

Friday 11th May 2018

RE: Year 11 exams

Dear parents/carers,

The summer exam season is fast approaching. We appreciate that this can be a stressful time for students and our aim is to support and guide them as effectively as possible to help them be successful and achieve the very best outcomes they can. All exam dates and timings are available on the school website.

I would also like to take the opportunity to remind students the importance of making use of their own time to support preparations for the exams. While we endeavour to support students as much as possible in school time, it is essential that time is allocated at home over the coming weeks for revision. The exam period starts on Monday 14th May and finishes on Friday 15th June 2018.

The school will provide additional support in morning revision sessions which will be running prior to every morning exam 8.00 – 8.30am with subject leaders to assist students.

Students will be required to register every day in their House at 8.30am. During the exam period students will leave the school site at 3.15pm to continue individual revision at home. Student intervention and extension sessions will continue as normal and students are encouraged to attend as well as revising at home. For the two afternoon exams listed below, Year 11 students will be free to leave the school site when the exam finishes.

15th May Combined Science Trilogy Biology
23rd May Combined Science Trilogy Physics

We have high expectations of our student's behaviour during the exam period and will be briefing the students before every exam. Please see the attached JQC candidate information for further guidance. Please be aware that students who refuse to take part in an exam or do not comply with the exam rules will be charged for the cost of the exam.

We would encourage all students to have a good breakfast in the morning before their exam and ensure they are well rested.

If you require any further information with regard to the above please do not hesitate to contact your student's Head of House or the appropriate member of teaching staff.

Finally, on behalf of the staff I would like to wish all our students good luck for their exams.

Yours faithfully



Wesley Carroll
Head of School

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2017

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"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, 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"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.