



Deer Park School

# DEER PARK GCSE EXAMINATIONS

## A Guide for Students & Parents

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Dear Students & Parents,

Deer Park aims to ensure that the exams process is as smooth as possible for all students in what can sometimes feel like a pressured time for families.

By providing this information booklet of our routines and procedures prior to our year 9 and 10 practice exams our intention is to give our families the knowledge to help ensure all of our students are ready for the logistics of sitting the exams successfully.

The awarding bodies externally set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. By following these rules throughout KS4 it will ensure that all students by the end of year 11 will be fully prepared and confident in the process and will be able to focus fully on revision and being successful in their GCSEs

If you require any help or advice before the exams please contact our examinations officer Mrs C Clarke. If you require any subject specific information please contact subject teachers directly.

Kind Regards,

Mrs Dixon

Year 9 Practice Exams	Monday 31 March 2025 - Friday 4 April 2025
Year 10 Practice Exams	Monday 28 April 2025 - Friday 9 May 2025

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## Exam Preparation

Revision - Timetable	<ul style="list-style-type: none"><li>★ Focus on yourself - don't pay attention to what others are doing, do what's best for you</li><li>★ Choose the right time of day - when you are most motivated to learn</li><li>★ Allocate manageable session lengths</li><li>★ Take rest breaks</li><li>★ Keep to it!</li></ul>
Revision methods	<ul style="list-style-type: none"><li>★ Each subject will share revision strategies on Google Classroom</li><li>★ Drop-in sessions - check extra curricular timetable</li><li>★ Past exam papers</li><li>★ Revision Guides, Notes</li><li>★ Mind Maps</li><li>★ Spider Diagrams</li><li>★ Flow Charts</li><li>★ Revision Cards</li><li>★ Podcasts</li><li>★ BBC Bitesize Revision</li></ul>
Will I receive a timetable for my exams?	<ul style="list-style-type: none"><li>★ Yes - an individual timetable will show the date, times, room and seat number.</li></ul>
Can I change the date/time I sit my exam?	<ul style="list-style-type: none"><li>★ <b>GCSEs - No</b> - The Exam boards set the dates and times. Nationally all students sit the same paper, at the same time</li><li>★ <b>Practice - Maybe</b> - Deer Park schedules the dates and times. It may be possible if a student is absent due to illness to re-arrange</li></ul>



## Equipment Required

***Students are expected to know what equipment is needed at each exam.  
It is the student's responsibility to provide all equipment required for each exam.  
Please do not expect staff to lend students equipment.***

<b>Mandatory Equipment - All exams</b>	<ul style="list-style-type: none"><li>★ Transparent pencil case or clear plastic bag.</li><li>★ Black pens - black ink or black ball-point pen</li><li>★ Pencil</li><li>★ 30cm plastic ruler</li><li>★ Eraser</li><li>★ Sharpener</li><li>★ Highlighter</li><li>★ Any required medication (this should be clearly marked with your name, handed into an invigilator at the start of the exam and collected at the end)</li></ul>
Geography	<ul style="list-style-type: none"><li>★ Scientific Calculator</li></ul>
Maths	<ul style="list-style-type: none"><li>★ Pair of compasses</li><li>★ Protractor</li><li>★ Scientific Calculator (lid removed) - <b>calculator papers only</b></li></ul>
PE	<ul style="list-style-type: none"><li>★ Scientific Calculator</li></ul>
Science	<ul style="list-style-type: none"><li>★ Protractor</li><li>★ Scientific Calculator</li></ul>
<b>Unauthorised items</b>	<ul style="list-style-type: none"><li>★ AirPods</li><li>★ Earphones/earbuds</li><li>★ iPods,</li><li>★ Mobile phones</li><li>★ MP3/4 players or similar devices</li><li>★ Watches</li><li>★ Smart glasses</li><li>★ Any other smart devices</li></ul>





## The Exams - beforehand

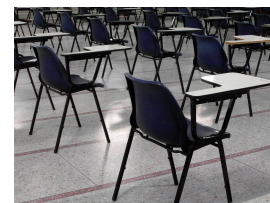
Mobile phones	<ul style="list-style-type: none"><li>★ <b>You must not have a mobile phone on your person</b></li><li>★ All mobile phones should either be in your locker or in your bag</li><li>★ <b>All mobile phones must be switched off</b> - not just set to silent</li><li>★ Possession of a mobile phone once the exam has started is a serious offence and normally results in disqualification. It will be reported to the exam board as malpractice</li></ul>
Watches	<ul style="list-style-type: none"><li>★ <b>You must not have any watch on your person</b></li><li>★ All watches should either be in your locker or in your bag</li><li>★ Possession of a watch once the exam has started is a serious offence and normally results in disqualification. It will be reported to the exam board as malpractice</li></ul>
Earphones/Earbuds	<ul style="list-style-type: none"><li>★ <b>You must not have any earphones/earbuds on your person</b></li><li>★ All earphones/earbuds should either be in your locker or in your bag</li><li>★ Possession of earphones/earbuds once the exam has started is a serious offence and normally results in disqualification. It will be reported to the exam board as malpractice</li></ul>
Drink	<ul style="list-style-type: none"><li>★ You can take a bottle of water into your exam</li><li>★ The bottle must be transparent with all labels removed</li><li>★ The bottle must have no branding or writing</li></ul>
Arrival	<ul style="list-style-type: none"><li>★ Bags must be put in lockers or stored in the Community Room</li><li>★ Students must arrive at their exam room, ready to start the exam at least 10 minutes before the start time to ensure a prompt start once inside the exam room</li><li>★ If you have an inhaler or epi pen please show the invigilator as you arrive and put on your desk</li></ul>



# The Exams - Conduct

## \*Student Reminders\*

- ★ Go the toilet before the exam
- ★ Switch off mobile phone - leave in bag or locker
- ★ Remove watch and ear buds - leave in bag or locker
- ★ Check exam equipment - minimum is black pens, pencil
- ★ Check water bottle is transparent and all labels removed
- ★ Ensure pockets are empty 
- ★ Bags must be kept in lockers or stored in the Community Room
- ★ Check exam venue and seat number - timetable provided or see a member of exam staff
- ★ Listen and follow instructions
- ★ Check for correct paper, correct tier and write your full legal name
- ★ Read the exam paper thoroughly - to the back page
- ★ Raise your hand for assistance 
- ★ Think! - Do not rush your answers
- ★ Cross out any incorrect work, but no doodling *Error* *Correct*
- ★ Remain silent at all times





## The Exams - During

Exam Paper	<ul style="list-style-type: none"><li>★ You must ensure you write your legal first name and legal surname on the paper</li><li>★ A candidate card will always be placed on your desk which will detail your candidate number</li></ul>
Notice to Candidates	<ul style="list-style-type: none"><li>★ Once seated, a member of SLT or an invigilator will read the instructions of the exam and will announce when you can start</li><li>★ <b>Do not write anything on your paper until you are instructed to do so.</b></li></ul>
What if I need assistance during the exam?	<ul style="list-style-type: none"><li>★ Raise your hand to alert an invigilator</li><li>★ Invigilators are there to ensure exams are run according to JCQ regulations</li><li>★ Invigilators will not be able to help you understand the exam paper</li></ul>
Toilet Break	<ul style="list-style-type: none"><li>★ Toilet breaks will not be permitted unless it is an emergency</li><li>★ If you have a toilet pass, you will be permitted to go to the toilet during the exam. You will be supervised by a member of exam staff going to and from the toilet</li></ul>
What if my equipment breaks/falls on the floor?	<ul style="list-style-type: none"><li>★ If your pen runs out - raise your hand</li><li>★ If your calculator stops working - raise your hand</li><li>★ You must bring your own equipment, but we can replace it if it breaks</li><li>★ If you drop your equipment - raise your hand</li></ul>
Communicating with other students	<ul style="list-style-type: none"><li>★ Once you enter the exam room, you must stay silent</li><li>★ Do not attempt to communicate with others</li><li>★ Raise your hand to notify an invigilator if another student is trying to communicate with you</li><li>★ Communicating with other students is malpractice and the exam board will be notified</li></ul>



## The Exams - Afterwards

What to do when you are finished	<ul style="list-style-type: none"><li>★ Stop writing</li><li>★ Put pens down</li><li>★ Close answer booklet</li><li>★ Check all information on the front is completed</li><li>★ Stay in silence until the end of the exam time</li><li>★ Hand paper and inserts to Invigilator</li><li>★ Leave any borrowed equipment on the desk</li><li>★ Leave when told to in SILENCE</li></ul>
Where do I go after my exam?	<ul style="list-style-type: none"><li>★ Once you have left the exam room, collect your bag and then go straight to your next lesson to be registered</li></ul>