

PLI/JWE  
April 2017

Dear Parent/Carer,

### **YEAR 13 SUMMER EXAMINATIONS AND STUDY LEAVE 2017**

Year 13 study leave for external A-level exams starts from 3.35pm on Friday 12 May. During this time your son/ daughter should study at home, except when required to attend for exam. 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 examinations.
- 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.

Your son/ daughter will be given with this letter their individual A-level exam timetable. This replaces the copy issued before Christmas and now includes the exam room and seat number.

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

If a candidate sits an 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 exam due to illness he/ she should contact the Exams Office prior to the start time and a doctor's note will be required.

A-level exam results day is Thursday 17 August from 8:00am 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.

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## 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 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