



11 April 2019

Dear Parents and Guardians,

### **EXAMS & STUDY LEAVE FOR YEARS 11, 12 & 13 2019**

We review and reflect on the exams period each January with arrangements and dates slightly different each year.

This year, teachers felt that study leave should be the same for all three year groups. The exam timetable is available on the website, displayed in tutor rooms and in the Sixth Form common room.

#### **Exams:**

- Oral and practical exams have already started and continue
- External exams for IGCSE begin **Tuesday 7 May**
- AS & A2 external exams begin **Friday 3 May**

#### **Study leave begins:**

- For Years 11, 12 & 13 on **Friday 10 May**

Prior to study leave all students must attend school as normal.

#### **Once study leave begins:**

Students may choose to only come into school for their exams **unless** a specific subject teacher informs them a revision lesson will take place. These lessons are considered compulsory. However, if they prefer to study in school, a classroom will be made available for them. Students who opt to revise in school must be in the designated classroom studying and not wandering around or playing sport. Any students found out of classrooms during lesson times will be sent home.

Year 11 students **must** be in uniform or school PE kit when they are in school.

All books need to be returned and the Leavers Form (attached) signed by every subject teacher by Friday 7<sup>th</sup> June.

**Year 12** Students will be set a project which is to be presented during the first week of the Autumn term. Students may return to school from Thursday 13 June, when a room will be made available for them to complete the project, if they prefer to work in school.

Year 11 Graduation Assembly is **Friday 14 June** at 11.15

Year 12 & 13 Graduation Assembly is **Friday 21 June** at 11.15

#### **Exams organization:**

Both Cambridge International and Edexcel exam boards provide concise, detailed and extensive rules for exams (my night-time reading!). Students have been briefed already and will be reminded closer to the exams of the rules but to help, here are a few:

- It is the **students' responsibility** to know **when** and **where** their exams are taking place
- Students must be in school 15mins prior to the start of any exam or arrive by school bus. They should be lined up outside the Hall 10 mins before each exam

- If they are '*in isolation*' (IALs and IASs) they must be delivered by a parent/guardian to either myself, Mrs. Crone or Mr. Faz.
- Pencil cases must be clear and have all the equipment necessary for their exams
- Only **black** ink can be used in exams and absolutely no correction fluid or rollers
- Bottles of water must be clear and have their labels removed; food or other drinks are not allowed in the exam room
- Mobile phones and watches **are not** allowed in the exam room. There is a collection box at the entrance to every exam. This is taken to the Office immediately the exam begins and students can retrieve them after the exam – unless they are going into isolation or immediately starting another exam. Just being in the possession of a mobile device means you will be in breach of exam regulations and this will result in disqualification from the exam
- Students who are ill prior to or during an exam **must** inform the invigilator before or during the exam. If they are too ill to come to school, you must inform us prior to the exam and obtain a Doctors Certificate **that day** which must be brought to school at the latest, the following day

This is a stressful time for all concerned and I am sure we will all do our best to support all the students. Just ensuring your child has a good breakfast before morning exams and has a packed lunch prior to afternoon exams will be a substantial help to them.

If you have any questions, please contact me through the School Office.

Kind regards

Mr Colin Macrae  
Head of Wingate