

DLB/avt
30 October 2017

Year 11 Examinations – Monday 27th November to Friday 8th December 2017

As I am sure you are aware, the Year 11 Examinations are due to begin on Monday, 27th November. Please see attached a copy of the Examination Timetable for you to keep at home. In preparation, on Thursday, 2nd November all Year 11 students will be attending a revision seminar. 'Revision Cracked' by Tim Foot shows students how to revise in a more efficient way. These seminars have traditionally taken place in February before the all-important summer exams but I felt it important that our students are able to take advantage of his expertise now.

Please go through the timetable with your son/daughter to ensure that they know exactly when and where they need to attend.

Examinations will start at 08:45 and students will need to be in school by 08:30 (unless otherwise stated). When a student does not have an examination in a session, they are required to attend normal lessons. If they are not able to attend due to illness, please contact the school to report their absence, a doctor's note may be required if unable to sit an exam.

If students have an examination in the afternoon, this will end between 15:00 to 15:30. They will not be required to go back to lessons in this instance and may leave school a little early. Of course, if they would like to stay, they may go to the library until the end of the normal school day but it is important that they are mindful of the fact that lessons for the rest of the school will be in full flow and they should not be wandering around the school site.

Students need to check with subject staff if they need clarification about attending an examination. Exams will take place in the School Hall and Sports Centre. Individual seating arrangements for each exam will be issued to every student nearer the time; in the week prior to the start of the examinations.

The School places great emphasis on conduct in exams and we trust that we can rely on your support throughout this important time. Students are reminded that:

- No communication is permitted in the examination room
- Mobile phone/Ipods/MP3 players/smart watches are not permitted in the examination room
- Food and drink are not permitted in the examination room
- Bags are not permitted in the examination room

Additionally, students are reminded that they must bring with them the correct equipment, this includes:

- A clear pencil case or plastic bag to hold equipment
- Exam Timetable and Seating Plan must be brought to every Exam
- A calculator for specific examinations
- Books or papers required for specific examinations
- Pens, pencils and other required stationery

Any questions or queries that you have should be directed to subject staff where appropriate, or for more general queries you can contact me at the School.

Yours faithfully

Mr Bidwell
Head of Upper School

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Examinations – Code of Conduct

- Students should arrive at least 15 minutes prior to their examination.
- For morning examinations, pupils will be registered in their examination rooms where applicable. Students will go straight to their exam venue.
- For afternoon examinations, pupils will start period five in their examination venue. Students will return to classes when exams are complete.
- When students do not have an exam, students will be expected to be in normal lessons.
- Their teachers will escort them to their venues when applicable, ten minutes prior to the examination starting.
- Pupils will queue in the courtyard outside main school hall or outside the fire exit of the sports hall as appropriate and have been seated alphabetically within their teaching groups for each subject.
- Students must follow correct examination procedure at all times during the examination period.
- Students with extra time will be allocated independent break times to suit.