

PLI/JWE  
April 2016

Dear Parent/Carer,

## **YEAR 13 SUMMER EXAMINATIONS AND STUDY LEAVE 2016**

Year 13 study leave for external public AS resit and A2 examinations will take place from 3.35pm on Friday 13 May. During this time your son/daughter should study at home, except when required to attend for examinations. However, the school will provide study rooms if students prefer to revise at school.

Public examinations are scheduled to start at 9am and 1.30pm. Students must assemble outside the Sports Hall at least 15 minutes before the start time of their examination.

Please find enclosed a copy of the public examinations timetable. This shows the exam room and for the Sports Hall, it also shows the seat number.

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 examination.
- use the school's VLE to access revision tasks set by teachers.

Please note that if your son/daughter is unable to attend an examination due to illness, a doctor's note will be required. This should be given to our Examinations Officer, Mr Livingstone, as soon as possible.

Results day for AS resit and A2 examinations is Thursday 18 August from 8am until 11am, 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 the Examinations Officer at the school.

P Livingstone  
Examinations Office

## **EXAMINATION PREPARATION**

- Office dress must be worn. Anyone in unsuitable dress will not be allowed into the examination room.
- Mobile phones, MP3 players, pagers and any other devices capable of 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 examination room. If anyone is found with a mobile phone in the examination room, it could lead to disqualification from the examinations.
- 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.
- Spare pens, pencils, rulers and calculators are not available for candidates to borrow.
- Correcting Fluid is not allowed.

## 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 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 10<sup>th</sup> May 2016**. 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.

Timetables were issued to the students in December. If you wish to check your son's/daughter's commitments personally please ask them to show you their examination timetable. **We would also remind you that morning examinations begin at 9.00am and afternoon examinations at 1.30pm.**

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.

✂-----

NORTHAMPTON SCHOOL *for Boys*  
**Memorandum of Agreement**

**Reply slip (to be returned to Form Tutor) by Tuesday 10<sup>th</sup> May 2016**

I have received the letter concerning Examination Entries, and agree to repay any fees for examinations 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 2016

## **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.

D Kennedy  
Assistant Headteacher i/c Examinations

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• <b>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.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
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"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.