

PLI/JWE

April 2017

Dear Parent/Carer,

YEAR 12 SUMMER EXAMINATIONS AND STUDY LEAVE 2017

There are 2 types of Year 12 exams taking this place this summer:

- External AS exams for the old style Modular A-level courses.
- Internal End-of-Year exams for the new 2 year Linear A-level courses.

Internal End-of-Year exams for Linear A-level subjects

Internal End-of-Year exams start on Monday 12 June and finish on Friday 23 June. The exam timetable is enclosed. All these exams take place in the Old Gym except where stated.

Year 12 study leave for Internal End-of-Year exams starts from 3.35pm on Friday 9 June. Students return to lessons on Monday 26 June. During this time your son/daughter should study at home, except when required to attend for exams. 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 exams.
- 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.

Internal End-of-Year exam results will be issued to students and parents before Term 6 ends.

External AS exams for Modular A-level subjects

(e.g. Product Design, Maths, Further Maths and Government & Politics)

If, and only if, your son/ daughter is studying a Modular A-level course they will also be given with this letter their individual External AS exam timetable. This replaces the timetable issued before Christmas and now includes the exam room and seat number.

Please note the following on your son/ daughter's AS 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 mobile phones in to Student Services and then arrive at the exam venue at least 15 minutes before the start time of their examination.

(Continued over ...)

Where an External AS exam is scheduled to take place outside of the Year 12 study leave period (Monday 12 June – Friday 23 June), the day prior to the exam and the morning of the exam (if the exam is in the afternoon) may be taken as additional study leave.

If a candidate sits an External AS exam under adverse circumstances then he/ she should contact the Exams Office immediately after the exam with any supporting evidence – we may be able to submit an application to the Exam Board for special consideration.

Please note that if your son/ daughter is unable to attend an External AS exam due to illness he/ she should contact the Exams Office prior to the start time and a doctor's note will be required.

External AS exam results day is Thursday 17 August from 9:00am until 11:00am, when results may be collected by students in person. If candidates wish to have results posted, they must provide a stamped, self-addressed envelope to the Exams Office. Family and friends will not be allowed to collect results, unless we have received written permission from the candidate. Results are not given out over the telephone.

If you require any further information about the examinations please contact me at the school.

Mr P Livingstone
Examinations Office

EXAMINATION PREPARATION

- Office dress must be worn. Anyone in unsuitable dress will not be allowed into the exam room.
- Mobile phones, Smart watches, MP3 players and any other devices capable of storing data or receiving messages must not be brought into the exam room. Leave them at home or with a trusted friend 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 exam room. If anyone is found with a mobile phone or other prohibited device in the exam, it could lead to disqualification.
- Pencil cases must be clear plastic. If necessary candidates may 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.
- 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.
- Spare pens, pencils, rulers and calculators are not available for candidates to borrow.
- Correcting Fluid is not allowed.

PLI/JWE
April 2017

PUBLIC EXAMINATIONS - Memorandum of Agreement

PLEASE NOTE you do not need to complete this form if your son/daughter's A-level courses are Linear (i.e. if they do not have any summer 2017 External AS exams).

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 exams during this academic year. As these entries are recommended by the School, the exam 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).

Can you, therefore, please sign the agreement on the slip below and return it to the School by **Tuesday 9 May 2017**. This signed **Memorandum of Agreement** form must be returned to the School to confirm students' entries. 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 will be issued to students.

If you have any concerns about the examination entries that the School is proposing, please contact Mr P Livingstone, Examinations Officer.

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NORTHAMPTON SCHOOL *for Boys* Memorandum of Agreement

Reply slip (to be returned to Form Tutor) by Tuesday 9 May 2017

I have received the letter concerning Examination Entries, and agree to repay any fees for exams not attended by my son/daughter or where they fail 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/JWE
April 2017

IMPORTANT NOTICE – MOBILE PHONES AND EXAMS

To: Parents of all students taking AS/A Level Exams

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). Candidates are not allowed any device capable of storing data or communication, **such as watches** with data storage facilities.

In the past, despite our insistence on not having mobiles in the room, two students were found to have phones in their possession. They both had to be reported to the examination board (even though they did not use their phones) and one student had results subsequently disqualified.

2) Northampton School for Boys Arrangements:

We want to ensure that this does not happen again to any other 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/daughter has a mobile phone with them at school, then it **MUST** be handed in to Student Services, prior to the start of the exam and collected following the end of the exam. 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/daughter leaves their mobile at home.

Mrs D Kennedy
Assistant Headteacher i/c Examinations

Year 12 Internal End-of-Year Summer Exams - 2017

Mobile phones are not allowed in the exam room. You may hand mobile phones and other prohibited devices in to Student Services prior to attending an exam.

Please arrive 15 minutes before the exam start time.

If you have an exam clash please see Mrs Weller in the Exams Office.

Day	Date	Start	Subject	Duration	Venue
Mon	12th June	9:00 AM	Economics	02:00	Old Gym
Mon	12th June	9:00 AM	Computing	02:30	Old Gym
Tue	13th June	9:00 AM	Chemistry	01:30	Old Gym
Tue	13th June	9:00 AM	English Language	02:30	Old Gym
Wed	14th June	9:00 AM	Art	04:00	C2
Thu	15th June	9:00 AM	English Literature	02:30	Old Gym
Thu	15th June	9:00 AM	Spanish	02:00	C23
Thu	15th June	9:00 AM	PE	02:00	Old Gym
Fri	16th June	9:00 AM	Sociology	02:00	Old Gym
Fri	16th June	9:00 AM	Photography	04:00	C28
Mon	19th June	9:00 AM	Psychology	02:00	Old Gym
Tue	20th June	9:00 AM	Geography	02:00	Old Gym
Tue	20th June	9:00 AM	Drama	02:00	Old Gym
Wed	21st June	9:00 AM	Biology	01:30	Old Gym
Wed	21st June	9:00 AM	French	02:00	C23
Thu	22nd June	9:00 AM	History	02:15	Old Gym
Thu	22nd June	9:00 AM	Math Studies	01:30	Old Gym
Fri	23rd June	9:00 AM	Physics	01:30	Old Gym
Fri	23rd June	9:00 AM	RE	02:00	Old Gym