

**28 February 2017**

Dear Parent/Carer

**Re: Summer Series Examinations 2017**

In preparation for the forthcoming summer examinations, I am writing to inform you of the necessary arrangements, and outline herewith the key information for all candidates.

It is essential that all students adhere to the JCQ (Joint Council for Qualifications) guidelines. For information, I have enclosed a copy of the instructions from JCQ. This includes the materials which can or cannot be taken into an exam room, as well as key information regarding the use of electronic devices.

Unfortunately, during the summer exam series 2014, we had two candidates who took a mobile phone into the examination room. We were duty-bound to formally report this matter to the relevant exam board. Unfortunately, both candidates received zero marks for their paper and also had marks deducted from their other qualifications. **It is essential that your daughter hands her mobile phone or any other electronic devices to the Exams Team prior to each exam.**

The procedures and processes for examinations must remain fair and accurate during any examination, which take place both in school and nationally. Our robust procedures ensure we remain a verified examination centre each year.

Please take time to read the enclosed information and go through this with your daughter. A copy of this information will also be placed in each examination room. Students will also be reminded at the beginning of each examination. Each student will be provided with an individual copy of their exam timetable by Tuesday 7 March 2017. A copy of the full exam timetable can be accessed via our school webpage [www.stjulies.org.uk](http://www.stjulies.org.uk). I can confirm that morning exams will commence **at 9.00 am prompt** and all afternoon sessions will **start at 1.00 pm prompt**. Exam access arrangements are in place for identified students, however it is essential that all students check their individual exam timetable to ensure they arrive at the correct exam room.

The first exam, of the summer examination series, will start on Monday 8 May 2017, and the last exam will be on Tuesday 27 June 2017. The final date of exams will not involve all students and it is important to check the school website for further details. **Students must arrive to school at least 30-minutes before an exam** to give them plenty of time to prepare before the exam starts. A free breakfast will be available from 8.00 am for all Year 11 to 13 students during the summer exam series (from Monday 8 May 2017), which will include a hot and cold breakfast as well as fruit and water. Bespoke revision sessions will also continue in the lead up to exams. **All students must wear full school uniform for all public examinations.**

We will continue to encourage students to attend all revision sessions and we expect all students to have their revision plans well underway by this stage in the year. All students have been provided with a revision timetable and continue to receive support on a daily basis within lessons, and during lunch-time and after-school sessions. Revision materials (including a USB pen with past papers and mark schemes) have also been provided to students. We encourage students to study for a **minimum of three hours each evening** in order to achieve the very best outcomes in their GCSE or A levels exams.

Please see below the study leave arrangements for summer 2017.

- Year 11 students will finish school on **Thursday 25 May at 3.15 pm**. All students must continue to attend lessons as normal, exam timetable permitting.
- Year 13 students will finish school on **Friday 26 May**. The Year 13 Leavers' Mass will also take place on this day. More details will follow regarding this event.

**In preparation for the Summer Exam Series 2017, please find outlined below the responsibilities of ALL students:**

- All Year 11 report to the Picardy dining room, and Sixth Form students (involved in exams only) report to the Sixth Form common room at 8.00 am each morning, starting from Monday 8 May. Sixth Form students not involved in exams must go to registration as normal. Students must report to this area **no later than 8.35 am** each morning. A free breakfast will be available each morning for all Year 11 to 13 students throughout the exam season.
- Students use the sign in sheets on arrival at the Picardy dining room or Sixth Form common room area.
- Students must check and double check their seat number (displayed in each dining room and on their individual exam timetable). Once Form Tutors arrive to register students there must be silence.
- Each exam venue and seat row will be called out. Students entitled to exam access arrangements will be called first (8.40 am) and directed to the correct exam room.
- Students must listen carefully to instructions and then line up outside the Picardy dining room (8.45am) or Sixth Form common room, where the Progress Leader and Assistant Progress Leader will be present to check attendance, tick present on the seating plan list and line students up in the correct seating order. Students will then be escorted by a member of staff to the relevant exam venue from this point.
- All students must hand in their mobile phones to the Progress Leader or member of staff from the Exams team. Each student will receive a corresponding raffle ticket and phones can be collected from dining room area at the end of each examination, with a valid corresponding raffle ticket.
- Until formal study leave begins all students must remain on site and attend lessons or revision as normal until 3.15pm each day.
- Once formal study leave begins students must sign out at the main reception area when leaving the building. AM and PM registration procedures with their form tutor will remain the same throughout the exam season.
- For PM examinations Year 11 students must report to the Picardy dining room or Sixth Form students to the Sixth Form common room no later than 12.30 pm. Students use the signing-in sheets on arrival at the Picardy dining room or Sixth Form common room.
- All students must adhere to the JCQ guidelines which relate to conduct during examinations.
- Any bags or personal belongings must be kept to a minimum and may be left outside the exam room venue. School will take no responsibility for the loss of valuable items. All valuable items must be handed in prior to the start of the exam, this does not include electronic devices or mobile phones which must be handed to a member of staff prior to entering the exam room.

If you have any further questions regarding the content of this letter please do not hesitate to contact school.

Thank you for your continued support of your daughter's education and we wish her the very best of luck in her forthcoming examinations.

Yours faithfully

**Mrs K McCourt**  
Deputy Head teacher for KS4/KS5

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014