



Northampton School for Boys

An independent Academy for the Town and County



RBE/JWE

April 2019

Dear Parent/Carer

Arrangements for Examination Period – Year 11

I am writing to confirm arrangements for the forthcoming GCSE examination period starting on Monday 13th May and finishing on Wednesday 26th June 2019. All candidates must keep 26th June clear as it is the National Contingency date, and as such, could be used in the unlikely event of exams being moved by JCQ.

Each student received a copy of their exam timetable in December. Another copy of the exam timetable, including seating and rooming information, will be issued before 10th May. Normal timetabled lessons will continue up to, and including Friday 10th May. During the exam period we will be running at least one revision session in the vast majority of GCSE subjects proximal to when a relevant paper is being sat and a schedule for these revision sessions is attached.

Student attendance at the revision sessions is compulsory. However, if a parent or carer deems there to be exceptional reasons why their son should not attend any one or more of these sessions, then they should contact Mr Armstrong at the school to discuss the relevant individual circumstances in the first instance. These may relate to, for example, transport issues or, where a parent strongly feels that their son would benefit more fully from revising for extended periods at home without teacher input.

Where students do not have an exam or revision session they should study at home. Revision rooms will also be set aside at school for students who need to study between morning and afternoon exams or for students who would prefer to revise at school rather than at home.

Students will be expected to be in full school uniform whenever they are in school during the exam period whether for exams or revision sessions. A list of Frequently Asked 'Questions and Answers' is included with this letter.

I also ask that every student and parent reads through the attached 'Examination Arrangements' document, the JCQ 'Information for Candidates' document and that the signed Memorandum of Agreement is returned to the school by Friday 10th May.

I wish all students the very best of luck in every exam that they sit although the harder they work the luckier they will be! GCSE Results will be available for students from the school on Thursday 22nd August from 10.00am.

Yours sincerely

Richard Bernard
Headmaster

Headmaster Mr R Bernard MA

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Y11 Study Leave

Frequently Asked Questions

Q: What is Study Leave?

A: Study leave is a period of five school weeks from Monday 13th May until Wednesday 26th June. During this time there will be GCSE and A level exams programmed in on most days. The normal timetabled lessons will have finished and the subject course content will have been taught before Study Leave starts. We have arranged special revision sessions for the vast majority of subjects to be delivered by subject specialists during this time.

Q: Why do we have Study Leave?

A: You will want to spend your time in the days and hours before each subject exam revising intently for that paper. You will not want to be attending a normal lesson in, say, Maths, when you have an English exam in the afternoon. You will naturally want to allocate your time to focus on English. Study Leave allows you to do this.

Q: What are revision sessions?

A: Revision sessions are provided to give you the opportunity to revise for each subject at the right time prior to a paper, in a structured way, with specialist teachers giving you guidance and advice. A revision session typically lasts for two periods of the school day. You may be with your normal teacher for that subject or you may have another specialist leading the session. You will usually be in the group you are used to from your normal timetabled lessons during the year.

Q: Do I have to attend?

A: You MUST attend your exams as published on your exam timetable: if you don't your parents/carers may be liable for the examination fees and you will fail in that subject. You MUST attend the revision sessions which we have planned for you. They are designed to maximise your chances of reaching your potential in each subject. In exceptional circumstances parents can contact Mr Armstrong at the school to discuss non-attendance at a revision session. You do not need to be at school when there are no exams or revision sessions programmed for you. At these times, which we call Private Study, you should be at home revising.

Q: When do I officially leave school?

A: The official school leaving date for you is Friday 28th June. Employment legislation states that you cannot be employed full time until after this date. Until this date you are still on roll at school and therefore you are a member of the school community with all the same rules and responsibilities. So, for example, you will still be held accountable for your actions on the school site and off the school site throughout Study Leave and right up until the end of June.

(Continued over ...)

Y11 Study Leave

Frequently Asked Questions

Q: Can I leave the building during the day?

A: Yes and no. Whenever you have finished an exam or a revision session and **there is nothing else planned for you that day**, you are free to go home. However, if you have finished an exam or study session in the morning and there is a revision session planned for you later in the day, you should stay on the school site: a typical example of this would be an early exam starting at 9.00 am and finishing at 10.30 am which is followed by a revision session at 11.30 am. For the hour in between, you must stay on site. If you have an exam in the morning followed by an exam in the afternoon you can choose to either stay on site to do private study or go home in-between the examinations. There will be rooms set aside for private study; we will open the Bistro early for you for food and drink; and you can enjoy the normal school break. We need to avoid a circumstance where 220 Y11 boys leave school, walk around the local area and then return an hour later. We have to be mindful of our neighbours and your safety.

Q: What are Private Study rooms?

A: Depending on the daily demand, we will identify rooms where you can sit quietly studying for your next exam. This will often be the Sixth Form Pod and will be overseen by members of staff.

Q: Why do I need to sign in and out?

A: We are still responsible for your safety. We can only do that if we know whether you are on the school premises or not. In this case, we want you to follow the example of the Sixth Form and sign in and out using the Inventory scanner system.

Q: Do I need to be registered?

A: You will be registered in your exams as a matter of course. You are not expected to attend a registration in your form room. The Inventory signing in and out system is also part of registering during the day.

Q: Can I stay at school even when there are no planned revision sessions?

A: Yes. If you have no further exams or revision sessions on a particular day, then we would normally expect you to go home. However, if you cannot or you find revision difficult to undertake at home, then we will accommodate you in a Private Study room or the library.

HTS/ JWE

May 2019

YEAR 11 EXAMINATION ARRANGEMENTS

The GCSE Examination period starts on Monday 13th May and ends on Wednesday 26th June 2019.

Each student received their provisional exam timetable in December, but a final copy including seating and rooming information will follow shortly.

Students will be expected to be in full school uniform whenever they are in school during the exam period, whether for exams or for revision sessions.

Please would all students and parents read through the examination information included in this letter, the JCQ 'Prohibited Device' and 'Information for candidates' documents, also attached. Then **please sign and return the Memorandum of Agreement before the 10th May 2019**, which we are required to hold on file throughout the Exam season. JCQ Exam regulations are available to view on the school website (<http://www.nsb.northants.sch.uk> in Home > Parents > Examination Regulations and Timetables).

GCSE results will be released on Thursday 22nd August at 10.00am. Candidates are advised to come in to school on results day, where in addition to the opportunity to share their results with friends and teachers, there will be staff available to offer advice if necessary.

GCSE results are the property of the student and as such cannot be given to family or friends without the student's permission. If a student is unable to collect their results in person, they can:

1. Give a large addressed envelope with a large stamp to Reception before 16th August 2019. The results will be put in the post during the afternoon of 22nd August.
2. Nominate another person to collect the results. The student should write a letter giving permission and *the name of the person collecting* their results. Please hand this letter in to Reception before 16th July. The person collecting the results must bring identification with them such as a driver's licence, or passport.

The official examination certificates will be available for collection in school in late November.

If you require any further information or have any queries about the examinations please contact Mrs H Topping Shaw, Assistant Head Teacher (Examinations).

Rules for the Examinations

- **Mobile phones**, smart watches with data storage and any other devices capable of receiving messages **must not** be brought into the exam room. We advise pupils to leave them at home. If they must be brought to school, they should be handed in to student services as the changing rooms are not secure and the school cannot be held responsible for items left in them. They must not, under any circumstances, be taken into the examination room. If anyone is found with a mobile phone or other prohibited device in the examination room, it could lead to disqualification.
- Pencil cases must be clear plastic. If necessary, use a clear plastic bag.
- Candidates are permitted to bring water into exams. The water must be in a small, clear plastic bottle with all labels removed. No other food or drink is allowed except by prior arrangement (for example if a candidate has diabetes).
- Candidates should write in black ink for all exams. No gel pens are allowed.
- Calculators should have their memories cleared if they are programmable. Instruction cards and books are not permitted.
- All candidates are expected to remain in the exam room until the exam finishes.

Format of exam papers and stationery

- Candidates should be familiar with the format of the exam papers. If a pupil is unsure they should ask their subject teacher to explain it. All papers have instructions written on them called the rubric.
- Spare pens, pencils, rulers and calculators are **not** available for candidates to borrow.
- Correcting Fluid is not allowed.
- Please remember that morning exams start at 9.00am and afternoon exams start at 1.30pm except when candidates are advised otherwise.
- Candidates should arrive 15 minutes before the start of each exam and confirm their seat by looking at the seating plan displayed outside the Sports Hall. The Sports Hall is the main venue for exams. Notices will be displayed if exams are in alternative venues.

Special Consideration

Special consideration can be granted where some problem occurs **just before or during** an exam or controlled assessment which prevents a candidate from performing to their full potential, or in exceptional circumstances taking an exam. Special consideration is intended to compensate a candidate who is unable to fully demonstrate their knowledge and skills. It is not intended to compensate a candidate who has been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

Please do not confuse “special consideration” with *access arrangements*. If you are aware of a problem well before the exam, then you should contact Mrs Dickenson as soon as possible to see if *access arrangements* are appropriate. If a problem occurs **just before or during** an exam, then you should contact Mr Kneeshaw, Deputy Headmaster immediately after the actual exam as we need to make a “special consideration” application within seven days of the exam. Please provide us with any supporting documentary evidence that you may have. Exam boards will only accept requests for special consideration submitted by the school’s Examinations Officer.

Special consideration must be applied for following a specific examination series.

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

These include:

- temporary illness or accident/injury at the time of the assessment;
- bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- domestic crisis arising at the time of the assessment;
- serious disturbance during an examination, particularly where recorded material is being used;
- other accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- participation in sporting events, training camps or other competitions at an international level at the time of certification, e.g. representing their country at an international level in football or hockey;
- failure by the centre to implement previously approved access arrangements

Please see the attachment for the full list of criteria for special considerations.

Lastly

- If there is an emergency situation where a candidate is unable to attend an exam, please inform the Exams Office as soon as possible. Depending upon the nature of the emergency it may be possible to obtain dispensation for that paper.

Mrs H Topping Shaw

Assistant Head Teacher (Examinations)

Full list of Criteria for Special Considerations

Candidates who are present for the assessment but disadvantaged

- 3.1 Special consideration will normally be given by applying an allowance of marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The maximum allowance given will be 5% of the total raw marks available in the component concerned, including controlled assessment/coursework/non-examination assessment.
- 3.2 The decision made by the awarding body will be based on various factors which may vary from one subject to another. These may include:
- the severity of the circumstances;
 - the date of the examination in relation to the circumstances; and
 - the nature of the assessment, e.g. whether written papers are affected as opposed to controlled assessment/coursework/non-examination assessment, or whether a Practical Test or a Speaking Test is involved.
- 3.3 **Special consideration cannot be applied in a cumulative fashion**, e.g. on the basis of a domestic crisis at the time of the examination **and** the candidate suffering from a viral illness.

Candidates or their parents/carers should, in the first instance, discuss the application of special consideration with the school or college concerned.

Private candidates must liaise with the school or college which made entries on their behalf in respect of an application for special consideration.

The following circumstances must apply at the time of the assessment.

5% This is the maximum allowance and will be reserved for the most exceptional cases, such as:

- terminal illness of the candidate;
- terminal illness of a parent/carer;
- death of a member of the immediate family **within two months** of the examination;
- very serious and disruptive crisis/incident **at or near the time of the examination.**

4% Very serious problems such as:

- life-threatening illness of candidate or member of immediate family;
- major surgery **at or near the time of the examination**;
- severe disease;
- very recent death of member of extended family;
- severe or permanent bodily injury occurring **at the time of the examination**;
- serious crisis/incident **at the time of the examination.**

N.B. 'Very recent' is defined as within one month of the examination(s) taking place.

3% A more common category, (more cases will fall into this category) including:

- **recent** traumatic experience such as death of a close friend or distant relative;
- **recent** illness of a more serious nature;
- flare-up of a severe congenital/medical condition or a psychological condition;
- broken limbs;
- organ disease;
- physical assault trauma before an examination;
- recent crisis/incident;
- witnessing a distressing event **on the day** of the examination involved.

N.B. 'Recent' is defined as four months prior to the examination(s) taking place.

2% The most common category of allowance - the majority of cases will fall within this category:

- illness **at the time of the examination**;
- broken limb on the mend;
- concussion;
- effects of pregnancy (**not pregnancy *per se***);
- extreme distress **on the day of an examination**; (**not simply exam related stress**)
- allowance on **last paper** taken in a day when a candidate has been entered for **three or more examinations timetabled for the same day** and the total duration of those papers is **more than 5 hours 30 minutes** (GCSE examinations) or **more than 6 hours** (GCE examinations).

(Where extra time has been used following formal approval, this should be included in the calculation.)

(Supervised rest breaks **must not** be included in the total duration of the papers when applying for special consideration.)

1% Reserved for more minor problems:

- noise during examination which is more than momentary;
- illness of another candidate which leads to disruption in the examination room;
- stress or anxiety for which medication has been prescribed;
- hay fever **on the day** of an examination;
- minor upset arising from administrative problems.

Where the request for special consideration fails to meet the criteria it will be rejected.

HTS/ JWE

May 2019

To: Parents / Carers / Guardians of all students taking examinations

IMPORTANT NOTICE – MOBILE PHONES AND ELECTRONIC DEVICES IN EXAMINATIONS

Examination Board Regulations

The Joint Council for General Qualifications rules from their “Information to Candidates” publication that govern the administration of public examinations state that:

“You must not take into the examination room: potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device”

This is irrespective of whether these devices are switched on or off. If a candidate is found in possession of any such devices (including inside their bag) we are obliged to report this to the awarding body. The candidate may then be disqualified from the current examination and the overall qualification.

Northampton School for Boys Arrangements

To comply with this regulation, we insist that all mobile phones (or other prohibited devices) are handed in to Student Services before **every** examination.

Mrs H Topping Shaw

Assistant Head Teacher (Examinations)

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2018

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCC rules:

<http://www.jcc.org.uk/exams-office/information-for-candidates-documents>

Y11 Examination Study Leave, Exams and Revision 2019

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	After School	
13th May	Mon	Exams	Computing Exam					RE Exam			
		Compulsory Revision Lessons in School				Biology Double and Triple except for RE		French except for RE			
14th May	Tue	Exams	French Exam					Biology Exam			
		Compulsory Revision Lessons in School				Biology Double and Triple for RE only					
15th May	Wed	Exams	PE Exam					English Literature Exam			
		Compulsory Revision Lessons in School									
16th May	Thu	Exams	Chemistry Exam					Computing Exam		French for Computing until 17:00	
		Compulsory Revision Lessons in School				Computing		PE except Computing			
						French except for Computing		Drama except Computing			
17th May	Fri	Exams	French Exam					PE Exam and Drama Exam			
		Compulsory Revision Lessons in School				PE for Computing Drama for Computing		English Literature for RE			
						RE Music Dance					
20th May	Mon	Exams	RE Exam								
		Compulsory Revision Lessons in School	English Literature except RE			Maths East		Geography East			
						Geography West		Maths West			
21st May	Tue	Exams	Maths Exam					Geography Exam		Spanish for Geography until 17:00	
		Compulsory Revision Lessons in School				Physics Double and Triple except Geography		Spanish for History			
22nd May	Wed	Exams	Spanish Exam					Physics Exam			
		Compulsory Revision Lessons in School				Physics Double and Triple for Geography					
23rd May	Thu	Exams	English Literature Exam								
		Compulsory Revision Lessons in School				History West		DT for History West and Ge Food			
						DT except History West		History East			
						Food for Geography					
24th May	Fri	Exams						DT Exam			
			DT for 11EA/Dt 11EB/Dt 11EC/Dt 11ED/Dt			DT for 11WA/Dt 11WB/Dt					
		Compulsory Revision Lessons in School	Music except DT								
			English revision for invited students only								
			Maths revision for invited students only								

Y11 Examination Study Leave, Exams and Revision 2019

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	After School
3rd June	Mon	Exams	History Exam					iMedia Exam		
		Compulsory Revision Lessons in School				iMedia				English for iMedia until 17:00
			Geography except iMedia			English East except iMedia	Maths East except iMedia	English East except iMedia	Maths East except iMedia	
						Maths West except iMedia	English West except iMedia	Maths West except iMedia	English West except iMedia	
4th June	Tue	Exams	English Language Exam					Music Exam		
		Compulsory Revision Lessons in School				English Language except Music		Spanish except Music		Spanish for Music and Geography for iMedia until 17:00
5th June	Wed	Exams	Spanish Exam					Geography Exam		
		Compulsory Revision Lessons in School			History East + History and Food West		History West			Maths for iMedia until 17:00
							Food for History			
6th June	Thu	Exams	Maths Exam					History Exam		
		Compulsory Revision Lessons in School				Biology Double and Triple for Geography			English for Mu and Hi	
								English for Mu and Ge		
7th June	Fri	Exams	English Language Exam					Biology Exam		
		Compulsory Revision Lessons in School				Biology Double and Triple for History				
10th June	Mon	Exams	Food and Nutrition Exam							
		Compulsory Revision Lessons in School	Chemistry for History except Citizenship and Food				Maths East	History East	Maths East	History East
			Citizenship				History West	Maths West	History West	Maths West
11th June	Tue	Exams	Maths Exam					History Exam		
		Compulsory Revision Lessons in School				Chemistry Double and Triple for Geography				Chemistry for History + Food
										Chemistry for History + Citizenship
12th June	Wed	Exams	Chemistry Exam					Citizenship Exam		
		Compulsory Revision Lessons in School				Geography except Citizenship w1 w2 w3 E2	Geography except Citizenship w1 w3 E1 E2	Dance		Geography for Citizenship
								Statistics		
13th June	Thu	Exams	Geography Exam					Dance Exam		
		Compulsory Revision Lessons in School				Physics Double and Triple except Dance or Statistics		Statistics Exam		Physics for Dance
										Physics for Statistics
14th June	Fri	Exams	Physics Exam					Further Maths Exam		
		Compulsory Revision Lessons in School				Citizenship				

Y11 Examination Study Leave, Exams and Revision 2019

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	After School
17th June	Mon	Exams	Citizenship Exam					Further Maths Exam		
		Compulsory Revision Lessons in School	Statistics							
18th June	Tue	Exams	Statistics Exam							
		Compulsory Revision Lessons in School								
19th June	Wed	Exams								
		Compulsory Revision Lessons in School	Citizenship							
20th June	Thu	Exams	Citizenship Exam							
		Compulsory Revision Lessons in School								

HTS/JWE

May 2019

PUBLIC EXAMINATIONS – MEMORANDUM OF AGREEMENT

The Chair of Governors has asked that we give you the following information. It is proposed that your son should be entered for public examinations during this academic year. As these entries are recommended by the School, the examination fees will be met by the School.

It is fair to indicate, however, that the Governors insist that parents repay the cost of wasted entries in cases where pupils fail, without reasonable cause

- to attend school for the necessary course of study or to submit any required non-exam assessment.
- to sit any of the examination papers. This is also the case where a student leaves school part-way through his course. Should you require further details of the cost of entries please contact Mrs H Topping Shaw, Assistant Head Teacher (Examinations).

This signed **Memorandum of Agreement** form must be returned to the School to confirm your son's entries. Can you, therefore, please sign the agreement on the slip below and return it to the School by **Friday 10th May 2019**.

It may be helpful for you to know that reasonable causes for non-attendance would include illness (supported by a doctor's certificate) and bereavement.

Provisional exam timetables were issued to the students in December 2018 and a final copy, including the seat and room information will be issued shortly.

Practical examinations and Oral examinations will be taking place prior to the written examinations and a schedule has been issued to students.

If you have any concerns about the examination entries that the School is proposing, please contact Mrs H Topping Shaw, Assistant Head Teacher (Examinations).

X-----

NORTHAMPTON SCHOOL *for Boys*
Memorandum of Agreement

Reply slip (to be returned to Form Tutor) by Friday 10th May 2019.

I have received the letter concerning Examination Entries, and agree to repay any fees for examinations not attended by my son or where he fails to submit the required non-exam assessment. I have checked their entries are correct, including tier of entry, where applicable.

Pupil Name Form

SignedParent/Carer/Guardian

