

RBE/ARO

April 2016

Dear Parent/Carer

Arrangements for Examination Period – Year 11

I am writing to confirm arrangements for the forthcoming GCSE examination period starting on Monday 16th May and finishing on Monday 27th June 2016.

Each student has received their exam timetable and another copy is included with this letter for your reference. Normal timetabled lessons will continue up to, and including Friday 13th May. During the exam period we will be running at least one revision session in the vast majority of GCSE subjects proximal to when a relevant paper is being sat and a schedule for these revision sessions is also attached.

Student attendance at the revision sessions is compulsory. However, if a parent or carer deems there to be exceptional reasons why their son should not attend any one or more of these sessions, then they should contact Mr Chew at the school to discuss the relevant individual circumstances in the first instance. These may relate to, for example, transport issues or, where a parent strongly feels that their son would benefit more fully from revising for extended periods at home without teacher input.

Where students do not have an exam or revision session they should study at home. Revision rooms will also be set aside at school for students who need to study between morning and afternoon exams or for students who would prefer to revise at school rather than at home.

Students will be expected to be in full school uniform whenever they are in school during the exam period whether for exams or revision sessions. A list of Frequently Asked 'Questions and Answers' is included with this letter.

I also ask that every student and parent reads through the attached 'Examination Arrangements' document, the JCQ 'Information for Candidates' document and that the signed Memorandum of Agreement is returned to the school by Friday 6th May.

I wish all students the very best of luck in every exam that they sit although the harder they work the luckier they will be! GCSE Results will be available for students from the school on Thursday 25th August from 10.00 am.

Yours sincerely

Richard Bernard
Headmaster

Y11 Examination Study Leave, Exams and Revision 2016

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
16th May	Mon	Exams	RE EXAM						
		East Wing Revision		Triple Science		Double Science		French	
		West Wing Revision		Triple Science		Double Science		French	
17th May	Tue	Exams	French EXAM					Biology EXAM	
		East Wing Revision							
		West Wing Revision							
18th May	Wed	Exams	IT EXAM						
		East Wing Revision	Triple Science		Maths	Double Science			
		West Wing Revision	Triple Science except 11WT1 - Ms Hennah's class		Double Science and Ms Hennah's class 11WT1	Maths			
19th May	Thu	Exams	Chemistry EXAM						
		East Wing Revision				Spanish			
		West Wing Revision				Spanish			
20th May	Fri	Exams	Spanish EXAM						
		East Wing Revision			English	Maths		Music	
		West Wing Revision			Maths	English		Music	
23rd May	Mon	Exams	English Literature EXAM						
		East Wing Revision				Geography	Maths		
		West Wing Revision				Maths	Geography		
24th May	Tue	Exams						Geography EXAM	
		East Wing Revision							
		West Wing Revision							
25th May	Wed	Exams						Physics EXAM	
		East Wing Revision		ICT Students - Revision for English Poetry Exam and Mr. Hodgson's Physics class 11WT1		Double and Triple Science			
		West Wing Revision		ICT Students - Revision for English Poetry Exam and Mr. Hodgson's Physics class 11WT1		Double and Triple Science except Mr. Hodgson's Physics class 11WT1			
26th May	Thu	Exams	Maths EXAM					ICT EXAM	
		East Wing Revision				ICT and English			
		West Wing Revision				ICT and English			
27th May	Fri	Exams	English Literature EXAM						
		East Wing Revision			Maths	History		Computing or History	
		West Wing Revision			History	Maths		Computing or History	

Y11 Examination Study Leave, Exams and Revision 2016

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
6th June	Mon	Exams	History EXAM						
		East Wing Revision					English		
		West Wing Revision				English			
7th June	Tue	Exams	English Language EXAM						
		East Wing Revision				Geography		Maths	
		West Wing Revision				Maths		Geography	
8th June	Wed	Exams	Computing EXAM					Geography EXAM	
		East Wing Revision							
		West Wing Revision							
9th June	Thu	Exams	Maths EXAM						
		East Wing Revision				Double and Triple Science		Triple Science	
		West Wing Revision				Double and Triple Science		Triple Science	
10th June	Fri	Exams	Biology EXAM					Music EXAM	
		East Wing Revision				Music			
		West Wing Revision				Music			
13th June	Mon	Exams							
		East Wing Revision	Double and Triple Science		Triple Science and RE		History		
		West Wing Revision	Double and Triple Science		Triple Science and RE		History		
14th June	Tue	Exams						History EXAM	
		East Wing Revision							
		West Wing Revision							
15th June	Wed	Exams	RE EXAM					Chemistry EXAM	
		East Wing Revision							
		West Wing Revision							
16th June	Thu	Exams							
		East Wing Revision	Double Science		Triple Science				
		West Wing Revision	Double Science		Triple Science				
17th June	Fri	Exams	Physics EXAM						
		East Wing Revision				Further Maths			
		West Wing Revision				Further Maths			

Y11 Examination Study Leave, Exams and Revision 2016

Date			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
20th June	Mon	Exams	Further Maths EXAM						
		East Wing Revision							
		West Wing Revision							
21st June	Tue	Exams							
		East Wing Revision							
		West Wing Revision							
22nd June	Wed	Exams							
		East Wing Revision						DT	
		West Wing Revision	DT						
23rd June	Thu	Exams							
		East Wing Revision						Further Maths	
		West Wing Revision				DT		Further Maths	
24th June	Fri	Exams	Further Maths EXAM						
		East Wing Revision						DT	
		West Wing Revision							
27th June	Mon	Exams	DT EXAM						

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2015

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"> • notes; • potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.

YEAR 11 EXAMINATION ARRANGEMENTS

Rules for the Examinations

- **Mobile phones**, MP3 players, pagers, 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 them. They must not, under any circumstances, be taken into the examination room. If anyone is found with a mobile phone 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.
- 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 9.00 am and afternoon exams start at 1.30 pm except when candidates are advised otherwise.
- Candidates should arrive 15 minutes before the start of each exam. The Sports Hall is the main venue for exams. Notices will be displayed if exams are in alternative venues.

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Lastly

- If a candidate is unable to attend an exam, please inform the exams office as soon as possible. Depending upon the circumstances it may be possible to obtain dispensation for that paper.
- **GCSE results** are due out on **THURSDAY 25 AUGUST 2016 at 10.00 am**. Candidates 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. If a candidate is unable to attend please give a stamped, self addressed envelope to the exams office.
- Family and friends will not be allowed to collect results.
- Results are not given out over the telephone.
- Official Examination Certificates will be available for you to collect from school in late November.
- Assistant Headteacher Deirdre Kennedy and Careers Adviser Naomi Shaeffer will be available on results day itself and also following the publication of results to discuss any issues regarding progression to the next stage of your son's education /training or employment.

DKE/ARO
April 2016

PUBLIC EXAMINATIONS – MEMORANDUM OF AGREEMENT

The Chair of Governors has asked that we give you the following information. It is proposed that your son 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 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).

This signed **Memorandum of Agreement** form must be returned to the School to confirm your son's entries. Can you, therefore, please sign the agreement on the slip below and return it to the School by **Friday 6 May 2016**.

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.

Timetables were issued to the students in December and a further copy is included in this pack of information.

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 Mr. P Livingstone, Examinations Officer.

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<p>NORTHAMPTON SCHOOL <i>for Boys</i> Memorandum of Agreement</p>
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Reply slip (to be returned to Form Tutor) by Friday 6 May 2016.

I have received the letter concerning Examination Entries, and agree to repay any fees for examinations not attended by my son or where he fails to submit the required coursework. I have checked their entries are correct, including tier of entry, where applicable.

Pupil Name Form

SignedParent/Guardian

DKE/ARO
April 2016

Important Notice - Mobile Phones and Exams

To: Parents of all students taking GCSE examinations

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). If a candidate is found in possession of a phone we are obliged to report this to the awarding body. The candidate may then be disqualified from the current exam and the overall qualification.

2) Northampton School *for Boys* Arrangements:

We want to ensure that this does not happen to any 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 has a mobile phone with him at school, then it **MUST** be handed in to Student Services, prior to the start of the exam and collected after their last exam of the day. 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 leaves his mobile at home.

D Kennedy

Assistant Headteacher
Examinations

Y11 Study Leave
Frequently Asked Questions

Q: What is Study Leave?

A: Study leave is a period of five weeks from Monday 16th May until Monday 27th June. During this time there will be GCSE and A level exams programmed in on most days. The normal timetabled lessons will have finished and the subject course content will have been taught before Study Leave starts. We have arranged special revision sessions for the vast majority of subjects to be delivered by subject specialists during this time.

Q: Why do we have Study Leave?

A: You will want to spend your time in the days and hours before each subject exam revising intently for that paper. You will not want to be attending a normal lesson in, say, Maths, when you have an English exam in the afternoon. You will naturally want to allocate your time to focus on English. Study Leave allows you to do this.

Q: What are revision sessions?

A: Revision sessions are provided to give you the opportunity to revise for each subject at the right time prior to a paper, in a structured way, with specialist teachers giving you guidance and advice. A revision session typically lasts for two periods of the school day. You may be with your normal teacher for that subject or you may have another specialist leading the session. You will usually be in the group you are used to from your normal timetabled lessons during the year.

Q: Do I have to attend?

A: You MUST attend your exams as published on your exam timetable: if you don't your parents/carers may be liable for the examination fees and you will fail in that subject. You MUST attend the revision sessions which we have planned for you. They are designed to maximise your chances of reaching your potential in each subject. In exceptional circumstances parents can contact Mr Chew at the school to discuss non-attendance at a revision session. You do not need to be at school when there are no exams or revision sessions programmed for you. At these times, which we call Private Study, you should be at home revising.

Q: When do I officially leave school?

A: The official school leaving date for you is Friday 24th June. Employment legislation states that you cannot be employed full time until after this date. Until this date you are still on roll at school and therefore you are a member of the school community with all the same rules and responsibilities. So, for example, you will still be held accountable for your actions on the school site and off the school site throughout Study Leave and right up until the end of June.

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Y11 Study Leave
Frequently Asked Questions

Q: Can I leave the building during the day?

A: Yes and no. Obviously, whenever you have finished an exam or a revision session and there is nothing else planned for you that day, you are free to go home. However, if you have finished an exam or study session in the morning and there is a revision session planned for you later in the day, you should stay on the school site: a typical example of this would be an early exam starting at 9.00 am and finishing at 10.30 am which is followed by a revision session at 11.30 am. For the hour in between, you must stay on site. If you have an exam in the morning followed by an exam in the afternoon you can choose to either stay on site to do private study or go home in-between the examinations. There will be rooms set aside for private study; we will open the Bistro early for you for food and drink; and you can enjoy the normal school break. We need to avoid a circumstance where 220 Y11 boys leave school, walk around the local area and then return an hour later. We have to be mindful of our neighbours and your safety.

Q: What are Private Study rooms?

A: Depending on the daily demand, we will identify rooms where you can sit quietly studying for your next exam. This will often be the Sixth Form pod and will be overseen by members of staff.

Q: Why do I need to sign in and out?

A: We are still responsible for your safety. We can only do that if we know whether you are on the school premises or not. In this case, we want you to follow the example of the Sixth Form and sign in and out using the Inentry scanner system. Cards will be issued before 16th May.

Q: Do I need to be registered?

A: You will be registered in your exams as a matter of course. You are not expected to attend a registration in your form room. The Inentry signing in and out system is also part of registering during the day.

Q: Can I stay at school even when there are no planned revision session?

A: Yes. If you have no further exams or revision sessions on a particular day, then we would normally expect you to go home. However, if you cannot or you find revision difficult to undertake at home, then we would accommodate you in a Private Study room or the library.