



**BROOKFIELD COMMUNITY SCHOOL**  
COMMITTED TO EXCELLENCE

# Route to Exams

## Exam Expectations and Requirements

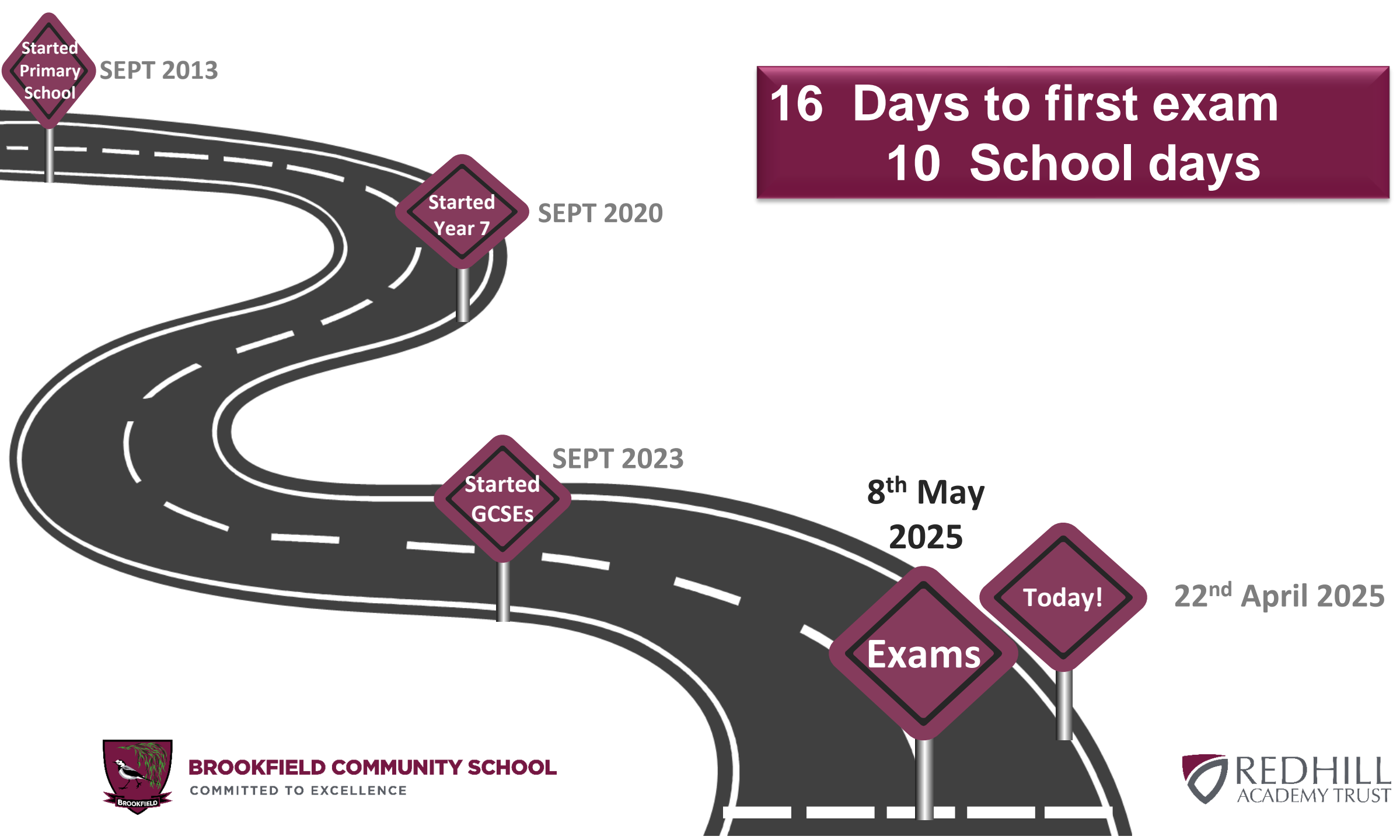
**“Before anything else,  
preparation is the key to  
success.”**

*Alexandar Graham Bell*



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# Exam Season (8<sup>th</sup> May – 18<sup>th</sup> June)



Full Uniform



Contingency date: Wednesday 25<sup>th</sup> June

(you must be available for this date until you have finished all your exams)



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# Exam Office Video



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# Prior to Exam

- Check: date, time & location of exam
- Know your seat number
- Check equipment needed



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Is it an approved  
model?

Do the batteries  
work?



Is the memory  
cleared?

Remove the  
cover.



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Sports cap – to  
prevent spillages!



Go to the toilet  
before the exam!!



Remove labels  
before the exam.



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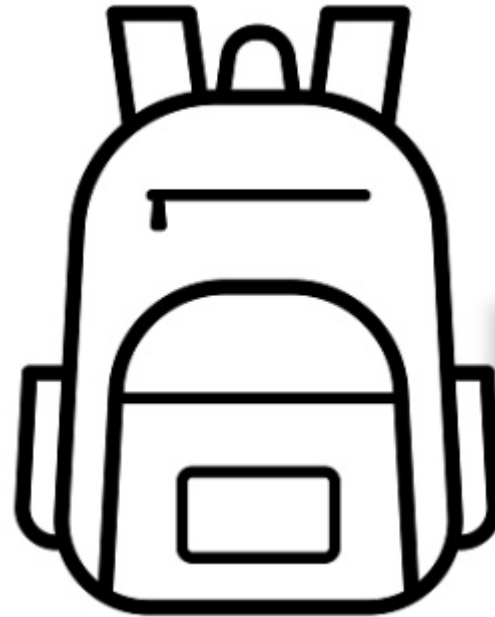
If taken into an exam – even switched off you can be penalised.



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If taken into an exam – even switched off you can be penalised.



# H1a



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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.

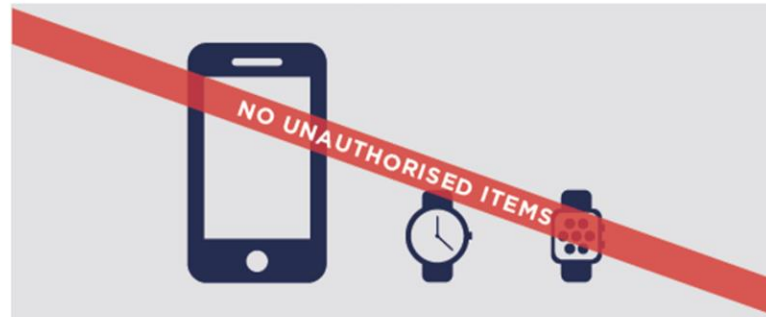
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AQA City & Guilds CCEA OCR Pearson WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



REVISION ONE

## Information for candidates

Written examinations  
With effect from 1 September 2023

Published on: 1 September 2023  
Revision one: 30 January 2024

Produced on behalf of:



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# Did you know?

Students sit the exams at the same time across the country.

You must **not take** any exam stationary out of the exam hall once it has finished.

Exam rules apply to every school throughout the country – checks are made to ensure the rules are followed.

Exam boards monitor social media throughout exam period.



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# Social Media

Exam boards monitor social media throughout exam period.

Sharing certain information can break the rules and could affect your results

If you receive exam content on social media, you must tell your teacher

Don't get caught out by scammers selling fake exam paper

## 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



## 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



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# Exam Conditions means...

No talking

Stay for the full duration

Facing front

No notes in pocket

No contact with anyone

Finish early – check work



If you need anything put your hand up and wait for the invigilator.

**Your individual photo card MUST remain visible for the invigilators at all times**



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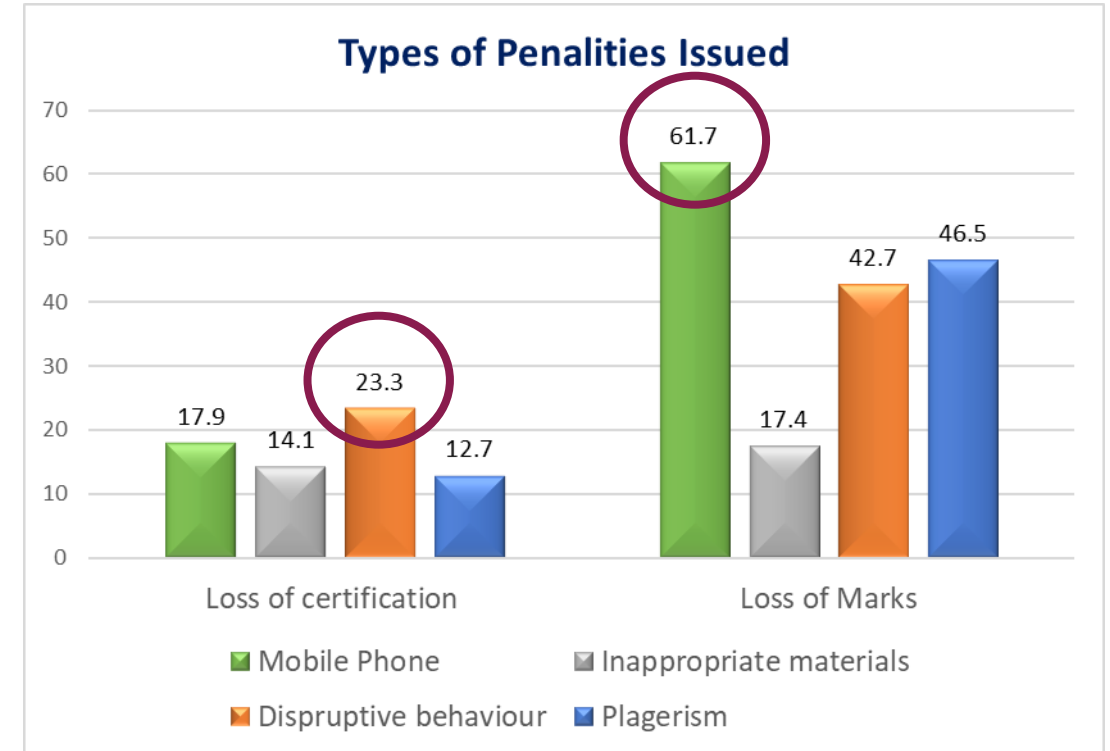
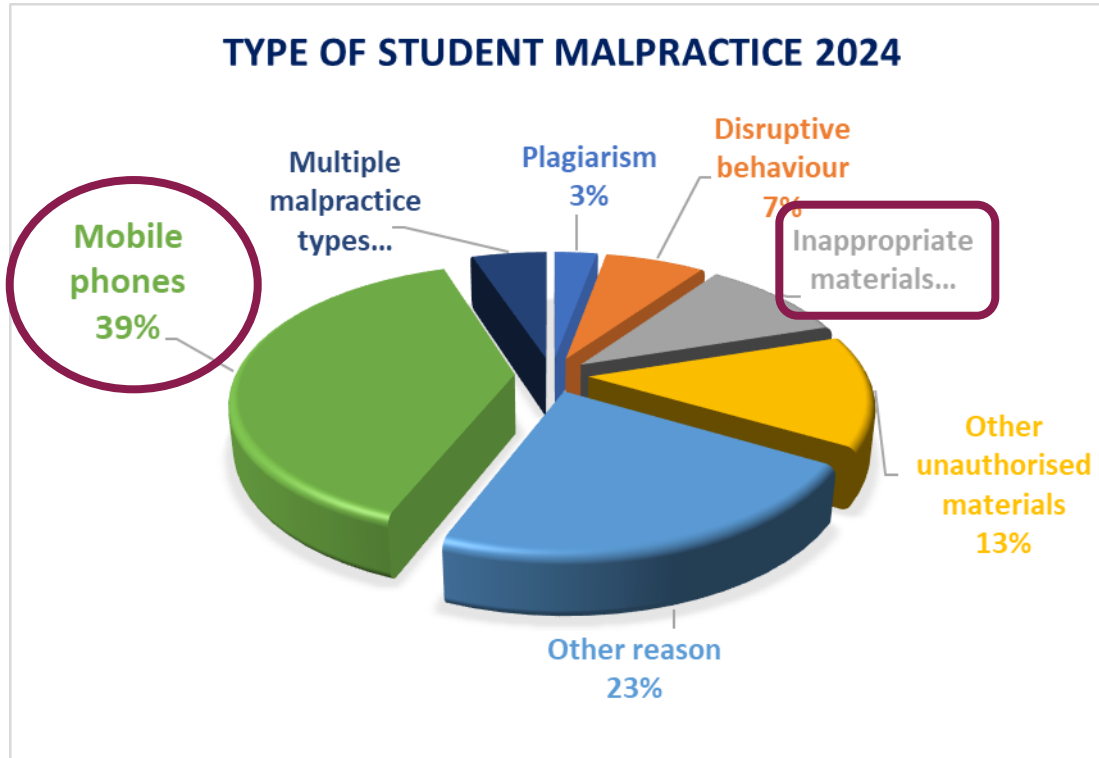
# Penalties

Standard Penalties	
1.	Loss of marks gained for a section in an exam
2.	Loss of all the marks gained for a component (part of a course)
3.	Loss of all marks gained for a unit (the exam)
4.	Disqualification from all units in one or more qualifications taken in a series
5.	Disqualification from the qualification
6.	Disqualification from all qualifications taken in that year
7.	Barred from entering examinations for a set period of time

We do not make the decision regarding penalties.  
The exam boards do.



There were 5,190 penalties issued to students in the 2024 exams.



39% of these were for a mobile phone or other device in the exam.

2% of students who were disruptive were not awarded their exam.

62% of students who had a mobile phone had marks removed.





Put your pen down and remain in your seat until told otherwise.

If you are informed to move you **MUST** not speak or communicate with anyone!



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# Individual Exam Timetable

- Once exams started - **will not** be able to move seats / room



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# Exam Preparation Programme 2025

You are expected to attend **all lessons** until the end the day on **Friday 13<sup>th</sup> June:**

- an examination
- a Booster session
- an Exam Revision session



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Monday 16th May	Lessons / Revision Session		Period 1	Period 2	Break	Period 3	Tutor	Lunch	Period 4	Period 5
	Boosters & Exams	RE (8am - 8:50am) Miss Capey - G2		English	Maths		Science		Option A	Science - Biology Revision 1. CDG - A3, 2. ARE - B5, 3. MR - B3, 4. STB - B6, 5. ME - B1, 6. SN - A4, 7. JLE - B10
				RE - Christinaity (1 hr 45m)			Computing Mr Myhill - M1		Computer Science: Computer Systems (1hr 30m)	

Tuesday 17th May	Lessons / Revision Session		Maths		English	Break	Option A		Tutor	Lunch	Science	English Revision CEA - M5, AH - M2, KAL - M6, MKT - M3, HEC - M7, MHN - M1, DFR -M4, NPJ - Jli	
	Boosters & Exams	Biology (8am - 8:50am) JLE - B10, AWM - B4, MR - B3, STB - B6, ME - B1, Sn - A4, CDG - A3		Science -Biology (1hr 45m) Combined Sci -Biology (1hr 15m)				IT Miss Butterworth - T2	IT - Understanding Tool Techniques (1hr 45m)				

Wednesday 18th May	Lessons / Revision Session		Maths		Option C	Break	Science		Tutor	Lunch	English		Option B	
	Boosters & Exams	English (8am - 8:50am) CEA - M5, AH - M2, KAL - M6, MKT - M3, HEC - M7, MHN - M1, DFR - M4, JMC Jli		English Language Paper 1 (1hr 45m)				German Mrs Fenwick - G2			German Listening & Reading - Foundation (35m & 45m) German Listening & Reading - Higher (45m & 1hr)			

Thursday 19th May	Lessons / Revision Session		Science	English/PE	Break	PE/English	Tutor	Lunch	Maths	Maths Revision EL - T5, CJ - T9, ELT - T6, PJA - T7, CP - T4, ARN - T10, GWY - T8
	Boosters & Exams	History (8am - 8:50am) Mr Ireland - Hall		History Paper 1B Option A (1 hr)			Drama Mrs Ashley - H1a		Drama (1hr 45m)	

Friday 20th May	Lessons / Revision Session		Science	Option D	Break	English	Tutor	Lunch	Option C	Option A
	Boosters & Exams	Maths (8am - 8:50am) EL - T5, CJ - T9, ELT - T6, PJA - T7, CP - T4, ARN - T10, GWY - T8		Maths Paper 1 (1hr 30m)			Business Mrs Walsh - Hall		Business Paper 1 (1hr 30)	

Date

**Normal timetabled lesson.**  
If you do not have an exam or Revision Session you **MUST** attend these.

**Additional revision sessions** timetabled prior to English, Maths and Science exams. If you do not have an exam you **MUST** attend these rather than your normal timetable lesson.

Tuesday 17th May	Lessons / Revision Session		Maths	English	Break	Option A	Tutor	Lunch	Science	English Revision CEA - M5, AH - M2, KAL - M6, MKT - M3, HEC - M7, MHN - M1, DFR - M4, NPD - Jli
	Boosters & Exams	Biology (8am - 8:50am) JLE - B10, AWM - B4, MR - B3, STB - B6, ME - B1, Sn - A4, CDG - A3	Science -Biology (1hr 45m) Combined Sci -Biology (1hr 15m)			IT Miss Butterworth - T2			IT - Understanding Tool Techniques (1hr 45m)	

Wednesday 18th May	Lessons / Revision Session		Maths	Option C	Break	Science	Tutor	Lunch	English	Option B
	Boosters & Exams	English (8am - 8:50am) CEA - M5, AH - M2, KAL - M6, MKT - M3, HEC - M7, MHN - M1, DFR - M4, JMC Jli	English Language Paper 1 (1hr 45m)			German Mrs Fenwick - G2			German Listening & Reading - Foundation (35m & 45m) German Listening & Reading - Higher (45m & 1hr)	

**Booster Sessions** prior to exams. You **MUST** attend these before each exam. The morning Boosters start at 8am.

### EXAMS.

Please check your individual exam timetable for the room and seat that you have been allocated.

**Afternoon Booster Sessions**  
You should go to your Period 3 lesson first. Booster sessions start at 11:25am



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What if have a timetabled lesson in a subject, but I have already taken all the exams in this subject ?

You must bring revision materials with you every day. Revision will take place in a structured and supported environment.

The Booster sessions immediately prior to your exams are planned to ensure that you are prepared for the exam that is about to take place.

Why, if I have an exam in the afternoon, do I need to go to my lessons in the morning?



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# Reward

Monday 24<sup>th</sup> February to Friday 2<sup>nd</sup> May

- Attendance – 96%
- Punctuality – no late detentions
- Behaviour – max 5 points
- Academic Enrichment Sessions – attend 24 sessions

Draw for 5 free Prom tickets

“There are no secrets to success. It is the result of **preparation, hard work, and learning from failure.**”

*General Colin Powell, former US Secretary of State*



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