

DKE/LJO  
April 2018

## YEAR 11 EXAMINATION ARRANGEMENTS

The GCSE Examination period starts on Monday 14<sup>th</sup> May and ends on Monday 25<sup>th</sup> June 2018.

Each student has already received their exam timetable, but attached to this letter is an updated timetable which now shows the location (room and seating number) for their exams.

Normal timetabled lessons will continue up to, and including, **Friday 11<sup>th</sup> May 2018**. During the exam season there will be revision sessions and further information regarding these sessions and study leave arrangements will follow in another letter which will be sent week beginning Monday 30<sup>th</sup> April.

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 and the JCQ 'Information for candidates' document, also attached.

Then please sign and return the Memorandum of Agreement before the 11<sup>th</sup> May 2018, which we are required to hold on file throughout the Exam season.

**GCSE results will be released on Thursday 23<sup>rd</sup> August at 10.00am.** Candidates are advised to come in to school on Results day, where in addition to the pleasure of sharing their results with friends and teachers, there will be staff available to offer advice if necessary.

If a candidate is unable to attend, please give a stamped, addressed envelope to the Exams office. Family or friends will not be allowed to collect results and results cannot be given out over the telephone.

Next week we will also be asking your son to provide his consent (students have to give permission rather than parents according Examination Board regulations) for the school to access a copy of his exam script on results day if we feel there is an issue with his final grade. This will enable the school to speed up any potential remark. This does not affect a student's right to request a remark.

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 either myself or Mrs Jones in the Exams office.

Mr P Livingstone  
Examinations Office

## 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 them. They must not, under any circumstances, be taken into the examination room. If anyone is found with a mobile phone 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 9.00 am and afternoon exams start at 1.30 pm except when candidates are advised otherwise.
- Candidates should arrive 15 minutes before the start of each exam. The Sports Hall is the main venue for exams. Notices will be displayed if exams are in alternative venues.

*(continued over ...)*

## 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 controlled assessment, 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

## 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.

DKE/LJO  
April 2018

## **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 coursework.
- 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 Mr P Livingstone, Examinations Officer).

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 11 May 2018**.

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.

Timetables were issued to the students in December and a further copy is included in this pack of information.

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 Mr. P Livingstone, Examinations Officer.

✂-----

<p>NORTHAMPTON SCHOOL <i>for Boys</i> <b>Memorandum of Agreement</b></p>
--

Reply slip (to be returned to Form Tutor) by Friday 11 May 2018.

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 coursework. I have checked their entries are correct, including tier of entry, where applicable.

Pupil Name ..... Form

Signed .....Parent/Guardian

DKE/LJO  
April 2018

## **Important Notice - Mobile Phones and Exams**

To: Parents of all students taking GCSE examinations

1) Exam Board Regulations:

The Joint Council for General Qualifications rules that govern the administration of public examinations state that **mobile phones are not allowed in any examination room** (irrespective of whether they are switched on or off). If a candidate is found in possession of a phone we are obliged to report this to the awarding body. The candidate may then be disqualified from the current exam and the overall qualification.

2) Northampton School for Boys Arrangements:

We want to ensure that this does not happen to any student at the school, who might, through forgetfulness, end up with a mobile phone (even switched off) in the exam room.

Therefore our message is:

**Do not bring a mobile phone to school when you have an examination**

3) Special Circumstances

If any parent believes that it is important that their son has a mobile phone with him at school, then it MUST be handed in to Student Services, prior to the start of the exam and collected after their last exam of the day. Arrangements have been put in place to facilitate this.

We expect that the vast majority of students **WILL NOT BRING MOBILE PHONES** to school.

Thank you for helping us to resolve this matter successfully. Please ensure that your son leaves his mobile at home.

**D Kennedy**  
Assistant  
Headteacher  
Examinations

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Information for candidates For written examinations – effective from 1 September 2017

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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.</p>
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.