



Northampton School for Boys

An independent Academy for the Town and County



HTS/ JWE

May 2019

Dear Parent/Carer/Guardian

YEAR 13 SUMMER EXAMINATIONS AND STUDY LEAVE 2019

This letter is also applicable to Year 12 Further Maths and Year 12 BTEC Sport students.

Year 13 study leave for external A-level exams starts from 3.35pm on Friday 10th May. During this time your son/daughter should study at home, except when required to attend for an exam. However, the school will provide study rooms if students prefer to revise at school.

Whilst on study leave, please encourage your son/daughter to:

- revise thoroughly before the examinations.
- check their exam timetable every day to ensure that they do not miss an exam.
- use the school's VLE to access revision tasks set by teachers.

Your son/daughter will be given with this letter their individual exam timetable. This replaces the copy issued before Christmas and now includes the exam room and seat number.

Please note the following on your son/daughter's exam timetable:

- Exam start time is usually 9:00am or 1.30pm, but there can be variations which will be shown on the timetable.
- If back to back exams are being taken in a morning or afternoon session the room and seat number shown on the timetable for the first exam applies. Please ignore the room and seat number shown on the timetable for the second exam.
- If the exam is taken in a smaller room the seat number does not apply and the invigilators will tell candidates where to sit.
- Please note that students must hand their phones in to Student Services and then arrive at the exam venue at least 15 minutes before the start time of their examination.

Please would all students and parent/carers 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).

A-level/BTEC results will be issued to students on Thursday 15th August 2019 between 8am and 11am. 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 as necessary.

Headmaster Mr R Bernard MA

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A-level/BTEC 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 9th August 2019. The results will be put in the post during the afternoon of 15th 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 9th August. The person collecting the results must bring identification with them such as a drivers licence, or passport.

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

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”
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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: <ul style="list-style-type: none"> 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. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</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 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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

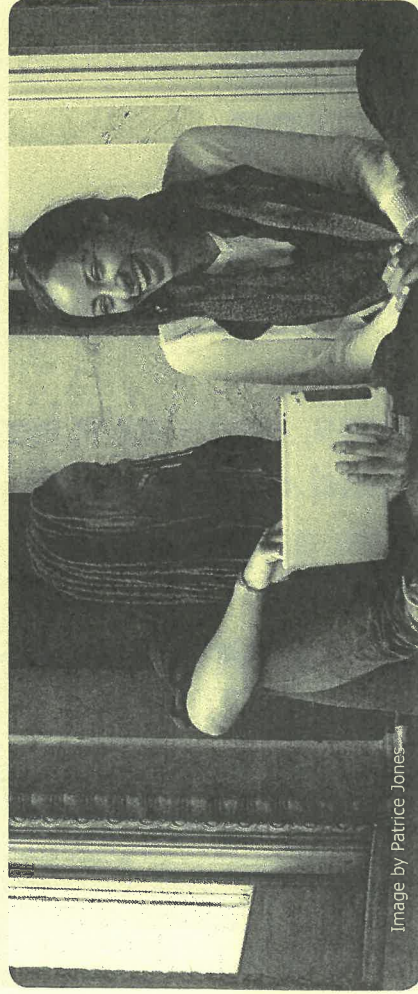


Image by Patrice Jones

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 JCQ rules:

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



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/ daughter 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/ daughter'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.

An exam timetable was issued with this letter. If you wish to check your son/ daughter's commitments personally, please ask them to show you their exam timetable. **We would also remind you that morning exams usually begin at 9.00am and afternoon exams at 1.30pm, but do please check the timetable carefully for any variations.**

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).

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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 daughter or where they fail 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

