

26 February 2019

Dear Parent/Carer

Re: Year 13 Summer Series Examinations 2019

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 Friday 1 March 2019. 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 1.00 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 13 May 2019, and the last exam will be on Wednesday 26 June 2019. 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 13 students during the summer exam series (from Monday 13 May 2019), 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 and revision sessions.**

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. Additional revision resources will be provided in the lead up to public examinations. We encourage students to study for a **minimum of three hours each evening** in order to achieve the very best outcomes in their GCSE exams.

Study leave will not permitted for any student during the examination season. Previous years has demonstrated that students achieve higher grades by being present in school and attending all lessons and additional revision sessions. Normal attendance procedures will continue throughout the exam season.

In preparation for the Summer Exam Series 2019, please find outlined below the responsibilities of ALL students:

- All Year 13 students must report to the common room from 8.00 am each morning, starting from Monday 13 May. Students must report to this area **no later than 8.30am** each morning.
- Students use the sign in sheets on arrival at the dining room.
- Students must check and double check their seat number (displayed in the common room and on their individual exam timetable). Once Year 13 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 in the common 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 phone to the Progress Leader, member of staff from the Exams team or lock safely in their lockers before 8.30am. Each student will receive a corresponding raffle ticket and phones collected from the dining room area at the end of each examination, with a valid corresponding raffle ticket.
- All students must remain on site and attend lessons or revision as normal until 3.15pm each day.
- For PM examinations Year 13, students must report to the common room no later than 12.30 pm. Students use the signing-in sheets on arrival at the 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 must 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
Head of School

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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.



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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