



April 2019

Dear Parent/Carer

Examination Arrangements

We would like to make you aware of arrangements during the summer examinations.

Year 11 pupils will start their summer examinations on Monday 13 May 2019. Your child has been given a personal timetable that sets out all of his/her exams, along with the location, seat number and a list of the equipment needed. This information has also been sent to your child's school email account and your email account. We would encourage you to read this and familiarise yourself with the information.

Please note that:

- Normal timetabled lessons will run up to and include Wednesday 5 June.
- From Thursday 6 June, pupils are expected to continue to attend all lessons for subjects where the final examination has not yet taken place to help them prepare. Registers will be taken as usual and any absence will be followed up.
- Pupils will need to sign in and out of school at reception from 6 June.
- For lessons where the final exam has taken place, pupils may choose to study for that period in the LRC or in a designated study room. The designated study rooms will be published each day in reception. The LRC and designated study rooms will be staffed and pupils must remain in these areas if they are in school and their timetabled lesson has stopped because the exams have finished i.e. they may not study in other areas around school;

All pupils who are intending to return in September to join our Sixth Form need to attend both taster days on Monday 1 and Tuesday 2 July.

Thank you for your help and support and please do not hesitate to contact one of us at school if you would like to discuss any aspect of the summer examinations.

Yours sincerely

Mr Atkinson
Year Leader

Ms Downey
Assistant Year Leader

Summer 2019

Dear Pupil,

Good luck in your forthcoming examinations. Here are some reminders about the arrangements.

Revision, study and punctual attendance

It is essential you undertake thorough and organised revision. Please ask for help if you feel you need it.

Your full and punctual attendance to lessons and revision sessions will determine your final grade.

Personal exam timetables

You will have a paper copy of your personal exam timetable that shows the subject, date and room for each exam and where you will sit. Seating plans will also be displayed outside each exam room.

Examination regulations including mobile phones and electronic equipment

You need to understand and follow all exam regulations. A copy of the rules is printed on the back of your exam timetable. Mobile phones and any other electronic equipment are not allowed to be taken into the exam room. **Apple/Smartwatches and any other device that has the potential to be connected to the internet or that can store data are not allowed to be taken into exams.** We advise that mobile phones and electronic equipment are not brought into school but if you choose to they should be left in the locked bag area.

Anyone who does not follow the exam rules will be reported to the Examination Board who may choose to disqualify them from that exam and other any exams.

Punctual attendance

Exams start on time: morning exams start at **9:00hrs** and afternoon exams start at **13:00 hrs**. You should arrive outside the exam room at least **20 minutes** before the exam is due to start so please allow extra time for journeys.

Equipment

You must be prepared for the exams. For all exams you should have at least one black pen, pencil, rubber and ruler. Please see next page for subject specific equipment. All equipment should be in a transparent case. A clear plastic bottle of water is permitted; please remove the label from the bottle before entering the exam room.

Dress code during exams

Our school dress code is unchanged during exams; please remember this covers trainers, piercings and hairstyles.

Illness

Hopefully, you will be in good health throughout the exam period. However, if you are ill school needs to know as soon as possible. Your parent/carer should call 01274 258969 and choose Option 1 for Student Absence. It is important you make every effort to take each exam. If you miss any component of an exam, supporting medical evidence should be submitted to school so we can apply for special consideration.

Exam Contingency Date

Just a reminder that Pupils should remain available until **26 June 2019** should an awarding body need to invoke its contingency plan.

Final examinations

On the day of the last exam in each subject please ensure you return any textbooks you have borrowed.

Arrangements for the collection of results

Exam results will be available as follows:

A level (AS and A2)/ Level 3 BTEC/ Level 3 Cambridge : 15 August 2019 in the Main Hall from 9:30am.

GCSE/Level 2 BTEC/Cambridge : 22 August 2019 in the Main Hall.
Year 11 can collect theirs from 10:00am. Year 10 and Sixth Form can collect theirs from 11:00am.

Results cannot be handed to friends or parents/carers unless by prior arrangement in writing to the Exams Officer.

Arrangements for the collection of certificates

Certificates arrive in school at the end of November and we will post on our school website when certificates are ready. Certificates cannot be handed to a third party unless we have your written authorisation.

Exam Equipment

For every exam pupils should have the following:-

2 Black Pens

2 pencils

Rubber

Ruler

For the following subjects this additional equipment will need to be brought to the exam

Maths – Scientific Calculator, Compass & Protractor

Technology Subjects – Coloured pencils & Compass

Science – Scientific Calculator

Business – Scientific Calculator

Geography - Scientific Calculator