



**MANGOTSFIELD SCHOOL
SPECIALIST COLLEGE IN ENGINEERING & SCIENCE**



EXAMINATION NEWSLETTER YEAR 11,12 & YEAR 13

May, 2010

Dear Parent,

In a very short time now your son/daughter will be sitting public examinations, either in Year 11, 12 or 13. Indeed many students have already taken various practical and oral tests. For all students, the examinations will be the culmination of a period of hard work (including their coursework, which has now been assessed.)

Although students have already received details of their own examination dates and times, there are many important pieces of information which you and the students need to know. This Newsletter seeks to answer the questions that are commonly asked, and to explain procedures that need to be followed. However, it is recognised that individual students may have specific needs not covered in the following notes, and in such cases, I would ask you to seek clarification on any point **immediately** by contacting, in the first instance, Mrs. Bennett, the Examinations Officer, who is in school every day during the examination period.

We hope that the efforts made by all students will be rewarded in the coming examinations, and as a Staff we wish them all success. We look forward to welcoming many of our Year 11 students into the Sixth Form in September and wish those who are leaving all the best for the future.

Yours sincerely,

R. A. Badley
Headteacher

IMPORTANT INFORMATION

Year 11

- In the weeks beginning 17th May and 24th May lessons will take place **as normal**.
- From 7th June onwards, Year 11 students are expected to attend school for normal timetabled lessons (ending when the last exam in the subject has been taken). To arrange study at home a letter signed by parents needs to be returned to their tutor to indicate this wish. In addition to this all students need to have their revision timetable signed by their tutor.
- Before the following morning exams, Year 11 students will be asked to assemble in the Brunel Restaurant at 8.30 am for a briefing session:

8th June English
11th June Maths

Year 12

- In the weeks beginning 17th May lessons will take place **as normal**. Although Year 12 study time begins on the 21st May many lessons are carrying on as normal and students need to check this with their teachers.
- Year 12 students will resume normal classes on Monday 14th June and are expected to be in school until the **end** of term. If a student wishes to drop an AS subject **they must** complete the paperwork required **BEFORE** they stop attending lessons. All requests to drop a subject require a signature from the subject teacher, parents and Mrs Bird. Relevant paperwork can be collected from Mrs Knapp.

Year 13

- In the weeks beginning 17th and 24th May lessons will take place **as normal**.
- Revision time for **Year 13** students commences on Monday 7th June 2010 although many subjects are continuing normal lessons and students need to check this with their subject teachers. The final weeks before the examinations are important because they allow the students and teachers to finish off areas of the course and to have some revision sessions. They also help maintain the morale and confidence of the students. If they have any problems in a subject, this is the time to try and sort them out. **If you do not wish your son/daughter to study at home, private study facilities will be provided in School.**

General Information

- If you are coming to lessons after the 7th June (Year 11,13), or the 24th May (Year 12), please sign in the **Year 11/12/13 book** which is in the foyer (in case of fire etc. we need to be able to check **who** is in school). Year 11 students must wear full uniform, any students not wearing school uniform (that may distract others) could be refused entry to the exam room.
- On the exam days you must be in school at approximately 8.45 am, or 1.10 pm and go directly to the covered area outside the hall and line up quietly so that you can be seated in the exam hall in good time, you will also find a seating plan on display
- If you arrive after other students have entered the Sports Hall you will need to wait until just before the start of the exam when you will be allowed to be seated.

EXAMINATION TIMETABLES

All students have been issued with a full examination timetable. **Please note the dates and times of all examinations your child is taking and make sure that he/she attends on time.** Students need to be at school **20 minutes before the official starting time.**

If you are unable to come in to school for an exam, or are going to be late (e.g. through illness or family crisis) please telephone the school reception (01454 862700) by 8.30 am to let us know , please don't use the 'Absence' telephone number . In the case of an absence caused by illness, parents must obtain a medical certificate and forward it immediately to the School for the attention of Mrs. M. Bennett. Without a medical certificate, Examination Boards will not consider grading partially absent candidates.

In the past some students have missed examinations because they made an error in the date or time. **PARENTS WILL BE ASKED TO REIMBURSE THE SCHOOL FOR ANY EXAM FEES WHEN AN EXAMINATION IS MISSED WITHOUT GOOD REASON.**

EXAMINATION RULES

The Examination Boards set very stringent rules for examination behaviour and we add a few which are necessary to provide the best conditions for working. We give clear instructions to the students before the exam and we would be pleased to receive your support with the following points:-

- a] **School dress should be worn for all public exams. Trainers are not acceptable.** Anyone with problems regarding dress should see the Head of Year or Headteacher **before** the exams begin. The Sports Hall is always cool so you are advised to bring your school sweatshirt.
- b] **Candidates should make sure they have all the necessary equipment such as black pens, pencils, calculators and rulers. These items should be free of any graffiti. No other items may be taken into the exam room.** This is an Examination Board regulation. **A plastic wallet will be provided** with pencils, pens, rulers etc. for each Year 11 student at the start of the exam period. No other bags or cases will be allowed or outside coats. Calculators and watches with alarms should be silenced before entering the exam room.
- c] Tippex is **banned** by the Examination Boards.
- d] Food and drink **must not** be brought into the exam room but you may bring a **bottle of water**. If you have sore throat, let the Invigilator know that you need to suck an occasional throat sweet.
- e] **Mobile 'phones, pagers and music players of any sort must NOT be brought into the exam room.** HAVING A MOBILE 'PHONE IN YOUR POSSESSION IN THE EXAM ROOM WILL LEAD TO YOUR DISQUALIFICATION FROM THAT EXAM. IF YOUR MOBILE 'PHONE STORED ELSEWHERE IN THE ROOM IS TURNED ON AND RINGS THIS WILL ALSO LEAD TO DISCIPLINARY ACTION BY THE EXAM BOARD. MOBILE 'PHONES MUST NOT BE USED AS CALCULATORS. **We have had 1 incident of a student's papers being cancelled because his mobile 'phone rang in the Exam Hall.**
- f] If candidates need special medical consideration they should see Mrs. Bennett before the exam starts. They may need to provide a relevant doctor's certificate.
- g] **The GOLDEN RULE is always to be considerate to other candidates and maintain silence in the exam room. One incident of misconduct in an exam. room could result in a candidate's work being disqualified in all subjects.**

USE OF CALCULATORS IN GCE AS/A2 LEVEL & GCSE EXAMINATIONS

1. Where the use of electronic calculators is allowed in examinations, candidates must obey the following rules:-
 - a] the calculator must be of a size suitable for use on the desk at which the candidate will attempt the examination;
 - b] the power supply for the calculator is the responsibility of the candidate and must be integral;
 - c] the working condition of the calculator is the responsibility of the candidate

- d] a fault in a calculator will not normally be considered as justifying the giving of special consideration to the user;
- e] calculator cases, instruction leaflets or instructions and formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination (where the instructions cannot be removed they should be securely covered);
- f] calculators must not be borrowed from other candidates in the course of an examination for any reason;
- g] programmable calculators may be used but no prepared programs may be taken into the examination room;

(Information and/or programs stored in the calculator's memory must be cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations.)

- h] candidates are responsible for clearing any information and/or programs stored in the calculator before the examination.

2. **Calculators with any of the following facilities are prohibited:-**

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- QWERTY keyboards
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines

The use of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if they conform to the above restrictions.

GCE AND GCSE AWARDING BODIES

NOTICE TO CANDIDATES

Examinations held in the period May ~ June 2010.

This notice has been written to help you.

Read it carefully and do what you are asked.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. REGULATIONS

MAKE SURE YOU KNOW THE RULES

1. You must be on time for all examinations.
If you are late, your work might not be accepted.
2. You must not become involved in any unfair or dishonest practice in any part of the examination.
3. You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment (**for example:** calculator cases/instruction leaflets, bags, pencil cases, personal TV/stereos, electronic or radio communication devices, including mobile telephones).
4. You must not talk to nor disturb other candidates once the examination has started.
5. For examinations longer than one hour, you are not allowed to leave the examination room until at least one hour after the published start time. If you are allowed to leave before the end of the examination, you will not be allowed to return.
6. If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.

B. INFORMATION

MAKE SURE YOU ATTEND.

1. Know the dates and times of your examinations.
2. Arrive fifteen minutes before the start of each examination.
3. If you arrive late for an examination, report to the Invigilator running the examination.
4. If you arrive after the examination has ended, you will not normally be allowed to take it.

PROVIDE WHAT YOU NEED

6. Leave outside the examination room or with the Invigilator anything that you do not need or which is not allowed.
7. Take into the examination room the pens, pencils, rubbers and any instruments that you need for the examination.
8. You must write in **black ink**, except for multiple choice papers. Coloured pencils or inks may be used only for diagrams, maps, charts, etc.
9. You may not borrow anything from another candidate during the examination.

C. CALCULATORS, DICTIONARIES AND COMPUTER SPELL-CHECKERS

1. You may use a calculator, unless you are told you must not.
2. If you use a calculator:
 - make sure it works properly,
 - make sure the battery is working properly,
 - clear anything stored in it,
 - do not bring into the examination room any operating instructions or prepared programs.
3. You must not use a dictionary or computer spell-checker unless you are told that you may do so.

D. EXAMINATION INSTRUCTIONS

1. **Listen to the Invigilator** and do what you are asked to do.
2. **Tell the Invigilator at once,**
 - **if you think you have not been given the right question paper or all the materials listed on the front of the paper,**
 - **if the question paper is incomplete or badly printed.**
3. Read carefully the instructions printed on the question paper and/or on the answer booklet. Do what they ask you to do.
4. Fill in the details required on the front of the question paper and/or the answer booklet before the start of the examination.
5. Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

E. ADVICE AND ASSISTANCE

1. If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the Invigilator.
2. If during the examination,

- you have a problem and are in doubt about what you should do,
- you feel ill,
- you need more paper,

put up your hand.

3. You must not ask for, and will not be given, any explanation of the questions.

F. THE END OF THE EXAMINATION

1. If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together before you leave.
2. You must not leave the examination room until the Invigilator tells you to do so.
3. You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

Copies of a poster version of this notice will be displayed outside the examination room.

RESULTS:

We hope these will be good!

- **AS and 'A' Level results** are due on **19 August 2010** - the school will be open between **9.00 - 11.00 am** for their collection.

Please note:-

Year 13 results can be collected at **9.00 am**

Year 12 results can be collected at **10.00 am**

- **GCSE results** are due on Tuesday **24th August 2010*** . The School will be open between **10.00 am and 12 noon** on that day for their collection.

Results will be posted to any student who leaves a **stamped, self-addressed A5 envelope with Mrs. J. Scull**, the Headteacher's Personal Assistant.

**please note this is a change from the previous Thursday results day*

For Year 12 & Year 13 students:

Staff will be available between 11.00 am and 1.00 pm on 19 August to help you.

For Year 11 students:

Staff will give help and advice (whether you are returning to the Sixth Form or not.) Final Interviews for Year 12 may be booked on 24 August and will take place before the start of Term 1 (September 2010: to be advised).

There will also be a results clinic running from 10.00 am to 12.00 pm on Wednesday 25th August . You can receive advice on options following on from unexpected GCSE results

CERTIFICATES:

Certificates will arrive in School from the Examination Boards during November 2010 (Term 2) and you will be invited to the Certificate Ceremony in December 2010 when Certificates will be presented.

Certificates NOT collected by 31 January 2011 will be returned to the Exam Board and NOT held in School. It will then cost around £30 per certificate to obtain a replacement.

You can receive your certificates by post if you provide an A4 envelope with your address and a £1.50 stamp on it.



