

December 2017

Please take home to Parents/ Carers

YEAR 13 EXAMINATIONS 2018

This letter contains important information about exams and controlled assessments. Please read it carefully and keep it for future reference.

Please find enclosed with this letter the following documents:

- January 2018 trial exam timetable (*At bottom of the letter*)
- Individual summer 2018 A-level exam timetable
- Joint Council for Qualifications (JCQ) Information for candidates for
 - written exams,
 - non-examination assessments,
 - coursework assessments
 - privacy notice
 - Warning to Candidates

Please ensure that your son or daughter:

- Revises thoroughly before the exams. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for study at home.
- Checks their timetable every day to make sure they do not miss an exam.

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *access arrangements*, to help with their exams.

The most common form of extra help is extra time. This is normally granted to students whose reading and/or writing speeds are assessed to be well below average. There are, however, a range of other *access arrangements* available. Students with a visual impairment may have enlarged scripts or scripts in braille. Students assessed as having difficulty with concentration may have a prompter. Students with medical problems may be entitled to rest breaks. Students who are unable to write may be able to use a word processor or, if they cannot type, they may be able to use a scribe. This is by no means an exhaustive list but I hope it gives you an idea of the type of help available.

Most *access arrangements* need to be approved by exam boards several months in advance and need to be supported by evidence such as an assessment by an Educational Psychologist. In general, exam boards are reluctant to approve arrangements which differ from the candidate's normal way of working. So, for example, if a student with writing difficulties has had this formally assessed and has been using a word processor throughout the course, then an exam board is very likely to approve the use of a word processor during exams. If, on the other hand, an application for the use of a word processor is made (perhaps supported by an Educational Psychologist's assessment) but the student has produced hand-written work throughout the course then the exam board will be unlikely to approve the request.

It is very important that you contact Mrs Dickenson in the Additional Intervention Team as soon as possible if you think your child may be entitled to *access arrangements* and is not already being given extra help. If s/he is very slow at reading or writing, has significant difficulties maintaining concentration, or has any other problems that mean s/he may be entitled to *access arrangements* these are only likely to be approved where we have formally assessed your child's needs and arranged for appropriate help during the course. Of course there are exceptions. If, for example, your child broke his/her arm a week before an exam and was unable to write, then emergency *access arrangements* would be made.

SPECIAL CONSIDERATION

Special consideration can be granted where some problem occurs **just before or during** an exam which prevents a candidate from performing to his full potential, or in exceptional circumstances taking an exam. Special consideration is intended to compensate a candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have 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 the exams office immediately after the 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.

INTERNAL ASSESSMENT APPEALS PROCEDURE

If you wish to appeal against the assessment process used for your son or daughter's controlled assessments or coursework then please contact our Exams Secretary who will provide you with a copy of our Appeals Procedure.

JANUARY 2018 TRIAL EXAMS

Year 13 trial exams will take place in the first week of term 3 from Wednesday 3rd to Wednesday 10th January 2018. Students are off-timetable for these six days and do not attend normal lessons.

SUMMER 2018 A-LEVEL EXAMS

External A-level exams will start in mid-May 2017 and continue until the end of June 2017.

Your son or daughter's individual summer exam timetable is enclosed with this letter. It is very important that s/he checks this timetable carefully for errors and to see if s/he is scheduled to take two (or more) exams at the same time. If your son or daughter spots an error or an exam clash on their timetable they must see the exams secretary in the Exams Office as soon as possible.

Please do not book any family holidays until the examination period is over.

CONDUCT DURING EXAMS

Students will not be allowed to take an exam or controlled assessment unless they are dressed in office dress in accordance with normal school rules. Mobile phones, smart watches and any devices capable of storing data or receiving messages are not allowed in the exam or controlled assessment room. Any such devices must be handed in to Student Services before the exam starts.

Please note that possession of a mobile phone or other prohibited device during an A-level exam, even if switched off with no evidence of any attempt to use it, must be reported to the exam board. In such cases, the usual outcome is for the student to receive zero marks for that particular paper. Possession of a mobile phone during January trial exams will be regarded as a serious breach of school rules and dealt with accordingly.

Students are encouraged to bring water but it must be in a small clear plastic bottle with any labels removed. No other food or drink is allowed except by prior arrangement (for example if a candidate has diabetes). Pencil cases must be transparent – a clear plastic bag will do.

Candidates must bring essential equipment such as a black pen, a pencil and ruler. Where necessary they must also bring their own maths equipment such as a pair of compasses and a calculator.

Exams are supervised by external invigilators. Any inappropriate behaviour will be reported to a senior member of staff and appropriate action will be taken.

PLAGIARISM

The regulations state that:

“The work which you submit for assessment must be your own”;

“You must not copy from someone else or allow another candidate to copy from you”.

Teachers will issue guidance to students on the nature of plagiarised work and how to avoid plagiarism.

If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

PUNCTUALITY

Students should arrive 10 minutes before the scheduled start of an A-level or internal exam. This allows for all candidates to be seated, for instructions to be given out, for candidates to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or exam paper before the scheduled start of the exam.

LEAVING EARLY

Pupils are not allowed to leave before the end of an exam. Candidates with extra time do not have to take the extra time.

EXAM RESULTS

A-level exam results will be issued to students on **Thursday 16th August 2018**. Students are advised to come in on results day, where in addition to the pleasure of sharing their success with friends and teachers, there will be staff available to offer advice if necessary.

A-level 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 have the following options:

1. Give a self addressed envelope (including stamp) to Reception before 16th August. The results will be put in the post during the afternoon of 16th August.
2. Nominate another person to collect the results. The student will need to write a letter giving permission and the name of the person collecting their results. Please hand this letter in to Reception before 16th August. The person collecting the results must bring identification with them, e.g. drivers licence.

RESITS AND REQUESTS FOR REMARKS

If a student underperforms in an A-level exam and there is reason to believe an error was made in the marking of an exam script then the student can apply for a review of marking for one or more scripts. There is a fee for this service per paper/unit requested, but if the re-mark is recommended by the school then the school will usually pay the fee.

The student will have to sign a consent form stating that they understand that their grade could be reduced following a re-mark.

There will be a letter enclosed with the A-level exam results explaining the procedure.

Mr P Livingstone
Examinations Officer

December 2017

To: Parents/ carers of all students taking examinations

IMPORTANT NOTICE - MOBILE PHONES AND EXAMS

Exam Board Regulations

The Joint Council for General Qualifications rules that govern the administration of public examinations state that:

“You must not take into the exam room: 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”

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 exam 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.

Mr P Livingstone
Examinations Officer

Trial Exam Timetable, from Wednesday 3rd January 2018

Venue

- Exams take place in the Sports Hall except where stated otherwise. Pupils with *Access Arrangements* may take exams elsewhere. Individuals will be informed.
- Expressive Arts Assessments take place in classrooms.
- **Mobile phones and “smart” watches are not allowed in the exam or assessment room.** Pupils must hand these in to Student Services before going to registration.

Start Times

Exams start after registration at 9:05 am and 2:15 pm except on Monday 8th Jan when there will be no afternoon registration as exams start early at 2:05 pm. Pupils should arrive at the exam room ten minutes before the start.

Year 11

- When Y11 pupils are not taking assessments they attend lessons as normal.
- Triple Science pupils take their first Science exam on Wednesday 3rd Jan and the second on either Tuesday 9th or Wednesday 10th January depending on whether they study the subject as an Enhancement or Technology option.
- Where pupils are scheduled to take two (or more) exams at the same time they should see Mr Payne in the Exams Office [by Monday 18th December](#) to make arrangements.

Year 12

Year 12 attend lessons as normal as they do not have any trial exams.

Year 13

- When Y13 pupils are not in exams they should revise at home.
- Art and Photography assessments will take place during periods 1 to 5 on Wednesday 10th Jan. Anyone doing RE will need to rearrange that exam.
- Music assessments will be arranged by subject teachers. They will take place in normal lesson slots either during the exam period or shortly afterwards.
- There are two exams in both French and Spanish. These take place in C23 and continue through morning break as shown on the timetable.
- Where pupils are scheduled to take two (or more) exams at the same time they should see Mr Payne in the Exams Office [by Monday 18th December](#) to make arrangements.

Wednesday 3rd January 2018		
Start time	Year, subject and duration	No. of pupils
09:05	Y11 English Language (1hr 45min)	223
	Y13 Economics (2hrs)	39
	Y13 English Language (2hrs 30min)	28
10:30 am	Y13 Spanish Paper 1 in C23 (2hrs 30 min)	9
2:15 pm	Y11 Science 1 (1hr 15min) (double and triple)	223
	Y13 Gov and Politics (1hr 30min)	18
	Y13 Mathematical Studies P1 (1hr 30min)	3
	Y13 Further Maths FP2 (1hr 30min)	14

Thursday 4th January 2018		
Start time	Year, subject and duration	No. of pupils
9:05 am	Y11 English Literature (1 hr 45min)	223
	Y13 Further Maths S1 (1hr 30 min)	14
	Y13 Psychology (2hrs)	73
11:00 am	Y13 Spanish Paper 2 in C23 (2 hrs)	
2:15 pm	Y11 French/Spanish Reading P3 (Fnd 45 mins, Hgh 1hr)	158
	Y11 Food Technology (1hr 45min)	15
	Y11 Statistics (Foundation: 1hr 30min, Higher 2hrs)	50
	Y13 Mathematical Studies P2 (1hr 30min)	3
	Y13 Chemistry (1hr 30min)	57

Friday 5th January 2018		
Start time	Year, subject and duration	No. of pupils
9:05 am	Y11 Maths 1 (1hr 30min)	223
	Y13 English Literature (3 hrs)	36
	Y13 Computer Science 1 (2hrs 30min)	11
	Y13 DT (2 hrs)	12
	Y13 Geography (2hrs 15min)	38
2:15 pm	Y11 French/Spanish Writing P4 (Fnd 1 hr, Hgh 1 hr 15 min)	158
	Y11 not doing French or Spanish go to lessons as normal.	
	Y13 Biology (1hr 30min)	67
	Y13 PE (1 hour)	23
	Y13 Further Maths M1 (1hr 30min)	14

<u>Monday 8th January 2018</u>		
Start time	Year, subject and duration	No. of pupils
9:05 am	Y11 History (2hrs)	123
	Y11 Geography (1hr 45min)	100
	Y13 Computer Science 2 (2hrs 30min)	11
	Y13 Drama (3hrs)	20
10:30 am	Y13 French Paper 1 in C23 (2hrs 30min)	11
Please note that there is no afternoon registration. Arrive at the exam room at 1:55 pm.		
2:05 pm	Y11 Maths 2 (1hr 30min)	223
	Y13 Physics (1hr 30min)	53

<u>Tuesday 9th January 2018</u>			
Start time	Year, subject and duration	No. of pupils	
9:05 am	Y11 ENHANCEMENT OPTIONS:		
	Art and Photography in rooms C3 & C28 periods 1 to 5	25 + 24	
	Music and Drama in rooms C29 & C26 periods 1 and 2	17 + 17	
	Y11 RE (1hr 30min)	34	
	Y11 Dance (1hr 30min)	14	
	Y11 PE (1hr 15min)	61	
	Y11 Triple Science (paper 2) (1hr 15min)	31	
	Y13 History (2hrs 15min)	55	
	Y13 PE (2hrs)	23	
	Y13 Sociology (2hrs)	15	Total 233
11:00 am	Y13 French Paper 2 in C23 (2hrs)	11	
2:15 pm	Y13 Maths C3 (1hr 30min)	94	Total 94

<u>Wednesday 10th January 2018</u>		
Start time	Year, subject and duration	No. of pupils
9:05 am	Y11 TECHNOLOGY OPTIONS:	
	Y11 Computer Science (1hr 30min)	56
	Y11 Design Technology (2hrs)	106
	Y11 Triple Science (paper 2) (1hr 15min)	61
	Y13 RE (2 hrs)	12
	Y13 Art & Photography in lessons period 1 to 5*	36
	*See subject teachers for details	
2:15 pm	Y13 PE (1 hour)	23
	Y13 Maths M1 (1hr 15min)	94