



# St Benedict's

## Catholic High School, Alcester

Dear Parent/Carer

### **GCSE Summer Examinations 2018**

#### **1. Study Leave Dates**

GCSE Summer Examinations begin on Monday 14 May 2018. To assist your son/daughter to prepare for examinations they have been granted a period of study leave.

The last day of lessons for year 11 pupils is Friday 25 May 2018.

Please note that a copy of the actual timetable can be found online at [www.st-benedicts.org](http://www.st-benedicts.org). All Year 11 pupils will be issued with a personal copy of their examination timetable and I will be happy to answer any queries about the timetable. It is vitally important that your son/daughter examines their timetable carefully as soon as they receive it.

#### **2. Study Leave Arrangements**

I encourage you to ensure that your son/daughter uses the period of study leave in a productive manner. The time is provided for revision and pupils should create a study plan. Each subject should be revised thoroughly before the examination.

Pupils who are intending to remain in school all day after the half term, will be required to complete a declaration of intention to stay and sign a Study Leave Agreement Form.

For Health & Safety reasons, pupils who are in school but not at an exam (e.g. to attend an arranged study class with a teacher) should sign in/out at the School Office.

#### **3. Exam Days**

**Pupils attending school for examinations, or to meet teachers during study leave, must wear school uniform.**

**Pupils will not be admitted to the exam venue if they do not comply with the dress code as set out in pupil planners and the school website.**

Pupils have been issued with a booklet setting out the guidelines for their conduct and giving advice for examinations which invigilators must enforce. A copy can be found on the schools website.

It is the responsibility of pupils to bring the necessary equipment such as black pens, pencils, rulers, calculators etc. for each examination. A pen must be used for any written answers. Some spare stationery items will be available for emergencies. Pupils should be sure to bring only what is permissible for each exam, and to carry them in a clear transparent pencil case or small clear bag. Pupils must not have anything in their pockets. Pupils are permitted to bring a clear bottle containing water only into the examination venue.

**Mobile phones, I-pods, mp3 players and smartwatches or any other electronic devices are strictly forbidden in the examination room.** Pupils found with any of the above items in an exam venue are likely to have their qualifications withheld by the awarding body.



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It is vitally important that pupils arrive in school in good time before the start of an exam.

**A minimum of 15 minutes before the start time of the exam is recommended to give time to double check the exam room venue and seat number etc.** Pupils waiting for an examination should gather outside of their designated exam room, from where they will be called forward to the exam hall by a member of the Invigilation team. Upon entering the exam hall pupils are under exam conditions and disruption offences are reportable to the awarding body.

Any concerns or queries regarding an Exam session, you are required to contact the Exam's Officer within 24 hours. If a problem occurs in the Exam Hall, pupils must raise their hand and wait for an invigilator.

Where a breach of the regulations has occurred, whether alleged, suspected or actual, the school will notify the awarding body. If a breach of the regulations occurs during an exam session, where it is possible the pupil will be given the opportunity to complete the examination paper. Parents or Guardians of the pupil involved will be informed by the end of the exam session.

#### 4. Absence from an exam

**If you feel that you son/daughter cannot attend an examination because of illness please contact the school immediately.** Whenever possible, absentee evidence will be submitted to the awarding body for consideration. Medical Evidence will be required and this must be submitted to the Exams Officer within **3 days** of the missed exam.

- **The Special Consideration Service** will operate throughout the examination period by the Awarding Bodies. If a pupil is unable to sit an exam, for very good reason, such as a family bereavement or serious illness, or if performance in an exam is badly affected by circumstances such as these, parents should contact the school immediately. Where exceptional circumstances have affected a pupil and where the pupil meets the criteria, the school will then put the pupil forward for Special Consideration.

#### 5. Exam Results

This year's examination results will be available on Thursday 23 August 2018. Your son/daughter may collect them from the Sixth Form from 9am.

- **The Post-Results Service** may be requested by schools where a pupil's grade is significantly different from that expected. Based on the evidence the school holds about the pupil's performance throughout the course, the school on behalf of the pupil may request a clerical check, a copy of the script and/or an awarding body marking review.

**The pupil must, however, give permission for this in writing.**

- A clerical check is a check that all questions have been marked and all marks totalled correctly
- A marking review is where an awarding body senior examiner will review the marks awarded to each question to ensure that the original marking is in line with national standards: the work will not be re-marked
- Access to scripts, copies of scripts to support reviews of marking

Please note:

- the decision to ask for a marking review rests solely with the school
- as a result of a clerical check and/or marking review, the pupil's grade may stay the same or be amended up **or** down.



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It is important that parents understand that the school will not be able to submit alternative evidence, like course work or pre-examination evidence, to support its request for a review. Decisions about the grade awarded will be made solely on the pupil's performance in the examination.

The awarding bodies have recognised that the Post-Results Service is a significant departure from previous practice and so have put in place more stringent checks of each markers' work to ensure that final results are as accurate as possible.

Should you have any questions about your son's/daughter's results, when they arrive in August, you should contact myself in the first instance and I will be more than happy to discuss them with you. Charges apply to Post results services; the cost is not covered by school.

It would be very helpful if you could share the information contained in this letter with your son/daughter.

Finally, on behalf of St Benedict's Catholic High School, I would like to take this opportunity to wish your son/daughter every success in their examinations.

Yours sincerely

Karren Baggott  
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