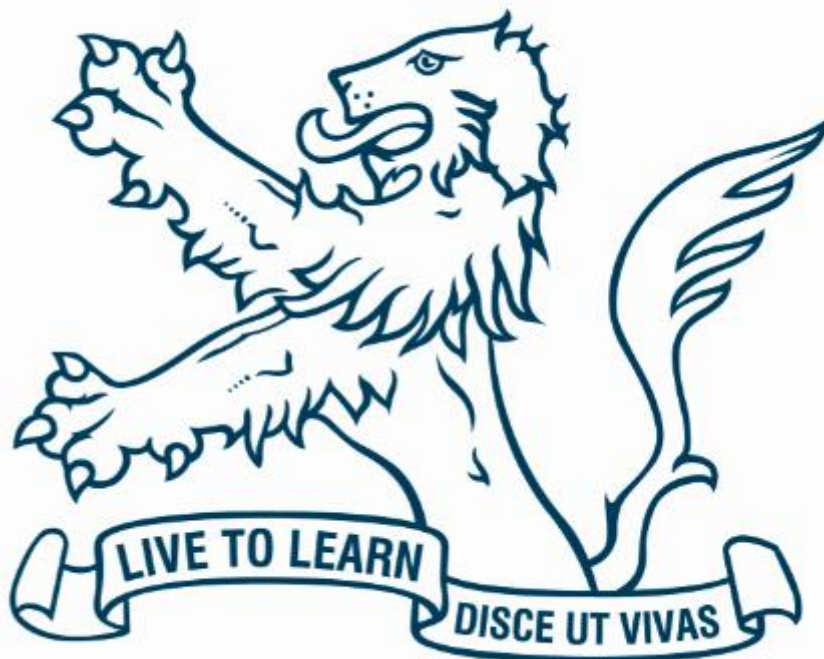

#PERFORM BETTER TOGETHER

EXAM INFORMATION EVENING – SUMMER 2024



Contents:

Key contacts	1
Overview of the summer exam season – key dates	2
Exam equipment	2
Study Plus	3
FAQ	5
Other useful Information	6

Key Contact during the summer exams:

During the exam season we operate a priority email account for all exam matters this is:

Results2024@penair.cornwall.sch.uk

Should you have any issues with examinations, or any queries during the season please direct these to this email address. The exams team have access to this account and communication to this address will enable us to triage your query and ensure that someone gets back to you quickly. This email account will remain active until the close of the season (31st October 2024).

Key Staff:

Exams Officer: Miss Debbie Stephens

Exams Line Manager: Mr Ben Crowe

PDL Year 11: Mr James Greenwood

Exam Season Overview – Key dates & Activities

Please note this is a summary overview, you will need to refer to individual student exam timetables for the detailed programme for your child.

Date	Activity
16 th – 29 th April 2024	Practical Art Exams (Art, Graphics, Photography, Textiles)
3 rd May 2024	First written paper (Travel & Tourism)
8 th May 2024	Languages speaking exams (French, German, Spanish)
10 th May 2024	First full cohort written examination
27 th – 31 st May 2024	HALF TERM
14 th June 2024	Last full cohort written examination
19 th June 2024	Last calendared written paper
20 th June 2024	CELEBRATION ASSEMBLY
26 th June 2024	Final Exam contingency date

Is your child equipped for their exams?

Essential stationary:

- Clear pencil case
- Black pens
- Pencils
- Rubber
- Sharpener
- 30cm ruler
- Scientific Calculator (maths, science, computing, geography, design & technology examinations)
- Maths only stationary – compass, protractor

Desirable Stationary

- Highlighters – for highlighting questions and texts
- Colour pencils

Items students must not bring into examinations

- Phones
- Watches (all)
- Pieces of paper (not even their exam timetable)
- Hooded jumpers
- Coats

NB. Students must have clean hands/arms (doodle free)

Please refer to the **JCQ Information for Candidates** printed on the back of the exam timetable.

Study Plus 2024

What is it?

This is our bespoke revision programme that runs alongside the exam season and includes paper specific revision workshops up to 48 school hours before an examination.

How are the study plus sessions structured?

This varies by subject but they are always led by subject specialists and framed around the most imminent paper for that subject.

Will sessions be led by my child's subject teacher?

Not always – some of our staff have specialist knowledge and techniques for papers or they are trained examiners for specific papers. Where this is the case you may find your child's session is led by someone other than their normal class teacher.

In addition to aid the personalisation of the programme students are often directed into revision focus groups to look at a particular approach to aid them in picking up marks within a paper.

My child does not have a study plus session or an exam, where should they be?

Students should follow their 'normal timetable' when not in a study plus session or an exam. Where these subjects have not yet had their examination teachers will run revision for this. If a subject is complete (all examinations have been sat), students are expected to quietly complete independent revision supervised by a teacher.

What about STUDY LEAVE?

There is no 'study leave.' Our research shows that students perform better with full timetables and are more likely to complete revision under supervision at school rather than at home.

Does my child still need to wear school uniform?

YES, full and correct uniform should be worn to school up to and including their final examination.

Are there any changes to the school day?

There are no changes to the start and finish time for school and bus services will run as normal. However, the timings within the school day will change from May 6th the school day will run as follows:

0830	Morning Registration
0840	Lesson 1
0940	Lesson 2
10:40	Break
11:00	Lesson 3
12:00	LUNCH
12:30	Tutorial
13:00	Lesson 4
14:00	Lesson 5

This enables both 9am and 1pm examinations to start promptly.

When will my child receive their personal study plus programme?

These are published and shared with students at the end of the first week back after the Easter holidays.

How can I get hold of my child's personal study plus programme?

Please contact the year team (Mr Greenwood or Mrs Thomas) or your child's tutor, they will be able to email you an individual copy for your fridge/pinboard

What additional equipment should my child bring to school each day?

Students will likely have supervised revision of some sort during the day so are advised to bring revision guides and resources. Some materials will be issued to them to help with revision for the core subjects of Maths, English and Science. They should expect to bring these to school with them every day.

What do I do if my child is unwell on a non-examination day?

Contact the school, absence line as normal or use study bugs to report absence. Please see information under the exam FAQs for what to do when they have an exam.

FREQUENTY ASKED QUESTIONS – EXAMINATIONS

My child is too ill to sit their exam

- 1) Contact the school via studybugs **AND** email results2024@penair.cornwall.sch.uk
- 2) Contact your GP and make an appointment (phone or in person), you may need to obtain a 'fit for work certificate' for your child
- 3) Pass a copy of this to the exams office either via reception or via email using the results2024@ email address
- 4) You may be asked to complete additional JCQ paperwork to support self certification of your child's illness – this must be returned signed by you to the school (digital signatures are not accepted)

There has been a family emergency/disruption which means they won't be able to do their best.

Email results2024@ and provide details of this emergency, we will be able to apply for Special Considerations on behalf of your child. This will be submitted at the end of the exam season so we know how many examinations the incident has impacted. It is important that you notify the exams office for every exam you think is affected.

If you are unsure if your emergency would qualify please contact the exams team and we will get back to you to confirm.

My child is feeling particularly unsettled and panicked, who can I speak to?

Please contact results2024@ and Mrs Thomas. There are a few strategies we have up our sleeves to support with this situation.

My child is running late for the examination

Call the main reception (and email results2024@) to let us know they are running late. We will prime the invigilation team and ensure that on arrival they are able to get the full allocation of time owed to them.

The exception to this is if they have arrived **very late** (an hour or more after the published start time) or if we feel they may have had access to the internet within this time. Should this apply then students will be supported with completing the examination and a very late report is submitted to the exam board. It is then at the exam board's discretion as to whether they accept the candidate's script.

We want to book a holiday – can we go straight after their last exam?

NO – It is important that all candidates are available to return to school up until the final contingency date (26th June). This is on the very rare chance that an earlier exam has had to be moved for some reason. If you are not available to sit an examination up to and including this date due to being away then there are no special considerations that can be applied for to cover this.

We are away when results are due to be issued, how do we collect results?

Students own their results so **they** must undertake the following to ensure they get their results on the publication date.

Email **from their personal account** (not yours) to request one or both of the following:

- **Collection by proxy** – nominate someone to collect their results on their behalf
- **Results via email** – providing an email address that they wish to have their results sent to. This email will usually be sent by 1200 (noon) of the exam results day.

An example of this email/request is given below:

Dear Miss Stephens,

I am unable to attend school on Thursday 22nd August 2024 to collect my examination results. Please could you make arrangements for my results to be collected by on my behalf.

Yours sincerely,

A Penair-Student (11P)

Other Useful Information

You can find lots of Penair Exam specific links via our exams policies section on the school website:

[Exam Policies - Penair Secondary School in Truro](#)

This includes information on the following:

- Internal Non-Examined Assessment procedures
- Internal NEA appeals
- Post exam results services

JCQ (Joint Council for Qualifications) also publish documents for candidates which may prove useful:

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

#PERFORM BETTER TOGETHER

EXAM MOTIVATION & MANAGING EXAM STRESS

Dr Martijn van der Spoel

Wednesday 27th March 5:30pm

Prepare to Perform

Join us for an evening of top tips to support students in preparing for their summer examinations.

- Y11 GCSEs
- Y10 End of year examinations from 17.06.24 onwards

Dr van der Spoel has worked with us since 2016, supporting students and parents with managing motivation levels and exam related stresses. Get some hands-on tips to use at home with students as they prepare for this critical stage in their education. For more information about Dr van der Spoel and his work check out his website [Welcome to Glia Learning](#)

Let us know you are attending and submit any questions you have in advance via this link:

<https://forms.office.com/e/KgRbt8dKHs>

