

March 2018,

Dear Parent/Carer,

All national examinations GCSE/BTEC have now moved to a linear format which means that the majority of marks will be awarded for the quality of written examination responses.

Therefore in preparation for this format, all year 7 and 8 students will be taking mock exams in English, Maths, Science and Technology. This will allow students to experience the exam atmosphere and to test their understanding in the core subjects under exam conditions.

In addition year 7 and 8 will be taking part in the UKMT Maths Junior Challenge, a copy letter from Mr Boyle is attached which explains everything about this challenge.

- Y7 and Y8 exams mocks will commence week beginning 23rd April 2018 and include the UKMT Maths.
- A timetable is enclosed for these above exams.

Students will be issued with individual exam timetables nearer to the exam dates. These should be kept in a safe place, it is the responsibility of the student to know which room and seat number they should be in, not being in the correct seat could result in the student taking the wrong paper.

Once in Year 11 students are issued with an exam booklet at the start of the academic year with information from the Joint Council of Qualifications who set out the examination regulations that students have to follow during their GCSE's.

Below are some of the main points that students must follow during their GCSE exams, we use these during the mock exams so that students have plenty of practice and are aware of what is expected of them in their GCSE year.

- All exams must be written in **BLACK INK ONLY**
- **No equipment** will be given out in the exam room under any circumstances unless it is faulty e.g. pen runs out of ink, If a student finds that s/he has forgotten a piece of vital equipment, this can be purchased in school prior to the exam with the exception of calculators which can be purchased from the Maths Department dependant on stock availability.

- Students **MUST** wear full school uniform, including school shoes, for all exams. Those turning up in non-uniform will not be allowed to sit the exam.
- Hair styles will be treated in the same way and students will not be allowed to sit the exam if they do not comply with the school rules.
- Some afternoon exams may continue beyond the school finish time and therefore students should not make any medical appointments or have commitments to collect younger siblings.
- **Toilet Breaks**
Students will not be permitted out of exams to go to the toilet unless they have a medical note from their GP.
- **Mobile phones and smart watches are strictly forbidden in any exam room.** All students must leave phones at home or give it to their Mentor before the start of the exam. Smart watches are dealt with in the same way and other watches must be put on the exam desk. Whilst phones/watches are securely locked away, we will not be held responsible for any phone/watch lost or stolen during the exam period.
- Once students enter an exam room they are under exam conditions and **SILENCE** is essential. Our policy is to report any student to the exam board for any malpractice. Last year we reported 6 students for whom serious consequences were instigated.

I know this may seem an unduly pointed letter and the vast majority of our students conduct themselves excellently and achieve highly but the consequences of not following the rules can be very serious for individual students.

If you have any enquiries regarding examinations please contact Miss Hayes, Examinations Manager.

May I thank you in anticipation of your support.

Yours sincerely,

Adam Smith
Assistant Head
Head of Centre for Examinations

Carol Hayes
Examinations Manager