

# INSTRUCTIONS TO ALL YEAR 11 CANDIDATES

1. External written examinations will take place in the Jubilee Hall, unless otherwise directed. In the first instance report to the Jubilee Hall.
2. Morning examinations will start promptly at 9.10 am and afternoon examinations at 1.30 pm or earlier if all candidates are present. Candidates must be present outside the examination hall by 8.55 am or 1.15 pm. **If you are going to be late or are unwell contact the school to let them know by 8.30 am.**
3. Where the *same subjects* are timetabled for the same morning or afternoon session they will be run one after the other. (Check for timings)
4. Where *different subjects* are timetabled for the same morning or afternoon session then this represents a subject clash and a separate individual timetable applies for those pupils only. (Please see below).
5. Please write your full legal name on the examination paper (as on written your exam card) and not an abbreviation or nickname.
6. Full school uniform must be worn.
7. Any case of misconduct will be reported to the Examination Boards and candidates risk disqualification from all their examinations.
8. Candidates must stay for the full allocated time of an examination and may not leave the room during the examination.
9. Please note when textbooks are due to be returned to each department - this will normally be immediately after your last examination in that subject. A leaver's certificate will need to be completed.
10. If you have an examination before study leave starts, you are only allowed the morning off-timetable before an examination in an afternoon. If your examination is in the morning, then you return to normal lessons in the afternoon.
11. Please note, in addition to the JCQ rules attached the school rules do not permit breaks for the toilet during examinations or the wearing of any wrist watches in the examination room. *Water in a small clear plastic bottle is now permitted, but without any label. Mobile phones/iPod/MP3/4 or similar devices are NOT allowed in the examination rooms.*
12. Please be advised equipment for exams will not be loaned, each student should ensure they have they correct equipment for the exam they are taking.

*Please also read the official JCQ rules attached carefully*

*Please note the Contingency Date is Wednesday 26<sup>th</sup> June and all student must be available on this date.*

# RESULTS

GCSE

Thursday 22<sup>nd</sup> August 2019 from 9:00 to 10.30 am

- If you wish to have the results posted to an address (including a temporary address) you must leave a stamped-addressed envelope with the School Office.
- If you would like a relative to collect your results, the school must be notified in advance. A letter of authorization needs to be submitted by the end of term, signed by your parents. Unfortunately, GCSE results cannot be sent by e-mail.
- Certificates should arrive in late October. *These cannot be posted and must be collected in person if you are leaving school.*
- You need to be available for the **Contingency Day on 26<sup>th</sup> June**. Exams will be re-scheduled to this day in the event of local or national disruption.
- Please also be aware that post results appeals information is available from the Exams Office.

## Additional Exams Timetabled by the School

**GCSE Music Composition** on Wednesday 10<sup>th</sup> April

**GCSE French orals** Specific times will be notified to candidates taking place on Thursday 2<sup>nd</sup> May, Friday 3<sup>rd</sup> May and Tuesday 7<sup>th</sup> May.

**GCSE Art** exam in rooms CG1 & CG2 Tuesday 7<sup>th</sup> May and Wednesday 8<sup>th</sup> May  
Extra time pupils also Thursday 9<sup>th</sup> May

**GCSE Italian orals** Specific times will be notified to candidates taking place on Wednesday 8<sup>th</sup> May, Thursday 9<sup>th</sup> May and Friday 10<sup>th</sup> May

## Examination Clashes and early start

*Please make sure you arrive 15 minutes before all these times.*

**Note:** Candidates with examination clashes will be supervised between their examinations including over the lunch period if required. Over these supervised breaks, pupils may revise from their own notes only, and not from textbooks.

### Friday 24<sup>th</sup> May am

Clash: GCSE Italian Listening 5IN0/1F or H & GCSE Italian Reading 5IN0/3F or H vs GCSE Business Studies 5BS0101

#### **All GCSE Italian 35 Higher pupils**

Will sit: GCSE Italian Listening Higher 5IN0/1H	<b>early start</b>	@ 8.30 am
GCSE Italian Reading Higher 5IN0/3H		@ 9.20 am

*Candidates Nos: 5009, 5016, 5018 5020, 5035, 5049, 5056, 5059, 5072, 5077, 5079, 5081, 5082, 5095, 5098, 5099, 5103, 5113, 5126 and 5140*

Will also sit: GCSE Business Studies 5BS0101	@ 10.30 am
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