

Our Ref:

29th March 2019

Dear Parent/Carer,

Record of Achievement (ROA) day is Tuesday 30th April, celebrating the achievements of our students and acknowledging the end of compulsory school education. Your son or daughter does not need to arrive at school until 12.15pm. For students reliant on the buses to get here, we will provide a place for them to wait until the official day starts. The dress code for the day is “smart office dress”. The day will finish at 3. 20pm as normal, so students may travel home by school bus.

Lessons Continue until TT Week

Lessons continue to be timetabled and fully staffed until TT Week. We strongly recommend that students attend classes in which they have yet to complete examinations. This is especially important for those students who are taking the WJEC Maths, until their written exams on Tuesday 21st May. Obviously, students who have completed their examinations will not be required to attend lessons in those subjects. Full uniform must continue to be worn. Pre-ordered hoodies will soon be available from the Foyer and students can wear their hoodies instead of their blazers after Easter. Should they remove their hoodies, full school uniform is required. The only exception to this is TT week, when normal clothes can be worn. Please note: Exam Board regulations dictate that hoodies are not allowed in exam venues.

Personalised Examination Timetables

IGCE Summer 2018 examinations begin with Maths (Core) on Thursday 2nd May for some Year 11 students. Your son or 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, under Exam Information.

Start and End Times of Examinations

Throughout the examination period, students must be in school at 8.45am for the start of morning examinations, and at 1.25pm for the start of afternoon examinations.

Examination Clashes

Students who have had exams moved to an earlier or later session will receive a separate letter reminding them of the requirement to bring a packed lunch on that day. Those students will be kept under centre supervision between exams and will be permitted to talk among themselves during this time, and/or revise using paper-based notes. They will not be permitted access to electronic devices. Under no circumstances will students be allowed to leave school premises until the end of the rescheduled exam.

There are a number of exam clash issues that require changes to the normal examinations pattern. Those students affected have been asked to complete a form to determine in which order exams will be taken. The amended times will be listed in the final timetable given to each student.

Where exams are classed as “Back to Back” a short break of no more than 20 minutes will be given between exams, in accordance with Awarding Bodies regulations.

P.T.O.

Inside the Examination Venue

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 if permitted (cover removed). Parents are reminded that mobile phones are not permitted in examination venues, and are advised of a new exam regulation that wristwatches are also not permitted in examination venues. Students found to be in possession of a mobile phone or watch once an exam has started may have their paper(s) disqualified by the Awarding Body and no final grade will be awarded. Students are also reminded not to write anything threatening, offensive or obscene in their answer script, as this will be deemed as malpractice and Awarding Bodies may not award a grade for that subject.

Absence from an Examination

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, if requested by the Awarding Body, 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 because 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 may be required to pay the examination fee of approximately £60.00 per subject.

Main Examination Results Day

Results day is Thursday 22nd August and results will be available from 9am on that day. Results will not be given over the phone, unless arrangements have been made with the exams office prior to the end of term. Please note that results cannot be given to parents/carers/relatives etc. without the written permission of the candidate. If a student is unable to collect results in person, he/she must speak to Mrs O'Neill Exams Officer to complete the authorisation form.

SQA Results

In addition, there will be student access to SQA Electronics results online from 6th August. Students who wish to use this service must sign up by Tuesday 16th July at the Exams Office.

Accessing Some Results On-Line

Cambridge Assessment exam results can be accessed on 13th August via personal logins and instructions for this will be sent out in the near future. However, any queries regarding results or Post Results Services will not be answered until the official results day. Please do not come into school or phone with any CAIE enquires as the exams office will be busy preparing for the A level results day and will not be available to answer your query.

On this day students will be notified of the procedure to join the Sixth Form. Many have already completed option forms, but may wish to reconsider when results are received. Final choices will be discussed during an interview with senior staff.

I would like to offer my best wishes to students and parents over the exam season and thank you all for your support of the school over the last five years.

Yours sincerely

Mrs F Roome
Key Stage 4 Leader