



25 April 2019

vl/exams/summergcse/Y11entry

Dear Parents of Year 11 Students

Summer 2019 GCSE Examinations

Accompanying this letter is an Individual Candidate Timetable showing the exams for which your child is entered in the Summer 2019 series, and the **dates** of these exams. If two exams are scheduled at the same time (a clash) we have arranged for them to be taken consecutively in the same day. We will write to you separately if your child is affected by a clash, explaining the need for supervision to maintain the security of the exam.

Please check the personal information carefully. If there are any inaccuracies please return the timetable with amendments to the Exams Office as soon as possible.

We will issue all students with a hard copy of this timetable on green paper, which should be brought to every exam. If this copy is lost, please print another from the email we have sent you.

Attached is the Information for Candidates sheet. Please ensure that this is studied carefully again as any infringement of examination rules may lead to disqualification. The Information sheet can be accessed on the school website and on Saber.

May I remind you that 26 June is an exam contingency day; all students in Year 11 are expected to be available on this day.

Study Leave

Students will be expected to attend school as normal until **Friday 24 May 2019**. We recognise that exams begin before the start of study leave, but students will still be expected to attend classes when not in exams, ensuring that they bring appropriate work to each lesson. Exams in many subjects do not take place until June and we want to ensure the best achievement for all students by continuing with lessons for as long as possible.

Results

GCSE Exam Results will be available on **Thursday 22 August 2019** from 9am onwards in the Atrium. We issue results to **students**. If any student cannot collect their results in person we will post results provided we are given an A4 addressed envelope with a large letter stamp. Alternatively students may authorise another person to collect results by filling in an authorisation form, available from the Exams Office.

Yours sincerely

Mr D Rogan
Assistant Vice Principal



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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.

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: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 inappropriate, obscene or offensive 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: <ul style="list-style-type: none"> 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 formulas; 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. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> 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	Fill in all the details required on the front of the question paper and/or the answer booklet before 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.
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: <ul style="list-style-type: none"> 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 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.