



Ref: TB/JW

April 2014

Dear Parent/Carer

Re: GCSE Examination Arrangements, Results and Sixth Form Admissions 2014

Written Examinations

These examinations begin on Monday 12 May. All students have a full examination timetable which can also be accessed by logging on to www.fulford.york.sch.uk. Click on the 'Exam Information' at the top of the page. Here you can also find an Examination Handbook that contains guidance on how to revise and how to tackle exams, together with rules about conduct in exams, in the menu on the left hand side of the page.

Between the start of the exams, on 12 May, and the half term holiday, on 23 May, the school will be running a full timetable for our students. This means during these two weeks the students should be either in class or in an exam. The only exception to this is that when a student has an afternoon exam he/she will have study leave that morning. Where transport arrangements require students to attend school on the morning of a day when they have an afternoon exam, we will provide private study facilities in the resource centre. Please note this can only accommodate a limited number of students.

After half term (from Monday 2 June onwards) students need only attend school for their examinations. Private study facilities will be available for those who wish to revise at school.

Attendance at Examinations

If your son or daughter is not able to take an examination because of illness please contact Mr Baker or our Examinations Officer Mrs Alexander as soon as possible.

If there is no due cause for absence, any student failing to attend for an examination will be sent a bill for the cost of entry (£30 per subject).

Registration During Examinations

During the examination period, students will be registered in the examination room. Morning exams start at 9.00am and students should be waiting outside the exam room at least 10 minutes before so that we can make a punctual start. Afternoon exams usually start at 1.30pm and again students should be waiting outside the exam room at least 10 minutes before the start.

Any student arriving late for an examination without due cause will not be allowed to take that examination, and will be charged the entry fee of £30.

Any student, whose behaviour in the examination room is such that other candidates are distracted from their work, will be excluded from that examination and may not be allowed to take any other examinations. **Mobile phones in examinations are strictly forbidden by the regulations imposed by the Examination Board and any student found in possession of these in the exam room will risk disqualification from that exam and any others they are entered for.**

Please note that students must wear school uniform in all their examinations.

Text Books

All subject text books, library books and locker keys must be returned to school before the end of the exam period. There will be three collection times, on **Friday 13 June**, straight after the Mathematics examinations, on **Friday 20 June** after the Certificate in Mathematics exam, and on **Monday 23 June** between 12.30 and 1.30pm, before the start of the Statistics exam. The students will be issued with a leaving form that will need to be signed by each department to confirm that all books have been handed back. **Please note that students who fail to return text books will not be issued with exam result statements in August.**

Examination Results

The results are expected to arrive at school on **Thursday 21 August**. Students may come to school to collect their results between 8.30am and 10.30am on that day. After 10.30am the results will be posted out (provided a stamped addressed envelope has been left). In the interests of data protection, results **CANNOT** be given over the telephone.

Advice Service

Senior staff will be in school on GCSE results day **Thursday 21 August** and on **Friday 22 August between 10.00 and 12.00am** and will be happy to discuss and advise on future plans in the light of the results. Please do not hesitate to contact us on the day if you wish. It is vital that anyone who does not meet the overall entrance requirements for the Sixth Form or those for a particular course should see **Mr Morris, Mr Johnson** or **Mrs Savage** at this time. Senior Staff should also be consulted at this stage if anyone is considering altering their course choices on the basis of their results.

Awards Ceremony

The Awards ceremony, when all the certificates will be presented, will be held later in the year. We will publish the date as soon as we have finalised next year’s calendar. I hope as many as possible of you will be able to attend.

Please sign and return the slip below to the Form Tutor.

Finally, may I take this opportunity of wishing all our students every success both in their examinations this summer and in the future. Our current Year 11 students are a fabulous group of young people and they have been a real pleasure and privilege to work with in the school.

Yours sincerely

Mrs L Savage
Headteacher

✂-----

Name Form

I/ We* have received the letter about the GCSE Examination Arrangements.

Signed Date
(Parent/Carer)

Exams/Year 11 study leave