMALLY PERMITTED – WHAT SHOULD I DO WITH THEM?

Mobile Phones, I-Pods, AirPods, earbuds/earphones, MP3/4 Players
All watches, Fitbits, any other web enabled source of information

Unauthorised items will be collected at the entrance to the assessment if you are not leaving them in your bag. They will be made available for collection afterwards. If you are handing in **airpods**, please **ensure your case is clearly labelled**. Please note any type of watch is no longer permitted. All assessment venues have a clock.

You should not bring any food into the assessment room unless it is needed for medical reasons that should be notified to Mrs Haldane/Mrs Paton in advance.

Similarly, any medication needed should be notified in advance as well. Wherever possible it should be decanted into a clear, plastic pot. If it needs to remain in its packaging, it should be shown to an invigilator before every assessment.

MALPRACTICE

Malpractice is always taken seriously. It includes but is not limited to:

- Copying from other candidates
- Communicating with other candidates in any way once inside the assessment room
- Cheating
- Use of internet-connected devices
- Bringing unauthorised materials into the assessment room – this includes anything written anywhere on your body
- Disruptive behaviour
- Not obeying any invigilator instruction

NB: Please note that if you request a toilet break you will be asked to turn out your pockets.

HOW TO CLEAR YOUR CALCULATOR MEMORY

Please practice clearing the memory and, as shown below for the graphic calculators, altering back the other settings that default in the clearing process. You will be required to demonstrate that you have done this.

For the standard scientific GCSE calculators - eg small CASIOs and ClassWiz:

- SHIFT
- 9 (CLR or Reset)
- 3 (Memory or Main Memory)
- = (Yes)

For graphical calculators:

- MENU
- E (System)
- F5 (Reset)
- F2 (Memory)
- F1 (Yes)

This also resets:

- 1 - degrees to radians
- 2 - "variable" to "list" in Binomial CD and PD
- 3 - Frequency in Stats i.e. it doesn't calculate frequency tables correctly

Year 12 Assessments 2024: Monday 29 April to Thursday 9 May 2024

- All Assessments will be in the Sports Hall except Art (G6)
- Students with special arrangements that affect them will be contacted
- Students should line up by 8.25am and 12.25pm OUTSIDE the Sports Hall (in the Foyer only if raining) or other venue
- For Business Studies, Economics, Politics and Psychology, students should please use their candidate number only for the assessment

A WEEK	Assessment Session 1	Break	Assessment Session 2
Monday 29 April	Biology 1 - 1h 30m		Spanish 1 - 1h 45m Economics 1 - 1h
Tuesday 30 April	Chemistry - 2h 30m English Literature - 2h 15m		Politics 1 - 1h 30m French 1 - 1h 45m
Wednesday 1 May	Physics 1 - 2h 15m Psychology 1 - 1h 30m		Business Studies 1 - 1h German 1 - 1h 45m
Thursday 2 May	Music - 2h History 1 - 1h 45m Geography 1 - 1h 10m		Maths 1 - 2h
Friday 3 May	ART		
	Computing - 2h PE - 2h		Politics 2 - 1h 30m Dance - 1h 30m French 2 - 1h German 2 - 1h
B WEEK	Assessment Session 1	Break	Assessment Session 2
Monday 6 May	Public Holiday		Public Holiday
Tuesday 7 May	Physics 2 - 2h 15m Psychology 2 - 1h 30m Geography 2 - 1h 5m		Biology 2 - 1h 30m
Wednesday 8 May	History 2 - 1h 45m Business Studies 2 - 1h		Maths 2 - 2h
Thursday 9 May	Economics 2 - 1h Spanish 2 - 1h		NO YEAR 12 ASSESSMENTS PUBLIC EXAMS START



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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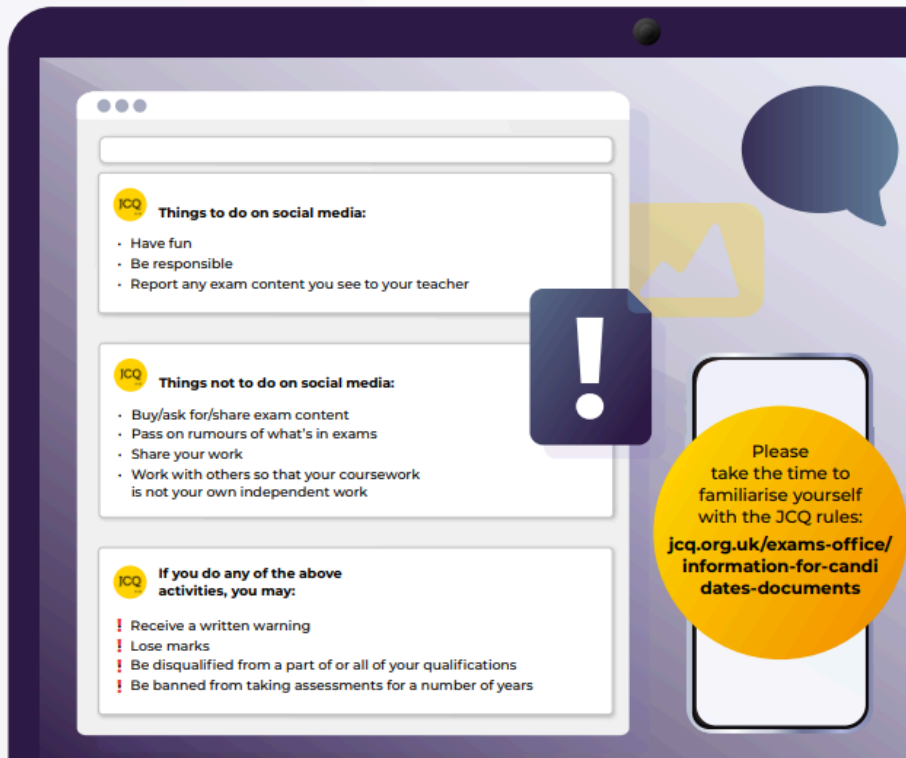
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

While we like to share our experiences online, when it comes to exams, 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

JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

JCQ If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)