

**Attachments:** These documents are on the website

*Information for candidates for written examinations*  
*Information for candidates: non-examination assessments*  
*Information for candidates using social media*  
*JCQ Privacy Notice*

*This Email was sent 18 October 2018*

### **Important Examination Information for Parents/Carers and Students in Year 10**

**Please keep this email – it contains information you will need throughout the year. The information will be also on the school website from November 2018 (please follow the route Parents – Exams).**

Dear Parent/Carer,  
(copied to students)

Students in Year 10 may be working on their Non-examination assessments (NEA) or coursework in some subjects and a few students will be sitting public exams this year. All students will be sitting their school exams between 1<sup>st</sup> -5<sup>th</sup> and 24<sup>th</sup> – 26<sup>th</sup> April.

These notes have been prepared by the Examinations Officer to inform you and your child about the administrative procedures relating to examinations.

#### **Exam Board Regulations**

All public examinations, i.e. those which count towards a GCSE, BTEC or other qualification, are subject to rules laid down by the Awarding Bodies (Exam Boards). A copy of the 'Information for candidates for written examinations' document which gives details of these rules is attached and it is important that all students read it. Internal School exams will also be conducted in accordance with these rules.

Also attached are three further documents:

- 'Information for candidates – Non-Examination Assessments (NEA).
- 'Information for candidates using social media'

It is important that candidates understand the regulations regarding NEAs, which they do in school and which count towards their GCSE final grades, and the potential impact of sharing assessment information on social media.

- JCQ Privacy Notice

#### **BTEC Level 1/2 and Tech Awards**

BTEC qualifications now have formal examinations and have a varying number of coursework units. Subject teachers will give students information relating to the submission of coursework.

#### **Exam Dates**

Dates of public examinations are set by the Exam Boards and cannot be changed. The timetable for GCSE exams in May/June 2019 can be found on the school website - follow the route: Parents - Exams.

There is limited opportunity to change dates of school exams, within the designated period. However students are expected to attend on the scheduled date unless there are very exceptional circumstances.

## **Candidate Examination Numbers**

Each student has been allocated a 4-digit exam number. They must learn this number before they sit any public exam as it has to be written on every examination paper. Your child will keep the same candidate number for all public exams taken at Steyning Grammar School, up to and including Sixth Form exams.

## **Individual Exam Timetables**

Each student will receive, via their school email, an individual examination timetable before each examination season giving their candidate number and details of the date, start time, length, exam room and seat number for each of their exams. These timetables will also be sent to parents/carers.

It is the student's responsibility to be outside the exam room **ten minutes before the scheduled start time**. When admitted to the exam room they must enter in silence and sit at the correct desk.

## **Equipment needed for the exam**

Students must bring to the exam all the equipment they will need. They should always have a black pen (plus a spare) and any other equipment required for the exam, such as a calculator, ruler, pencil, eraser. The school cannot provide exam equipment for students. Pencil cases must be see-through. Mathematical equipment must be in a see-through pencil case or plastic bag and not in a tin. Highlighters and correction fluid must not be used in examination answers (although highlighters may be used in questions and resource material) and coloured pen/pencils may only be used for diagrams.

Calculators may be used in examinations unless prohibited for the paper being taken. Calculator lids are not allowed at the candidate's desk.

## **Mobile phones**

Mobile phones, fitness trackers, any other electronic equipment that can be connected to the internet and smartwatches or watches which have a data storage device are prohibited in exam rooms. They should ideally be left in lockers or at home. If they are brought into the exam room they must be switched off and placed on the designated desk, never left in a pocket or bag. They will be returned to their owner at the end of the exam.

## **Other items in the exam room**

Watches (other than smart watches) may be brought into the exam room but must be placed on the desk, not worn.

Students may bring a small bottle of drinking water, in a clear plastic bottle with all labels removed, to their exam desk. No other drinks are allowed. No food is allowed unless needed for medical reasons, e.g. cough sweets in a clear plastic bag.

If possible no items other than those required for the exam should be brought into the room. If a student does bring a coat, bag or any other item it must be left in the designated area, normally at the back of the room, and never taken to the exam desk.

## **Conduct in the exam room**

Students are under examination conditions from the time they enter the exam room until they are dismissed and have left the room. They must remain silent, face the front of the room and not attempt to communicate with any other candidate. Students should have no writing on their hands or arms. If they have a query or wish to speak to an invigilator they must raise their hand and wait until an invigilator comes to them.

## **Leaving the exam room**

Students will not be allowed to leave the examination room until the full examination time has passed, all papers have been collected and mobile phones have been returned.

Toilet breaks will not be allowed during examinations except in an emergency. They reduce the time the student has for the exam, cause disturbance to other candidates and take invigilators away from supervising the exam room. If your child has a medical reason for needing frequent toilet breaks please let us know in writing.

Students who are ill during an examination will be escorted to the Medical Room. They must remain under supervision at all times and may be re-admitted to the exam if they are well enough to continue.

## **Absence from an exam**

If your child is unable to attend an exam (e.g. because of illness) please let the Exams Office know as early as possible by telephoning 01903 814555 option 4.

## **Results**

Results of internal School examinations will be given to students by their subject teacher.

## **Exams Office**

The staff of the Exams Office are:

Mrs P Cobley	Examinations Officer	e-mail: <a href="mailto:pcobley@sgs.uk.net">pcobley@sgs.uk.net</a>
Mrs S Hibbert	Assistant Examinations Officer	e-mail: <a href="mailto:shibbert@sgs.uk.net">shibbert@sgs.uk.net</a>
Mrs S Fegredo	Assistant Examinations Officer	e-mail: <a href="mailto:sfegredo@sgs.uk.net">sfegredo@sgs.uk.net</a>

We can be contacted by telephone on 01903 814555 (option 4)

**If you have any queries relating to the administration of your child's examinations please do not hesitate to contact us.**

We wish all students well with their exams.

Kind regards,  
Mrs P Cobley  
Examinations Officer

October 2018