

King James's School Exam FAQs

When does study leave begin?

The last official day of timetabled lessons is Thursday 12th May. There is no obligation to come to school on Friday 13th May and this can be coded as your first day of study leave. Should you choose to study at home, your parents or carers will need to complete the online absence form giving the reason as 'study leave' and you will be coded as such.

If I come in on 13th May, when should I arrive?

If you decide to come in on Friday 13th May, you must arrive at the beginning of school at 8.40am and go to your form room. Any student arriving after 9.00am will not be allowed into school unless the reason for lateness is due to a medical appointment.

When do I finish school on 13th May?

Students will be in form, period 1 & 2 and then go to the assembly for 11.15am. The assembly is due to finish between 11.45-12pm. At the end of the assembly, you must leave the school site immediately via the S1 car park. You will not have access back into school.

Can I wear a watch in the exam?

No. There are clocks visible in each exam room. If unable to see or read the clock, please inform an invigilator.

Where can I leave my phone or belongings as I'm not allowed to bring them into the exam?

Swaledale lockers are available for Y11 during the exam period. You may bring your own padlock but please ensure you have a spare key. It is advised to bring your padlock and key with your belongings on the day of your exam only and take them home after the exam.

Do I have to wear my School Blazer/jumper?

Yes. This is not a school rule but an examination policy. You have to wear correct school uniform including footwear or you risk being refused entry to the exam. You can take your blazer/jumper off when inside the exam hall and hang on your chair.

Simply, wear your uniform to school and this will ensure no unwanted conflict just prior to entering your exam.

What do I do if I lose my Timetable?

Don't panic, go to exam hall and inform the invigilator – steps will be taken and identification from a member of staff will be required. Lists of names and seats are posted up outside each exam hall if needed. If you are in S1, the seating plan is opposite the Library. If you are in the Sports Hall, the seating plan is in the Boys Gym.

See Mrs Mee or Mr Wilson as soon as possible after your exam to get a replacement and look after it.

The full list of the exams can also be accessed on the School Website under the 'Year 11 Revision' button. Ensure you look for GCSE, L2 and CNAT only, in the 'Exam Level' column as the list includes all qualifications from Y11-13.

Where can I buy food during the exam season as S1 is now being used for exams?

Between 16-27 May there will be a free breakfast in the Dining Hall (8.15-45am). There is no other provision for Food for Y11 at break or lunchtime so you will need to bring your own or go into Knaresborough to get your lunch. Students with free school meals can request a 'sandwich bag' from Mrs Mee if they remain in school for period 3 on the days when they have a morning and afternoon exam.

Where do I come into school as S1 is now being used for the exams?

You need to enter via the 6th form gates and can use Swaledale toilets and lockers if necessary.

I've not got the correct equipment, what do I do?

Ensure this is a one-off and get the correct equipment for future exams.

See Mrs Mee or Mr Wilson as soon as possible.

Mr Wilson will be based in the Dining hall until 8.45am and then outside the Sports Hall.

Mrs Mee will be based in Swaledale lockers until 8.45am and then outside S1.

What do I do if my pen runs out during the exam?

Put your hand up and ask to borrow one from an invigilator. You must only use a black biro/pen for all of your exams. Ensure leave it on your desk at the end of the exam.

Can I ask for extra paper if I make a mistake and have no room?

Yes, absolutely. It is better to use additional paper as examiners will not mark what they can't read.

What if I fall ill during the exam?

Put your hand up and you will be escorted out of the exam to the nurse. The Exams Officer will make a decision as to what happens next.

What do I do if I am ill before the exam?

Your Parent or carer phones school to speak to the Exams Officer. A form will need to be completed by your parents which will be sent to the Exam board along with any supporting documentation. Make a doctors appointment.

What if I don't attend an exam but I'm not ill.

You would receive zero marks for that paper and your parents would likely incur a charge. If there is a genuine and valid reason, speak to the exams officer.

Can I take medication in to the exam? If so, when can I take it and where should I store it?

Yes, but the exams officer must have been informed in writing prior to the exams and the medication be stored under your seat. If you need to take your medication, please put your hand up and ask an invigilator first.

Can I use the toilet during the exam?

If needed urgently, please put your hand up. Be aware that this will be included in the time you have for your exam and will impact on your focus. Please, try to use the toilet before your exam commences.

Can I take my phone in even if it's off?

No. If it is seen or falls out of your pocket, you will be disqualified from that exam and risk exclusion from all other exams. **LEAVE IT IN YOUR LOCKER (OR A FRIEND'S)**

What if the school bus is late?

Don't panic, just get in to school, go straight to your exam hall and **wait outside**. Ask to see the Exams Officer. Steps will be taken to see if you can complete your exam. It would be advisable to get lift from a parent or carer or share a lift from a friend if possible. You can always have breakfast in the canteen if early.

What if the service bus/train/parental lift is late?

Don't panic, just get in to school, go straight to your exam hall and **wait outside**. Ask to see the Exams Officer. Steps will be taken to see if you can complete your exam. It would be advisable to get an earlier bus or train than usual in case of unexpected delays. Ideally get you parent/carer to bring you to school. You can always have breakfast in the canteen if early.

After 13th May, do I need to register with my form tutor?

No, you have officially left. It is now up to you to arrive at the exam hall for either 8.45am or 1.00pm depending if you have a morning or afternoon exam.

Can I take water into the exam?

Yes. It must be in a **clear** plastic bottle. Only students with medical needs can have alternative drinks – please inform the Exams Officer in writing prior to the exams.

Will I be told how long is left in the exam?

Only for the last 5 minutes

Will there be a study room available in between exams?

Yes. There will be a computer room available for period 3 until the end of the exam season on days when there is a morning and afternoon GCSE exam. If you have left the school site after your morning exam, you will need to sign in at reception.

Do I need to sign in at reception for my exams?

No. You only need to sign in and out of reception if you are attending revision sessions at times when you don't have an exam.

After May half term, can I study in school?

Only Period 3 if you have an afternoon exam. You have officially started study leave and are only expected in school for your exams. If you need to get a school bus home and do not have anywhere suitable to study after a morning exam please ask a parent/carer to contact Mr Wilson (Y11 Learning Manager) at school with specific days and times that you request.

Can I attend revision sessions before May half term?

Yes. If departments have kept revision on either during the school day or after school, please do attend. You **must be in full school uniform** and sign in and out at reception. Your teachers will also inform you of any remote revision sessions or resources on itslearning or possibly on zoom. Please ask your teachers directly.

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If you have any questions, please ask Mr Wilson, Mrs Mee or your Form Tutor in the first instance.