

# **EXAMINATIONS MAY / JUNE 2014**

## **GUIDANCE FOR STUDENTS AND PARENTS**

It is the aim of Trinity C of E High School to make the examination experience as stress-free and successful as possible for all candidates and staff.

Hopefully, the following information will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria, which must be followed for the conduct of examinations, and we are required to follow them precisely. You should therefore; pay particular attention to the Notice to Candidates which you will find on pages 10 – 12 of this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

The full exam timetable is on the school website and you should have your own personalised exam timetable.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Mrs Christine Taylor – Examinations Officer tel: 0161 212 1967**

The school telephone number is: **0161 226 2272**

Remember – we are here to help.

**GOOD LUCK!**

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## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- All Candidates will receive a statement of entry from each exam board indicating the subjects they are being entered for and, where applicable the levels of entry. Please check that these are correct. Some subjects only have one tier of entry while others have Foundation or Higher tiers.
- You must check EVERYTHING on these statements very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your certificates and it may be difficult to change them once they are awarded.

### **EXAMINATION BOARDS**

- The School uses the following Examination Boards: AQA, Edexcel, OCR , WJEC

### **CANDIDATE NAME:**

- Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

### **CANDIDATE NUMBER:**

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet.

**Please learn it.**

### **UCI:**

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the top of statements of entry. This number will usually begin with the Centre Number (32440) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **EXAM TIMETABLES**

- Subjects such as; **Art, Drama, BTEC PE, and BTEC Music Technology** are not on the timetable, however, they should be listed on the exam boards Statement of Entry.
- A few candidates may have a clash where two subjects are timetabled on the same day and at the same time; the school will make special timetable arrangements for those candidates. If you think there is a clash on your timetable that has not been resolved, please see Mrs Taylor immediately.

### **CONTACT NUMBERS**

- Please check that school has at least one up-to-date contact number for you. We will try to ring you if you are not in school at the right time for an examination.

### **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but if this is after half an hour from the start time then the board are unlikely to mark the paper. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- All students attending school for examinations must wear **Full School Uniform**.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens must be **BLACK** ink or ballpoint. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones MUST BE SWITCHED OF AND PLACED INSIDE YOUR BAG AT THE BACK OF THE ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- Bottles of water only are allowed in the examination rooms. These must be placed on the floor near to the desk.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to read through your answers and check that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (usually £25.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

<b>GCSE Thursday 21st August 2014 from 10.00 am</b>
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- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- Candidates who do not collect their results on 21<sup>st</sup> August will receive notification through the normal post by leaving a stamped addressed envelope at the main office before results day. Letters will be posted on 21<sup>st</sup> August and not before.
- **No results will be given out by telephone under any circumstances.**
- Pass Grades at GCSE are from A\* - G  
BTEC: Distinction, Merit, Pass

### POST RESULTS

- If you need post-results advice, Mr Nicholls and some teaching staff are available on Results Day.
- If you would like an examination re-marked, first check with the subject teacher to see if you are near a grade boundary.
- You must then fill in a consent form (this is to say you understand that your grade could be changed down as well as up.)
- A cheque for £35 (made payable to Trinity C of E High School) must be handed in to the Exams office, by **Tuesday 9<sup>th</sup> September 2014**. This cheque will only be cashed after the result of the enquiry is known and if there is no change to the grade.

### CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Exam Office before going into the exam room.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **32440**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.  
You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.



**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (BLACK INK ONLY).
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

**Q. Why can't I bring my mobile telephone to the exam desk?**

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in your bag at the back of the room.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is not the school's policy to allow candidates to leave the exam room early, as it is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a college/university or potential employer at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. What are Modular Exams?**

- This means taking written examinations on sections of the syllabus at intervals throughout the course as well as final examinations in the summer of Year 11.

**Q. What is a cash-in-code?**

- This code links all the modules together to create a full GCSE. Please check you have a cash-in-code for each subject.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students qualify for an allowance of 25% extra time. These candidates may choose not to take their extra time.

**Q. What do I do if I don't get the grades I need for college?**

- If you feel strongly that it is necessary to make an enquiry about your results you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by Tuesday 9<sup>th</sup> September. You must complete a Candidate consent form and return it with a cheque for £35. to cover the exam boards' admin costs.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Information for candidates

### For written examinations – effective from 1 September 2013

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• a calculator case/instruction leaflet;</li> <li>• a mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council  
for Qualifications

**This notice has been produced on behalf of:**

**AQA, CCEA, Edexcel, OCR and WJEC**

### **Information for candidates - controlled assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**"the work which you submit for assessment must be your own",**

**"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2014.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.**

### **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

Morning Exams - start time 9am

Afternoon exams - start time 1pm

Date	Title	F/H	Time	Title	F/H	Time
Mon 12/05/2014	RE Unit 1: Rel. and Life based on a study of Christ & 1 other rel.		1h 30m	French Unit 1 Listening	F/H	35m
				French Unit 2 Reading - paper based	F/H	50m
Tues 13/05/2014	Biology B1, B2, B3: (Tri.+ Y10)	F/H	1h	Geography A Unit 1	F/H	1h 30m
Wed 14/05/2014	ICT Unit 1: Living In A Digital World		1h 30m	Spanish Unit 1 Listening	F/H	35m
				Spanish Unit 2 Reading - paper based	F/H	50m
Thurs 15/05/2014	Chemistry C1, C2, C3: (Tri. + Y10)	F/H	1h	RE Unit 8: <i>Rel. and Society based on a study of Christ. and at least 1 other Rel.</i>		1h 30m
Fri 16/05/2014	History B Unit 1		1h 45m	PE Unit 1: The Theory Of Physical Education		1h 30m
				Persian: Reading		1h
				Portuguese: Reading		1hr
				Turkish: Reading		1h
				Dutch: Reading		1h

WEEK TWO

Mon 19/05/2014				Physics P1, P2, P3: (Tri. + Y10)	F/H	1h
Tues 20/05/2014	English Literature 1	F/H	1h 30m			
Wed 21/05/2014	Persian: Listening		50m			
	Portuguese: Listening		50m			
	Turkish: Listening		50m			
	Dutch: Listening		50m			
Thurs 22/05/2014	Geography A Unit 2	F/H	1h 30m	English Literature 4	F/H	1h 30m
				English Literature 2	F/H	1h 15m
Fri 23/05/2014	History B Unit 2		1h 45m	DT : Electronic Unit 1		2h
				DT : Textiles Unit 1		2h

HALF TERM HALF TERM HALF TERM HALF TERM HALF TERM HALF TERM HALF TERM

WEEK THREE

Mon 02/06/2014	Music Unit 3: Listening And Appraising		1h 30m			
	Applied Business:		1h 30m			
	Business in action:Written Paper		1h			
	Persian: Writing		1h			
	Portuguese: Writing		1h			
	Turkish: Writing		1h			
	Dutch: Writing		1h			
Tues 03/06/2014	English Unit 1	F/H	2h 15m			
Wed 04/06/2014				Dance Unit 1		1h
Thurs 05/06/2014	Food & Nutrition Unit 1		1h 30m	Child Development Unit 1		1h 30m
				BTEC Principles of Science Unit 1		1hr
Fri 06/06/2014				Biology B4, B5, B6: (Tri.+ Add.)	F/H	1h

WEEK FOUR

Mon 09/06/2014	Mathematics 1	F/H	1h 45m	BTEC Application of Science Unit 8 - <i>Scientific Skills</i>		1hr 15
Tues 10/06/2014				Chemistry C4,C5,C6: (Tri. + Add.)	F/H	1h
Wed 11/06/2014				DT : Graphic Products Unit 1		2h
Thurs 12/06/2014	Physics P4, P5, P6: (Tri. + Add.)	F/H	1h	Computing: <i>Computer systems and programming</i>		1h 30m
Fri 13/06/2014	Mathematics 2	F/H	1h 45m	DT : Product Design Unit 1		2h

WEEK FIVE

Mon 16/06/2014	Biology B7: Triple	F/H	1h	Arabic Unit 1: Listening		45m
				Arabic Unit 3: Reading		55m
Tues 17/06/2014				H&SC Unit 1: <i>Understanding Personal Development and Relationships</i>		1h 15m
Wed 18/06/2014				Arabic Unit 4: Writing		1h
Thurs 19/06/2014				Chemistry C7: Triple	F/H	1h

WEEK SIX

Mon 23/06/2014	Physics A P7: - Triple	F/H	1h			
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