



Church of England School  
Head of School: Mrs N J Adamson MA NPQH

4<sup>th</sup> April 2019

Dear Student/Parent/Carer,

### Year 10 - Public Examination 'Preparation for Working Life'

You will be aware that your son/daughter is taking a public exam 'Preparation for Working Life' on Friday 10<sup>th</sup> May.

The students have been prepared for taking this exam by their PSHE teachers and this letter is to confirm the arrangements and give further information about the rules and regulations which apply to public examinations.

### Attendance

Candidates are required to present themselves punctually and on the correct dates for the examinations for which they have been entered. For the exam on 11<sup>th</sup> May, candidates should assemble outside the Sports Hall for registration at 8.40am.

### Examination Board Warning Notices

A 'Notice to Candidates' issued by the Examination Boards is attached to this letter and is available on the school website. Please read it carefully. Hard copies are available from the Exams Office.

### In The Examination Room

In the light of our experience, we would like to make the following points:

#### Equipment

- Have spare black pens available
- Pencils should be HB and only used for drawing. Have spares and a pencil sharpener
- Make sure you have a rubber. Some subjects may require rulers, compasses etc. The provision of these is your responsibility
- Pencil cases must be transparent. Opaque cases are not allowed. Transparent polythene bags will be allowed
- Under no circumstances can correcting fluid or correcting pens be brought to the examination room.

**Mobile phones, other electronic equipment, (including headphones and earphones) and wrist watches MUST NOT** be taken into the examination room as this is a breach of public examination regulations. **Failure to comply with this regulation will have serious consequences. Students may be asked to demonstrate that they do not have these items about them.**

#### Bags

It is not possible for bags to be placed inside the exam venue - they will have to be placed in student's lockers.



Address: Hume Way, Ruislip, Middlesex. HA4 8EE ∞ Telephone: 01895 639227 ∞ Facsimile: 01895 622429

Email: [office@bishopramseyschool.org](mailto:office@bishopramseyschool.org) ∞ Website: [www.bishopramseyschool.org](http://www.bishopramseyschool.org)

### **Drinks and Food**

These must not be brought into the examination room. A small, **clear** bottle of water **with a sports cap** will be permitted. The bottle **must not have a label** on it.

### **Graffiti**

Exam desks and name labels should not be marked in any way. Writing on such items could be construed as an attempt to communicate and may jeopardise exams, both for the perpetrator and any candidate who subsequently sits at a marked desk.

### **Dress**

All candidates must wear appropriate school uniform. Please dress according to the weather. Should a candidate, appear incorrectly dressed they will be sent home to change. This may cause them to be late for the examination and as a result they may lose examination time. Lanyards must be worn into the exams hall.

### **Unfair Practice**

To remind you, Unfair Practice includes:

- Any attempt to communicate with another candidate by any method including speaking, passing of notes, signalling by any means such as looking
- Attempting to look at another candidate's work
- Bringing into the examination room forbidden books, notes and any electronic device other than a calculator.

**We would point out that Examination Boards impose a variety of penalties if rules are broken. These penalties range from candidates losing all marks for a component to disqualification from all qualifications taken in that series. These penalties can be applied even if the mobile phone/electronic device is not used.**

Misconduct can impact on all students in an exam and we would not wish to see your son/daughter disadvantaged.

### **Unforeseen Events**

Listed below are some of the unforeseen events that could involve you.

#### **Late arrival**

Should your son/daughter be absent at registration, we will enquire of the other candidates if they know of any reason for non-attendance. Then attempts will be made to contact you by telephone at your home. We will use the telephone number on our records, please take this opportunity to check that this is correct on the Parent Portal.

Parents/carers may also be contacted at their place of work. Again, we shall use the information on our records.

We will **not** delay the start of the examination - we have to be fair to all the other candidates.

A candidate who arrives after the starting time of the examination may be allowed to enter the examination room, and sit the examination. The examination board will be informed of the late arrival and the circumstances involved. When the normal time comes for finishing an examination, the late candidate will have a line drawn on the examination script to indicate that the following work has been done after the normal finishing time.

**SHOULD YOU ARRIVE MORE THAN THIRTY MINUTES AFTER THE START OF THE EXAMINATION, YOU WILL NOT BE ADMITTED**

**Absence**

Somebody will forget to attend an exam. IT COULD BE YOU! You cannot take this exam at any other time.

**Illness**

Should you become unwell during an examination, raise your hand. An invigilator will make the necessary arrangements.

Should you be too ill to sit the examination and you are at home, then you or your parent/carer must telephone the school and leave a message for Mrs Harding.

**Results**

Results will appear on Parent Portal on Friday 23<sup>rd</sup> August 2019 and will also be available from your son/daughter's teacher upon their return to school in September.

**Examination Policy/Administration Arrangements**

The school's examination policy and further information about external examinations are available on the school website in the Student Zone.

If there are any problems please do not hesitate to contact the school:

Examinations Office: 01895 671044, [sharding@bishoprामsey.school](mailto:sharding@bishoprामsey.school)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Howe', with a long horizontal flourish extending to the right.

**Mrs J Howe**  
**Personnel Director**

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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**