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March 2017

Dear Student and Parent/Carer

Information for Sixth Form Students: Public Exams Summer 2017

This letter contains important information about the public exams this summer. Please keep this letter for future reference and if you have any questions, please contact Mrs Sharman or Miss Gibbs in the **Exams Office** (direct line **01525 636706**).

Enclosed with this letter are the following:

- 1 Regulations and information for public examination candidates.
- 2 **Exam timetable**, if applicable. Please contact the Exams Office as soon as possible if you have a clash of two exams in different subjects scheduled for the same time.

Please note the following dates:

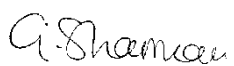
Friday 12 May	Year 12 students are able to take study leave as required from this date, however lessons will continue as normal in the reformed A level subjects. Students must plan their study leave to ensure that they attend as many lessons as possible and keep up with any work missed.
Monday 15 May	AS written exams start
Friday 26 May	Study leave commences for years 13 and 14
29 May – 2 June	Half term
Monday 12 June	Timetable begins for new year 13 students
30 June: Yr 12 5 July: Yr 13/14	Date by which students must have returned all books to the library, together with their completed leavers' form. All other other equipment borrowed from school will need to be returned to the relevant department before a student's leavers' form can be signed off.
Friday 7 July	Year 13/14 leavers' ball
Thursday 17 August	AS/A2/BTEC/Finance results released: Years 13/14 can collect their results between 8am and 11am and Year 12 between 9am and 11am. Alternatively, students can leave a stamped addressed envelope with the Exams Office before the end of term. Mr Downey, Miss Hamilton and Miss Silkstone will be available to advise students from 8am until 3pm on Thursday and from 9am until 2pm on Friday 18 August.
Thursday 24 August	GCSE results released: results can be collected between 9.30am and 11am.
December 2017	Exam certificates available for collection from school.

Please turn over for more information regarding the Summer 2017 public exams.

Yours sincerely



Mr Sean Downey
 Director of Sixth Form



Mrs G Sharman
 Exams Officer



Healthy Schools



International School Award



Regulations and information for public exam candidates

All the exam boards follow the JCQ regulations for conduct before and during an exam/coursework/controlled assessment. It is important that all parents and students are aware of these regulations regarding written and onscreen exams, coursework and controlled assessments. These are available on the Exams section of the Vandyke website.

Students must come to all exams with the necessary equipment: exam pencil cases can be purchased from the Vandyke Library for £1.50.

Absence from an exam – possible payment of fees

- i **If a student fails to sit an exam or to complete coursework/controlled assessment**, the full subject cost will be charged. No charge will be made where a medical certificate is produced or evidence of another valid reason is received by the Exams Office (within 5 working days of the exam).
- ii If a problem arises which prevents a student from taking an exam, you must ring the School as soon as possible and speak to Mrs Sharman or Miss Gibbs in the Exams Office.

Reviews of marking/appeals against results, return of scripts/coursework

- i **Appeal against school assessment of coursework/controlled assessment:** If any student feels that their coursework/controlled assessment has not been assessed by their teacher according to the details outlined in the subject specification, they have a right to appeal. Please contact Mr Downey, Director of Sixth Form, before the end of April 2017 for a copy of the appeals process.
- ii **Review of marking/appeal against a result:** If you wish to appeal against any result awarded by an exam board, you must apply for a review of marking through the School, preferably on the day the results are published. You will be asked to pay for the review and complete the relevant form. Details on how to request reviews will be available from the Exams Office on results day.
- iii **Access to scripts:** Details of how to request a copy of an exam script will be available with the results in August.
- iv **Return of coursework:** Any student who wishes to have coursework/controlled assessment work returned must contact the relevant head of department by 30 September 2017 to arrange for its collection during October 2017.

Study leave/revision lessons

Mr Downey will be writing to all students with full details after Easter.

Exam certificates

Please complete the slip below and return to the Exams Office: you will be sent an email when the exam certificates are available for collection. A note will also be put on the Vandyke website. We do not post certificates as they are valuable legal documents. If students would like someone else to collect their certificates on their behalf, they will need to provide written authorisation.

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Summer 2017 exam certificates

Student's name: Year:

Email address:

Mobile number (in case we need to contact you about an exam):

If you have any questions regarding exams at Vandyke, please contact Mrs Sharman or Miss Gibbs in the Exams Office who will be pleased to help you.