



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

4th April 2019

Dear Student/Parent/Carer,

Year 12 Public Examinations Administration Arrangements Summer 2019

KEEP THIS DOCUMENT IN A SAFE PLACE, YOU MAY NEED TO REFER TO IT

Now that the main period of Public Examinations is approaching, we need to bring several points to the attention of all parents/carers of Year 12 students entered for external examinations this summer.

Students should be aware that if they take time off to do last minute revision for exams it will severely impact on their other subjects where lessons will be continuing. It is therefore important that revision is planned in advance and that relevant lessons and study periods are used to their maximum effectiveness. The only Study leave being granted as authorised will be the **morning** if a student has an **afternoon** exam.

Candidates are required to present themselves punctually and on the correct dates for the examinations for which they have been entered. Please be aware that any examinations not taken will have to be paid for, unless non-attendance is supported by a medical certificate to cover real illness (please note: colds, temporary sickness and minor illness are not accepted by the examining boards as valid reasons for non-attendance).

Assembly Points

Candidates should assemble outside the Sports Hall at the following times:

08.40 for the morning sessions
13.10 for the afternoon sessions

Examination Timetable

Each Student's external examination timetable is available on Parent Portal under the Assessments tab. Any queries about accessing Parent Portal should be raised with Mrs Jerham at parentportalhelp@bishopramseyschool.org

You should check this information carefully. Any queries should be raised immediately with your subject teacher and/or Mrs Harding in the Exams Office.

You should also add dates and times for oral and practical examinations which are advised separately. **It is your responsibility to ensure that you are aware of all exam times and dates – if you have any questions, please refer to Mrs Harding in the Exams Office.**

Exam Contingency Date

Please note that all students must be available up to and including Wednesday 26th June 2019. This date has been selected, by the JCQ, as the last date to which an exam may be rescheduled should there be a national or major local emergency that results in exams being postponed.



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

Email: office@bishopramseyschool.org ∞ **Website:** www.bishopramseyschool.org

Examination Clashes

A clash occurs when two different subjects are scheduled to be examined at the same time. Depending on the combined length of the subjects, one will be moved to another time or examination session on the same day. A notice detailing arrangements will be issued with the timetable. When the candidate has finished the first examination, they will be kept under supervision until the second examination is due to start.

If you notice a clash in your individual timetable which has not been resolved, please inform Mrs Harding before the start of the examination season.

If your timetable shows two or more papers of the same subject, starting at the same time, this is not a clash. Papers will be sat consecutively.

Internal Assessment

The school is committed to ensuring that whenever staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Appeals may be made against the process that led to the assessment (not against the mark or grade itself). The procedure for such appeals is available in the External Exams section of the school website.

Examination Board Warning Notices

'Notices to Candidates' are attached to this letter and are available on the school's website. Please read these carefully. Hard copies are available from the Exams Office.

In the Examination Room

In 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 that 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 suitable
- Under no circumstances must correcting fluid or correcting pens be brought to the examination room
- **Only a calculator that displays the Bishop Ramsey verification sticker will be permitted. Students must have their calculators verified in the weeks leading up to an exam. Other calculators will not be allowed into the exam venue.**

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 may have serious consequences. Students may be asked to demonstrate that they do not have these items about them.

Bags

The main venues for the examinations will be the Sports Hall and the Drama Barn. It is not possible for bags to be placed inside these locations - they should be placed in student lockers which will be available for the exam period.

Drinks & Food

These must NOT be brought into the examination room. A small, **clear** bottle of water **with a sports cap** may be brought into the examination room. 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 will wear appropriate Sixth Form dress. Please dress according to the weather. Lanyards must be worn into the exams hall. **Should a candidate, of any year group, 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.**

Unfair Practice

Warning notices issued by the Examination Boards are attached to this letter and are available on the school's website. Hard copies are available from the Exam Office.

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
- Any device (including a calculator) which can connect to the internet is strictly forbidden.

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 checking in time, we shall 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 shall 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.

SHOULD YOU ARRIVE MORE THAN THIRTY MINUTES AFTER THE START OF THE EXAMINATION YOU MAY NOT BE ADMITTED

Absence

Somebody WILL forget to attend an exam. IT COULD BE YOU!

Should you miss the start of an examination then you should report to Mrs Harding in the Exams Office. Do not go directly to the exam venue. You cannot take the missed 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 an examination and you are at home, then you or your parent/guardian must telephone the school and leave a message for the attention of Mrs Harding. This procedure applies to each individual examination.

You must provide a medical certificate within 48 hours of the missed examination from your doctor that will explain your illness. The medical certificate must be in an envelope and addressed for the attention of Mrs Harding in the Exams Office. The envelope can be posted or given personally to Mrs Harding.

An application for special consideration will be made. The medical certificate will be sent as evidence. This application must be received, by the examining board, no more than five days after the affected examination.

The exam boards' regulations on circumstances which merit special consideration are very specific and we would point out that candidates will **not** be eligible for special consideration if preparation for or performance in the examination is affected by long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves also during the assessment.

Examination Results

- **AS level results will be issued on Thursday 15th August 2019**
- **GCSE results will be issued on Thursday 22nd August 2019**

You may collect your results between 9.00am and 10.00am from the Hub. Please check that your results are complete, if you have any concerns in this respect, please see a member of staff on results day.

Results will also be available on Parent Portal one day after results day.

If you cannot collect your results personally, they will be sent to you by first class post. Students who wish to have their results posted to an address other than that which is held on school records, must hand in a stamped, addressed envelope to the Exams Office before the end of the examination period. Please state your candidate number on the top left corner of the envelope.

**YOUR RESULTS WILL NOT BE GIVEN TO ANYONE ELSE.
WE ARE UNABLE TO EMAIL YOUR RESULTS TO YOU OR GIVE THEM OUT OVER
THE PHONE.**

Senior staff will be available to discuss results between 10.00am and 12.30pm on results days. Further details about the enrolment “surgery” for students with concerns/questions will be given in the enrolment letter. Any concerns about your results must be discussed with Heads of Departments by **Friday 6th September**.

Post Results Services

Information on post results services (e.g. re-marks and access to scripts) is available in the External Examinations section within the Student Zone of the school website.

It is most important that you consult subject staff regarding post results services. The Exams Office will not provide breakdowns on individual marks or guidance on grade boundaries. Teaching staff can advise on the difficulty of a paper, in context to the ability of the student.

Any applications for post results services must be made immediately, there is a very short window in which applications can be made. The Awarding Bodies will not extend deadlines and in order for all applications to be processed in time, the school’s deadline will be prior to the Exam Boards. Full details will be on the application form available from the school website.

Information about applying to resit AS units will be made available during the Autumn term.

Examination Certificates

Collection of Certificates will be advised on results days and will be detailed on the school website.

Exam Policy

The school’s examination policy and all administration information is available on the website.

Lastly, if there are any problems during the examination period, please do not hesitate to contact the school Exams Office on 01895 639227 or email sharding@bishopramsey.school

We would like to wish all students taking external examinations the very best of luck.

Yours faithfully,



Mrs J Howe
Personnel Director

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