



10 May 2018

Dear Parents/Guardians

Summer Exam Protocol

Students have now received the official summer exam timetables. Can you please engage with this document and ensure that your child has reviewed the timetable. If you have any questions or issues can these be raised as soon as possible with Mrs Barton.

We are fast approaching the Summer exam season and it is compulsory that your son/daughter abides by regulations set by the exam boards as follows:

1. You must be on time for all of your examinations (Students must be on site from 8.30am for a morning exam and 12.45pm for an afternoon exam)
2. Students must wear full school uniform
3. Students must not sit an exam in the name of another candidate.
4. Possession of a mobile phone or any unauthorised material such as a smart watch, even if you do not intend to use it, can lead to a subject penalty and possible disqualification. All phones and devices must be handed into the invigilator at the start of the exam and will be returned at the end of the exam.
5. No communication with any other students once in the exam hall.
6. Follow all rules of the invigilator.
7. All water bottles must have the labels removed.
8. Full equipment is required for all examinations. Students need 2 black pens, 2 pencils, a ruler, a sharpener, a compass, a protractor and a calculator.

All students need to ensure that they follow the exam protocol before, during and on leaving the examination hall. If students cannot behave in the correct manner then they will not be able to sit their exams.

Please can I also remind you that students cannot miss external examinations; they cannot be rescheduled. We have explained this to students and discussed that if they are ill on an exam day, the following applies:

- They should come in and we will make alternative room arrangements where necessary.

In a genuine emergency, where your child is too ill to attend an examination:

- Please phone Mrs Embrey before 8.30am on 07872 600 307
- Obtain a doctor's certificate and bring it into school as soon as possible so that we can apply to the exam board for special consideration.

If your child fails to attend an examination on their timetable and we do not receive a doctor's note, you will be charged for the examination (between £33 and £80). Non Payment will mean your child will not be able to attend their prom or leavers assembly and we will not release their exam certificates in August.

These protocols are in place to ensure that all candidates taking the exam have a fair opportunity to achieve their full potential. Thank you very much for your cooperation in this matter.

Exam Breakfasts

Prior to some exams, breakfasts will be available to all students free of charge. Breakfast will be served on these days from 7.30am. Teaching staff for the exam being sat will also be available in the canteen for revision and questions.

Date	Subject
14 May 2018	BTEC Travel and Tourism, GCSE ICT, GCSE Computing
15 May 2018	GCSE French Reading
16 May 2018	GCSE PE
17 May 2018	GCSE Science (Combined) and Chemistry
18 May 2018	Year 12 Business, GCSE French Writing
21 May 2018	GCSE Sociology, Year 12 BTEC Sport
22 May 2018	GCSE English
23 May 2018	GCSE Business, GCSE Psychology
24 May 2018	GCSE Mathematics
25 May 2018	GCSE English
4 June 2018	GCSE History
5 June 2018	GCSE English
7 June 2018	Year 12 Child Development, GCSE Mathematics
8 June 2018	GCSE English, GCSE History
11 June 2018	Year 13 A Level PE, Year 13 Drama, GCSE Science (Combined) and Biology
12 June 2018	GCSE History, GCSE Mathematics
13 June 2018	GCSE Science (Combined) and Chemistry
15 June 2018	Year 13 Economics, Year 13 A Level PE, GCSE Science (Combined) and Physics
18 June 2018	Year 13 Business

Yours sincerely



Mr G Cunningham
Headteacher