

Monday 15th May 2017

Dear Parent/Carer

RE: Year 10 End of Year Examinations 2016/17

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. A copy of the full exam timetable can be accessed via our school webpage www.stjulies.org.uk. I can confirm that morning exams will commence **at 9.00 am prompt** and all afternoon sessions will **start at 1.30 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.

In preparation for the End of Year Exams 2017, please find outlined below the responsibilities of ALL students:

- All Year 10 report to the Cuvilly dining room for registration. Students must report to this area **no later than 8.35 am** each morning.
- Students must check and double check their seat number (displayed in the 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 Cuvilly dining room (8.45am), where the 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.

- For PM examinations Year 10 students must report to the Cuvilly dining room no later than 1.10 pm. Students use the signing-in sheets on arrival at the Cuvilly dining 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.

Year 10 end of year examinations will commence from Monday 26th June until Friday 30th June. This will ensure that students experience formal end of year exams leading up to their public examinations in May 2018 and will support them in the rigour and formalities of the process. End of year exams will also provide an accurate assessment method to monitor and track students' progress throughout the year. **There will be formal Year 11 mock exams for all students during February 2018. The start and end dates will be published in the academic calendar for 2017/18. The results from the Year 11 mocks will be handed out at the Year 11 Parents' Evening in February 2018.**

Study leave will not be permitted for any students during this time. Please find enclosed a copy of the exam timetable and a copy is also available on the school website www.stjulies.org.uk .

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

June 2017 Year 10 End of Year Examination Timetable

Student copy

There will be a lead invigilator in place all week, for each session.

Exam access arrangements will apply to eligible students - individual timetables will be issued to each student who requires additional time or supervised rest breaks.

Session	Papers	Time	Session time	No. of students	Exam room
Monday 26 th June (AM)	English Language	1hr 45mins	9.00-10.45pm	147 31 16	Chapel
Monday 26 th June (AM)	Drama Food Technology (Catering) Geography	45mins 1hr 1hr 30mins	11.00 – 11.45am 11.00 – 12.00pm 11.00-12.30pm	147 16 29	Dot Stang/Chapel
Monday 26 th June (PM)	Biology	1hr	2.20-3.20pm	55	Gym
Tuesday 27 th June (AM)	English Literature	1hr 30mins	9.00-10.30am	147	Dot Stang/Chapel
Tuesday 27 th June (AM)	Mathematics Paper 1	50mins	11.00-11.50am	147	Dot Stang/Chapel
Tuesday 27 th June (PM)	Higher tier: French – reading and writing Higher tier: Spanish – reading and writing Foundation tier: French – reading and writing Foundation tier: Spanish – reading and writing	1hr 30mins 1hr 30mins 60mins 60mins	1.30-3.00pm 1.30-3.00pm 1.30-2.30pm 1.30-2.30pm		Gym/Chapel
Wednesday 28 th June (AM)	Mathematics Paper 2	50mins	9.00-9.50am	147	Gym/Chapel
Wednesday 28 th June (AM)	Chemistry	1hr	11-12.00pm	55	Gym/Chapel
Wednesday 28 th June (PM)	Religious Studies	75mins	1.30-2.45pm	147	Gym/Chapel
Thursday 29 th June (AM)	History	1hr 45mins	9.00-10.45am	56	Chapel

Thursday 29 th June (AM)	Dance	1hr 30mins	11.00-12.30pm	18	Gym
	Music	1hr 30mins	11.00-12.30pm	18	
	Physics	1hr	11.00-12.00pm	55	
Thursday 29 th June (PM)	Combined Science Paper 1	50mins	1.30-2.20pm	92	Gym/Chapel
	Combined Science Paper 2	50mins	2.20-3.10pm		
Friday 30 th June (AM)	Health and Social Care	1hr 15mins	9.00-10.15am	28	Gym/Chapel
	Business Studies	1hr	9.00-10.00am	30	
	Sociology	1hr 30mins	9.00-10.30am	56	
Friday 30 th June (AM)	Physical Education	1hr 15mins	11.00-12.15pm	15	Gym/Chapel

Art and Graphics exams will take place during normal lesson time. There will be no ICT exam due to the structure of the qualification.