

March 2017

Dear Student and Parent/Carer

**Information for Students in Year 11: 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.** 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:

<b>Tuesday 16 May</b>	<b>GCSE written exams start:</b> students must be in full uniform and bring all necessary equipment. Exam pencil cases can be purchased for £1.50 from the library. Morning exams start at 9am (students should be outside the sports hall for 8.45am), afternoon exams start at 1.30pm (students should be outside sports hall for 1.15pm).
<b>Thursday 25 May</b>	End of normal timetabled lessons.
<b>Friday 26 May</b>	Date by which students must have returned books and their signed leavers' form to the library. All other equipment borrowed from school will need to be returned to the relevant department before a student's leavers' form can be signed off.
<b>29 May – 2 June</b>	<b>Half term</b>
<b>Thursday 29 June</b>	<b>Year 11 end of year event</b>
<b>Week of 3 July</b>	<b>Sixth form induction week</b>
<b>Thursday 24 August</b>	<b>GCSE/BTEC/Cambridge Nationals results released:</b> results can be collected from the Vandyke Theatre between 9.00am and 11.00am. Alternatively, students can leave a stamped addressed envelope with the Exams Office before the end of term.
<b>December 2017</b>	Exam certificates available for collection from school.

Please see overleaf for more important information regarding the Summer 2017 public exams.

Yours sincerely



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/controlled assessment. It is important that all parents and students are aware of these regulations regarding written and onscreen exams and controlled assessments. The regulations are available on the Exams section of the Vandyke website.

### 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 to the student's parent/carer.** 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 Adams, Deputy Headteacher, 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 sign 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.

### Sixth form application

For any queries regarding an application to the Sixth Form, please contact Mr Downey, Miss Hamilton, Miss Silkstone or Mrs Fahy in the Sixth Form office.

### 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.**