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Email: office@themallingschool.kent.sch.uk

28th March 2023 JO/jmc

Dear Parent/Carer

Re: International Baccalaureate & BTEC Exams - Spring/Summer 2023

The examination series for year 12 and 13 is set to commence from the week beginning Monday 24th April 2023.

Attached is a copy of the full assessment timetable. Students will also be given a personalised timetable with the assessments they are completing.

All examinations will be taken in a designated examination room under examination conditions. Students who have specific access arrangements will take their examinations in separate rooms as necessary. When students are not completing examinations, they will attend lessons as normal.

You can help your child to prepare for these examinations by:

- Discussing with them about the examinations and the work they need to do to prepare for them
- Making sure they complete any revision tasks set by the teacher
- Making sure they know which examinations they have on which days and displaying the timetable at home
- Helping them to learn by testing at home on work covered in lessons
- Providing a guiet place for them to work in the period leading up to the examinations

As part of the latest 2022/2023 regulations, the following equipment MUST NOT be brought into the examination room:

- Electronic equipment such as mobile phones or any device that allows communication
- Wearable technology and all types of watches. This includes but is not limited to, smart watches, smart glasses and wireless headphones
- Books or guides
- Rough papers or notes

Attached is the JCQ Information for Candidates guide, as well as a selection of IB material that will prepare students for their upcoming examinations.

We recognise how stressful an examination series can be for our students, and offer an extensive range of support measures before, during and after the exam series. If you have any queries about the arrangements for the examinations or would like further details, please contact Mr Osmond via email: jake.osmond@themallingschool.kent.sch.uk.

Yours sincerely

Mr J Osmond Deputy MIS Manager



LESSON	MONDAY 24/04/2023	TUESDAY 25/04/2023	WEDNESDAY 26/04/2023	THURSDAY 27/04/2023	FRIDAY 28/04/2023
1	9am – BTEC Performing Arts Unit 5 (Year 12 & 13) 9am – BTEC Performing Arts Unit 5 (Year 12 & 13)	Normal Lessons	Normal Lessons	9am – BTEC Art Unit 1 (Year 12)	
2	All Day	All Day			3 hours
			BREAK		
3	- Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
4	Norman Ecisions	Normal Lessons	Normal Lessons		
LUNCH					
5	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons



LESSON	MONDAY 01/05/2023	TUESDAY 02/05/2023	WEDNESDAY 03/05/2023	THURSDAY 04/05/2023	FRIDAY 06/05/2023	
1	9am – Functional Skills	9am – IB English Paper 1	9am – IB English Paper 2	9am – IB Geography Paper 2 1 hour 15 minutes 9am – IB Global Politics Paper 2		
2		All Day	Standard: 1 hour 15 minutes Higher: 2 hours 15 minutes	1 hour 45 minutes	Standard: 1 hour 45 minutes Higher: 2 hours 45 minutes 10:20am – IB Geography Paper 3 (Higher) 1 hour	
			BREAK			
3			Normal Lessons	1pm – BTEC Performing Arts	1pm – IB Geography Paper 1 Standard: 1 hour 30 minutes Higher: 2 hours 15 minutes	Normal Lessons
4		Notifial Lessons	Unit 5 (Year 12 & 13) 2 hours	1pm – IB Global Politics Paper 1 1 hour 15 minutes		
LUNCH						
5		Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	



LESSON	MONDAY 08/05/2023	TUESDAY 09/05/2023	WEDNESDAY 10/05/2023	THURSDAY 11/05/2023	FRIDAY 12/05/2023
1	9am – IB Maths Paper 1		9am – IB History Paper 1 1 hour	9am – IB Chemistry Paper 1 Standard: 45 minutes Higher: 1 hour	9am – IB Chemistry Paper 2 Standard: 1 hour 15 minutes Higher: 2 hours 15 minutes
2	Standard: 1 hour 30 minutes Higher: 2 hours	Standard: 1 hour 30 minutes Higher: 2 hours	10am – IB History Paper 2 1 hour 30 minutes	10am – IB Chemistry Paper 3 Standard: 1 hour Higher: 1 hour 15 minutes	9am – BTEC Business Unit 2 [Part B] (Year 12) 3 hours
			BREAK		
3	Normal Lessons	11am – IB Maths Paper 3 (Higher)	Normal Lessons	1pm – IB History Paper 3 (Higher) 2 hours 30 minutes	Normal Lessons
4	Notitial Lessotis	1 hour	NOTHIAI LESSOTIS	1pm – BTEC Business Unit 2 [Part A] (Year 12) 2 hours	
LUNCH					
5	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons



LESSON	MONDAY 15/05/2023	TUESDAY 16/05/2023	WEDNESDAY 17/05/2023	THURSDAY 18/05/2023	FRIDAY 19/05/2023
1	Normal Lessons	Normal Lessons	9am – IB Biology Paper 1 Standard: 45 minutes Higher: 1 hour	9am – IB Biology Paper 2 Standard: 1 hour 15 minutes Higher: 2 hours 15 minutes	9am – IB Psychology Paper 2
2	Normal Lessons Normal Lessons	10am – IB Biology Paper 3 Standard: 1 hour Higher: 1 hour 15 minutes	9am – BTEC Business Unit 3 (Year 13) 2 hours	Standard: 1 hour Higher: 2 hours	
			BREAK		
3	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	11am – IB Psychology Paper 3 (Higher) 1 hour
			LUNCH		
4	Normal Locana	Nermal Laccons	1pm – Business Studies	1pm – IB Psychology Paper 1 2 hours	Normal Laccord
5	Normal Lessons	Normal Lessons	Unit 2 (Year 12) 1 hour 30 minutes	1pm – Criminology Unit 2 1 hour 30 minutes	Normal Lessons



LESSON	MONDAY 22/05/2023	TUESDAY 23/05/2023	WEDNESDAY 24/05/2023	THURSDAY 25/05/2023	FRIDAY 26/05/2023
1	9am – BTEC Sport Unit 1 (Year 12) 1 hour 30 minutes	Unit 1 (Year 12)	Normal Lessons	Normal Lessons	Normal Lessons
2		9am – BTEC Applied Science Biology – Unit 1 (Year 12) 40 minutes			
			BREAK		
3	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
			LUNCH		
4	Normal Laccons	1pm – BTEC Applied Science	1pm – BTEC Applied Science	Normal Locana	Normallassans
5	Normal Lessons	Chemistry – Unit 1 (Year 12) 40 minutes	Physics – Unit 1 (Year 12) 40 minutes	Normal Lessons	Normal Lessons



LESSON	MONDAY 05/06/2023	TUESDAY 06/06/2023	WEDNESDAY 07/06/2023	THURSDAY 08/06/2023	FRIDAY 09/06/2023
1	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
2					
			BREAK		
3	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
			LUNCH		
4	Normal Loccope	Normal Lossons	1pm – BTEC Computing Unit 1 (Year 12) 2 hours	Normal Lossons	Normal Lossons
5	Normal Lessons	Normal Lessons	1pm – Criminology Unit 4 1 hour 30 minutes	Normal Lessons	Normal Lessons



LESSON	MONDAY 12/06/2023	TUESDAY 13/06/2023	WEDNESDAY 14/06/2023	THURSDAY 15/06/2023	FRIDAY 16/06/2023
1	Normal Lessons	Normal Lessons	9am – BTEC Computing Unit 2 (Year 12)	– BTEC Computing 2 (Year 12) Normal Lessons	Normal Lessons
2			1 hour 45 minutes		
			BREAK		
3	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
			LUNCH		
4	Normal Lessons	Normal Lossons	Normal Lessons	Normal Lossons	Normal Lessons
5	Normal Lessons	Normal Lessons	Normai Lessons	Normal Lessons	Normal Lessons





Information for candidates

Written examinations

With effect from 1 September 2022

Published on: 1 September 2022 Revision one: 7 February 2023













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.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, the text is highlighted in vellow.

A. Regulations - Make sure you understand the rules

- 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 must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room must be see-through.

Remember: 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.

- **5** If you have a watch, the invigilator will ask you to hand it to them.
- **6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- **7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write or draw offensive or obscene material.
- **9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

10 Do not borrow anything from another candidate during the exam.

B. Information - Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- **3** If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- **4** Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- **5** You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- **3 Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- **3** Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- **4 Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- **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, including those used for rough work.

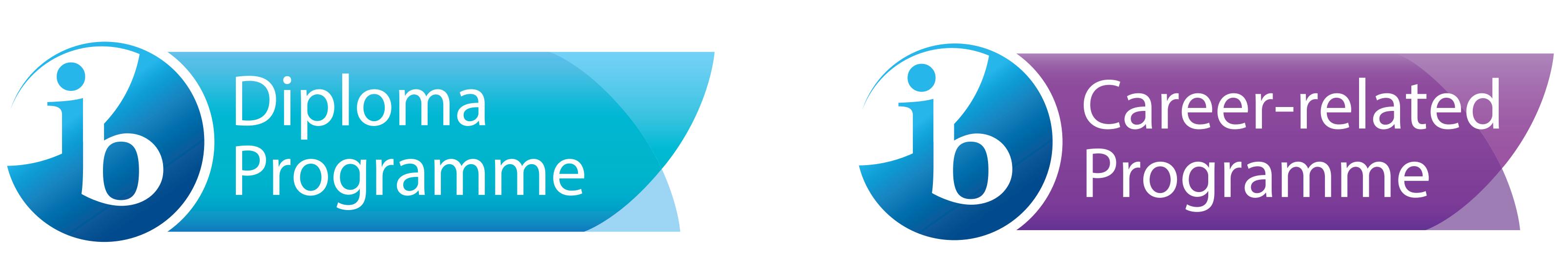
E. Advice and assistance

- 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:
 - (a) you have a problem and are in doubt about what you should do:
 - (b) you do not feel well;
 - (c) you need more paper.
- **3 You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
 - Place any loose additional answer sheets inside your answer booklet. 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.





Conduct of the examinations

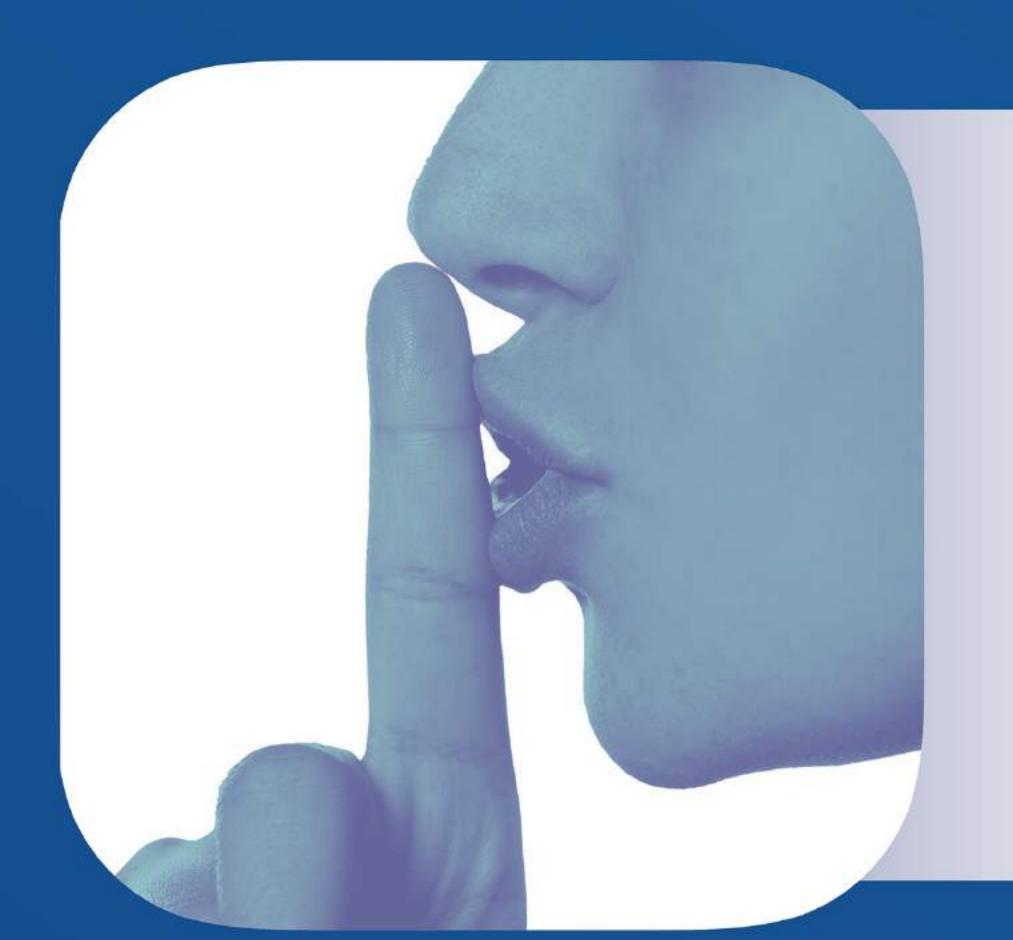
Notice to candidates

The following instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



Do not take any examination material out of the examination room.





Conduct of the examinations

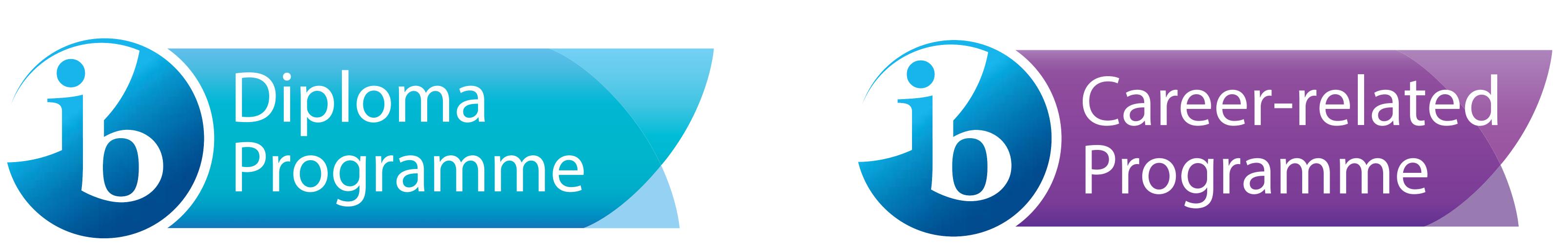
Notice to candidates

- You must arrive in good time for the start of an examination and may not be allowed to sit the examination if you arrive late.
- Your coordinator/invigilator will decide where you will sit during an examination. You must remain seated until permission is given to leave the examination room.
- You may only take to your desk/table the following items:
 - General stationery, for example, black/blue pen, pencil, eraser, geometry instruments, ruler. Correcting fluid and gel pens are not permitted.
 - Materials specified by the IB as required for a particular examination, for example, an electronic calculator, a clean copy of a case study and/or data booklet.
 - A bilingual translation dictionary for non-modern language examinations, that does not contain notes of any kind.
- Your coordinator/invigilator has the right to inspect and confiscate any item you bring into the examination room. This includes electronic calculators, which should be set to test mode (when applicable).
- Follow all the instructions from your coordinator/invigilator.
- Your coordinator/invigilator has the right to remove you from the examination room if your behaviour interferes with the examination.
- In cases of emergency, and with the permission of your coordinator/invigilator, you may be allowed to temporarily leave the examination room. You will remain supervised at all times.
- If you decide to leave the examination room before the scheduled finishing time, you will not be allowed to return.
 - · You must not attempt to obtain information about the content of an examination in advance.
 - If you find that you have accidentally taken unauthorized material into an examination (for example, a mobile phone/cellphone), you must give it to your coordinator/invigilator immediately.
 - You must not include inappropriate, offensive or obscene content in your responses.
 - All work submitted for assessment must be entirely your own. Collusion, plagiarism and the impersonation of another candidate are not permitted.

Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded.








Conduct of the examinations

Items not permitted

If you take any of the following items into an IB examination - even by mistake - you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Some important advice

- ✓ Know your candidate session number.
- Read the IB poster *Conduct of the examinations: notice to candidates.* If you have any questions about what it says, ask your coordinator.
- Take only authorized material into the examination room. If you are found in possession of unauthorized material (for example, notes, a mobile/cell phone) even by mistake, you will be in breach of the IB regulations.
- Write in dark blue or black ink only. Do not use gel pens. The use of colour is only permitted in geography examinations.
- Draw a line through any plans or working out that you do not want marked.
- At the end of the examination, place the below material (where applicable) together in the following sequence:
 - the blue coversheet at the front
 - the examination paper (but **only** if this is the kind of examination paper in which you write answers)
 - the answer booklet(s)
 - squared paper (used in Chinese/Japanese language examinations)
 - graph paper

Secure the above material together with a string tag.



Answer Booklet Guide



Introduction

This guide has been produced to help you as a candidate become familiar with using answer booklets in IB Diploma Programme and Career-related Programme examinations.

What does the answer booklet look like?

Each booklet consists of four pages. On the top of the front page there are sections in which to indicate your session number and name, along with brief instructions on how to correctly write question numbers. The remainder of this page and all other pages are for you to write your answers to examination questions. Please remember to write your answers on the lines, keeping within the large pink box on each page. Beside the lines for your answers are boxes in which you must write the number of each question you answer.



Completing your session number and name

Before you begin writing answers to questions, please write your candidate session number and name in the appropriate boxes on the first page. If you do not know your session number, ask the examination invigilator. Your session number and name must appear on the front page of each booklet you use.

Completing the boxes

You must ensure you have written the question number correctly before you begin writing each of your answers.

Example 1

Where a question is split into part numbering, for example (a), (b), (c) or (i), (ii), you must write this on the line at the start of your answer. It is not necessary to indicate the question number more than once for questions that are split into part numbering, and there is no need to write the name of the section, topic or theme that you are answering from (see **Example 1**).

If your answer goes over more than one page, there is no need to write the question number again at the top of each new page.

(b) (f) (ii) 7 (a)

Example 2

2	(a) height of handlebor
	(b) designing for a wider range
7	(a) weight

Leave at least one line space between each answer. If there is not one line space available between the last line of your answer and the next question number box, go to the next available question number box and start your next answer there (see **Example 2**).

If you make a mistake when writing your question number, fill in the question number box and use the next available box.

If you make a mistake

If you make a mistake when writing your question number, fill in the question number box and use the next available box.

If you start writing an answer to a question and then decide you are going to answer a different question altogether, fill in the question number box in addition to putting a line through the wrong answer. Write the question number of the new answer in the next box and begin your answer again (see **Example 3**).

Example 3

4 /4/	(a) height of handlebar
	designing for a wider
2 7	

If you run out of space

If you run out of space in your answer booklet, ask the invigilator for a new booklet and complete your session number and name on the front page. If you are continuing with an answer that you started in your first booklet, write the question number again in the new booklet before continuing with your answer.

If you need to go back and write more for any of your answers at any stage, go to the end of the last answer that you wrote in your answer booklet. In the next available box, write the question number again and then continue your answer.

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[3]	[3]
	[4] [1] [1]