

29th March 2018

Dear Parent/Carer

IGCE Summer 2018 examinations begin with Mathematics on Friday 4th May for Year 10 students. Your son/daughter has already been issued with a statement of entry for his/her examination subjects and will be provided with a personalised timetable of examinations, showing all necessary timetable variations, room and seating details prior to Easter. Please note, in the meantime, a list of examination dates by Year Group can be found on the school website, www.ballakermeen.com, under Exam Information.

Students in Years 10 will have the half day preceding their exams in Maths, Science and RE to revise. Students may revise at home or, if they prefer, come into school to revise. If they choose to come into school, they will be expected to attend their normal classroom during each period of the half day and be in school uniform.

Normally examinations will begin at 9am and 1.40pm and students should be in school for 8.45am and 1.25pm.

There is one major exam clash that requires changing our normal examinations pattern:

All students in Years 10 and 11 sitting Science on Wednesday 23rd May will start at 12.30pm. This is in order that the two Science papers can be completed in time for students to be able to catch their usual school bus home at 3.20pm.

If a student is ill or injured during the examination season it is important that the school is informed immediately, and a doctor's note must be obtained. In such cases we can ask the examination boards for special consideration. Where at all possible the ill or injured student should attempt the paper, for if an examination has been missed entirely, it is unlikely that the exam boards will award a grade. If the exam is taken, despite the problem, then the examination board may allow for this incapacity.

If a student misses an examination, except as a result of illness or injury covered by a doctor's note, the parent must pay the examination fee of approximately £50.00 per subject. All payments for missed examinations, must be made before examination results are issued.

Students should wear full school uniform throughout the duration of the examination season, with the exception of TT Week where normal clothes are acceptable, however hoodies must not be worn (exam board regulation). Students should be aware of the examination requirements and must have all relevant equipment including a see-through pencil case,

black pen and a calculator. Parents are reminded that mobile phones are not permitted in examination venues, and are advised of a new exam regulation that wrist watches are also not permitted in examination venues.

Results day is Thursday 23rd August, results will be available from 12pm on that day. There will be student access to SQA results online from 7th August, CIE exam results from 14th August via personal logins. Instructions for this will be sent out in the near future.

If you are off the island and wish the results to be posted, to either home or an alternative address, please ensure that a stamped addressed envelope is handed in to the school office, before the end of June. Results will not be given over the phone, unless arrangements have been made with the school office prior to the end of term.

I would like to offer my best wishes to students and parents over the exam season.

Yours sincerely

Mrs F Roome
Key Stage 4 Leader