

# Exams Information Booklet 2018

## **Year 11 Examinations and End of Year Information**

Dear Students, Parents and Carers

We have now finalised our arrangements for our Year 11 students for the forthcoming examination season.

We hope the information in this booklet helps you in your planning for the all important weeks ahead. We would like to take this opportunity, on behalf of all the staff at our school, to give our very best wishes for success in the upcoming examinations and beyond, and we thank you for your support over the last five years. A copy of this booklet will be placed on the school website, and should you require any further information please do not hesitate to contact us during normal office hours.

Kindest regards

A handwritten signature in black ink, appearing to read 'David Brown', written in a cursive style.

Mr D Brown  
Head of School

## **EXAMINATIONS – Summer 2018**



The main block of examinations starts Monday 14 May until Thursday 21 June. We must stress the importance and expectation of full attendance in the final build up to these crucial examinations!

Along with this booklet is a copy of your son/daughters individual timetable showing the examinations that they have been entered for. Please check these with them and report any errors to their subject teacher, or a member of the Examinations Team in the Exams Office located opposite HU2.

### **EXAM PERIOD ARRANGEMENTS**

Throughout the exam period:

- Normal school rules apply at all times.
- Full school uniform must be worn at all times when in school.
- We offer breakfast to all Year 11 students (free of charge) from 8.00 am on the morning of exams.
- Be aware that some afternoon exams run beyond the normal school day.

### **MONDAY 14 MAY UP TO AND INCLUDING FRIDAY 25 MAY 2018 (BEFORE HALF TERM)**

Where should I be and what can I do?

#### **Scenario 1 – ‘I have no exams today’.**

You attend school as normal. You go to registration as normal and you go to all of your normal lessons. Where you have finished a course we might have other staff available to run revision for you. Always have your revision materials with you. You should be in your normal, timetabled, classrooms.

#### **Scenario 2 – ‘I have a morning exam but no afternoon exam’.**

Join us for breakfast (cereal, tea, coffee and toast) in the Year 11 canteen from 8.00 am. Leave your bag as instructed by staff – usually in the canteen. Once your exam is finished you will be allowed a break, in the canteen, and then you spend the rest of the day in your normal lessons.

#### **Scenario 3 – ‘I have an afternoon exam but no morning one’.**

You have a choice:

- a) - Remain at home (if your parents have given permission to Mrs Stewart) to revise and then come to school with enough time to sign in at the student reception and get to your exam. You must be at your home address or travelling to school.
- b) - Come into school at the normal time and attend registration. Attend all of your lessons as normal go to early lunch and sit your exam.
- c) - Come into school at the normal time and attend registration. Revise upstairs in the old teaching school room which is located on your right at the top of the main maths staircase. If they are available some staff might be able to offer last minute revision. You then go to early lunch and sit your exam.

## **Scenario 4 – ‘I have a morning and afternoon exam’.**

Join us for breakfast in the Year 11 canteen from 8.00 am. After your morning exam you have a choice:

- a) - Sign out of school via the Student Reception and go home to revise. You will then sign back into school in time for your afternoon exam.
- b) - Go to your normal Unit 3 and 4 lessons before having an early lunch and then sit your exam.
- c) - Revise upstairs in the old teaching school room. You then go to early lunch and sit your exam.

### **WEEK BEGINNING MONDAY 4 JUNE 2018**

**Lessons will continue in subjects still to be examined or where work remains to be completed** (eg BTEC courses). Once the exam has taken place, or BTEC/NCFE work is complete, lessons will end in that subject. Up until then, attendance at these lessons is compulsory as is the wearing of full school uniform.

**If the student has no timetabled lessons following a morning exam**, students will be expected to leave the school premises once an examination has ended, unless arrangements have been made with subject teachers for them to remain for study purposes. We understand that leaving the premises may be problematic for some students with exams in both morning and afternoon sessions (transport and care issues for example) and in these instances we will provide quiet space for students to study. Students will need to report to Mrs Stewart if they wish to stay in school.

## EXAM REGULATIONS

The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. A copy is printed on the back of student exam timetables; please take the time to read this with your son/daughter to ensure that everyone is aware of the regulations.



All documents relating to examinations practice and procedures can be found on Moodle.

### ATTENDANCE TO THE EXAMS



Punctuality is important. Exams are scheduled **to start at 9.00am and 1.30pm**; these are actual start times. Students must **arrive at least 15 minutes prior to this time** - this is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc.

If due to unforeseen circumstances students think they are going to be late for an exam they must **speak** to the Exams Officer (Mrs Curry) or Mrs Stewart by telephone on 0161 485 7201. Upon a late arrival, students need to report to Student Enquiries before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room, without permission from the Exams Officer.



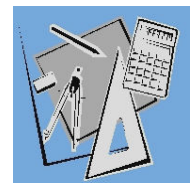
### ILLNESS

One would hope that every student will be fit and well throughout the exam period. However, unforeseen illness can strike; in which case the school needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. If a student misses an exam due to illness, **even with medical evidence it is not always possible for the exam boards to issue a certificate.**

If a student is ill on the morning of an exam, please contact Main Reception on 0161 485 7201 and ask to **speak** to Mrs Stewart (Head of Year) or Mrs Curry (Exams Officer).

### EQUIPMENT/UNIFORM

It is important that your son/daughter is prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams, ie a **black ball point pen**, pencil, ruler, rubber, scientific calculator (if applicable), sharpener, compass, protractor etc in a clear pencil case/bag. Please encourage them to be prepared before every examination they are due to take. **The Awarding bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.**



**Full uniform must be worn for all exams.** It is therefore, important that blazer pockets are cleared of all items. If we get warm weather, students can remove their blazer and leave it in the changing rooms prior to the exam starting.



## **MOBILE PHONES, OTHER TECHNOLOGICAL/WEB ENABLED DEVICES (MP3/4 Players, iPods, Smart Watches/Fitness Trackers).**

Please encourage your son/daughter to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the examination room. **Anyone found in the possession of any of this equipment during the examination, whether they intended to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**

## **REVISION**



Students should now be 'fine-tuning' their revision programmes. Advice will have been given to students about revision strategies, but it is worth re-stating some broad principles. Students should:

- Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- Seek to revise in short bursts of time, punctuated with a break using The Pomodoro Technique, (25 minutes' revision – 5 minutes' break x 3, followed by a 30 minute break then repeat the cycle)
- The timing of revision is very important for many people. Some study best in the early morning, others late at night, and others at yet a different time.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are 'on target' to complete a topic by a set date.



## **HOUSE STUDY HUB**

BS1 is available every day after school for students to revise, use computers and speak to their Heads of House.

## **SUPPORT AND GUIDANCE**

Any student who is encountering any problem with their revision programme should seek the support of their Head of House.

## **OFFICIAL LEAVING DATE**

Once a student's final examination has been taken, and once all BTEC, VCert and other assessed work is completed to the teacher's satisfaction, students are no longer required to attend school.

## ARRANGEMENTS FOR THE RECEIPT OF RESULTS



GCSE Results for Year 11 will be available from **The Sixth Form Auditorium** between:

**10:00am and 12:00pm on Thursday 23 August 2018.**

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is received by Mrs Curry (Exams Officer) before Friday 13 July 2018.

Results will not be handed to a third party unless they have **prior** written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on Moodle.

## CHEADLE HULME HIGH SCHOOL SIXTH FORM ENROLMENT

Students will be able to register in the Sixth Form Building between:

**10:00am and 12:00pm on Thursday 23 August 2018.**

If the student is unable to attend, an email requesting Sixth Form registration must be sent to Mrs Turner at [sixthform@chhs.stockport.sch.uk](mailto:sixthform@chhs.stockport.sch.uk) before 12:00pm on the day of registration. A contact telephone number **MUST** be provided within the email, in order for us to confirm our decision.

