

Summer 2019 EXAMINATIONS NEWSLETTER

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EXAMINATION DATES

GCSEs and GCEs start **Monday 13th May** and finish on **Wednesday 26th June**.

26th June is a contingency day and any day up to and including this date may be used to rearrange exams that have had to be cancelled as the result of a national or local disruption to exams.

STUDY LEAVE

Study leave for Year 11 students starts on Friday 10th May and for Year 12 students on Monday 13th May with Year 12 returning on Monday 10th June. The last school day for Year 13 students is Friday 17th May. Students who are sitting papers that fall outside of their study leave period are entitled to miss lessons the afternoon before a morning exam or the morning before an afternoon exam to revise.

UNIFORM

**Uniform must be excellent for all exams.
Smart school shoes, correct skirts and trousers,
no hoodies or non-school jumpers.
Make-up and jewellery are not allowed for Year 11**

The uniform rules for examinations are the same as for normal school lessons. Please check your uniform is perfect before setting out from home for an exam.

CONDUCT

Behaviour must be excellent for all examinations!

At Balcarras School we expect high standards of behaviour and that includes throughout the examination period. Appropriate conduct during the examinations is of utmost importance for the good of all the students, therefore a zero-tolerance code of conduct is in effect. Any candidate found to be talking, sleeping, creating a disturbance or exhibiting unruly behaviour will be asked to leave the examination room immediately and be reported to the exam boards and senior management of the school.

CHEATING

Any allegation of cheating reported to a member of staff will be taken very seriously. All allegations are fully investigated and reported to the exam boards. This could result in disqualification.

EXAMINATION TIMETABLES

All students have been given a copy of their individual exam timetable. You can access an electronic version of the full summer exams timetable on the school website. Replacement copies of individual timetables can be provided by the Exams Office.

ROOMING

Room information and seating plans are available on the exams noticeboard outside the Hall and on the 6th form noticeboard one hour before the scheduled exam. Candidates are requested to respect the barriers and the silence signs on their way to and from their exams.

EXAM REGULATIONS

The school has to implement a very precise set of requirements in all public exams. All students have received a copy of the regulations to which they must adhere. A copy is available on the school website.

Candidates are required to use their full legal name on scripts and not their preferred or known-by names. The regulations also stipulate that the candidate is responsible for writing legibly.

Please note that students will be required to remove wristwatches and place them on the desk for the duration of the exam.

EXAMINATION CLASHES

Students with exam clashes will have received a sheet detailing the procedure on the day of the clash, along with the revised timing of one or more exams. Students with an exam clash are invited to bring snacks, drinks and revision – this is very important as they will be in supervised isolation between examinations and cannot be escorted to purchase food from the canteen. If any student is concerned about their exam clashes, please come and see us in the Exams office.

LIBRARY

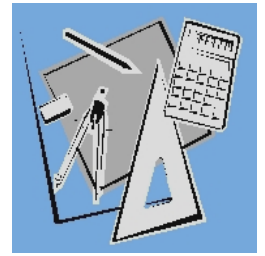
The Library is being made available for revision purposes for a maximum of 30 students between 10.30am and 1pm every day between Monday 13th May – Friday 14th June.

ATTENDANCE

Punctuality is very important. Exams are scheduled **to start at 9.00 am and 1.30 pm**; these are actual start times. Students must **arrive no later than 20 minutes prior to their scheduled start time** - this is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc.

Candidates are requested to move quickly and **quietly** away when they leave the exam room – others may well still be working.

EXAM EQUIPMENT



It is stipulated in the regulations that it is the responsibility of the candidates to ensure that they have all the tools they will need to take the exams, ie **black ink pens only – biro or fountain pens - (not gel pens)**, maths equipment, calculator etc in a clear pencil case/bag. Calculator memories must be cleared in advance of the exam. Calculator lids are not allowed.

Highlighter pens are allowed to be used on the question paper but **NOT** on the candidate's answers.

Water bottles must have any labels removed.

PERSONAL POSSESSIONS

Please only bring to school what you require to sit your exam. If you need to bring other items in please store your possessions in your locker if you have one or **tidily** under the stairs in the foyer between Maths and Science. **NB** The school cannot guarantee the safety of students' possessions. **Please collect your possessions very quietly.**

MOBILE PHONES, SMART WATCHES & OTHER ELECTRONIC DEVICES (MP3/4 Players, iPods etc)



If at all possible please leave mobile phones or any other electronic devices **at home**, as they will not be allowed in the examination room. Anyone found in possession of any of this equipment during the examination, whether they intended to use it or not, will be reported to the Examination Board and will in all likelihood be disqualified from that examination and possibly from subsequent exams. School insurance does not cover loss or damage to pupils' personal equipment.

ILLNESS

If a candidate is unwell on the day of the exam the best advice is to come in and attempt the exam if at all possible. In the event a candidate is not well enough to attend the exam it is essential to speak to a member of staff, ideally in the Exams Office. Please **DO NOT** leave an answerphone message.



ISSUES ARISING DURING THE EXAM

If there are any noise issues or any disruption or other problem during an exam please tell the invigilator **at once**. One of their roles is to sort out such problems. There is very little that can be done once the exam has finished.

COPING WITH EXAM PRESSURE

You may find [this guide](#) useful in dealing with exam stress.



Good luck to all candidates this summer!

ARRANGEMENTS FOR THE RECEIPT OF RESULTS

Results will be available from the 6th Form Common Room on the following dates:

Thursday 15th August 2018 at 9am for Year 13 students
Thursday 15th August 2018 at 11am for Year 12 students
Thursday 22nd August 2018 at 9am for Year 11 students

Results will not be given to a 3rd party unless signed authorisation from the student has been provided. This authorisation must name the person allowed to collect the results. Any such provision needs to be arranged with the Exams Office before the end of the summer term.

RESULTS WILL NOT BE GIVEN OUT OVER THE PHONE

If the only option available is to email the results to the candidate this will be done on the following day.

Our aim is to hand out results as speedily as possible. We would ask, therefore, that you avoid telephone enquiries except in exceptional circumstances.

Staff will be available on results days to offer advice and guidance on the best course of action. So it is important that students come into school on results day, particularly if this is their final year of study.

ARRANGEMENTS FOR RECEIPT OF EXAM CERTIFICATES

GCSE and A-level certificates will be available for collection from mid-November.

PLEASE arrange for the collection of your certificates by emailing or ringing the exams department as soon as possible after this time. This is far preferable to turning up unannounced.

We keep the AS certificates and include them with the A-level certificates the following year.

