

GCSE EXAMINATIONS 2017

Dear Candidate

Five years of hard work are almost at an end. Here are some crucial tips to help you get through the exams successfully:

A) During the Examinations

Time Keeping: a) Always turn-up for exams at least **20 minutes** before they start. Morning exams will usually start at **8.45**. Afternoon examination start times vary, but usually start at 1 p.m. (**check your individual timetable!**).

b) Make sure you turn-up at the correct venue. **Know where you have to be.**

Equipment: a) You **must** have pens (black only) that work; pencils; a (30 cm) ruler; an eraser; a pencil sharpener; compass; protractor and calculator (without lids!) (plus - check it works!).

YOU WILL NOT BE PROVIDED WITH ANY OF THE ABOVE IN THE EXAM.

b) These should be kept in a **clear** pencil case or **clear** plastic bag.

c) All bags must be left outside the examination venue.

d) Tippex must not be used.

Uniform: **Full School Uniform must be worn** in all examinations.

If you come into School to study during study leave, **uniform must be worn**. Please sign in and out in the book by the main office.

Leaving an a) Do not talk until you are outside the venue.

Exam: b) Leave quietly and quickly. There may be other exams in nearby venues.

c) Check that you have **all** your belongings with you.

Mobile Phones/iPods/ Smart Watches etc: These devices are **not** allowed in the Examination Venue. If your mobile phone rings during an exam, you run the risk of being disqualified.

Returning Books: a) Text books can be returned in the final exam of each subject e.g. English books in English exam.

b) **Please put your name and form on a slip of paper and put this in the front cover of the book you are returning.**

c) Books with no name/form cannot be identified.

You will be charged for replacement text books etc. if there is no record of you having returned them. (An average text book costs approximately £15).

Sickness: In the event of sickness, please phone the **Main switch board on 01446 772311**, before the start of the exam and leave name and form. (Please do not contact the Achievement Assistant with this message as they may not be available to receive this call).

B) After the Examinations - Results Day

- a) Year 11 results are available for collection from **8.30 am to 9.30 am** on **Thursday 24 August 2017** in Scholars.

Year 10 GCSE results are available for collection from **9.30 am to 10.30 am** on **Thursday 24 August 2017** in Scholars.

- b) If you are unable to attend on that day (e.g. on holiday abroad) please leave a **PREPAID STAMPED ADDRESSED ENVELOPE** with the Examinations' Officer - Mr R Stagg in the Main Office **before the end of your exams**.

- c) Results will not be given out over the telephone, nor will they be given to friends to pass on, (unless written permission from you is given to Mr R Stagg, prior to the end of term. This must identify the person who will be collecting your results.)

Remember that you must have a minimum of 5 GCSE passes at C grade or above to begin AS courses (short courses are equivalent to half a GCSE). Students with 4 GCSE passes at C grade or above should refer to the Key Stage 5 Option booklet.

- d) A new Option Form will be available with your results. This option form must be completed by **all** students wishing to return to the sixth form and brought into school on Tuesday 5 September. If your option choices have remained the same please check that you have the prerequisite qualifications. If you wish to change your option choices then a member of the sixth form team will discuss this with you on Tuesday 5 September. However, please note that many subjects are full and that you will only be able to change an option if there is space available.

- e) The Autumn Term 2017 for Year 12 begins on **Tuesday 5 September 2017**.