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March 2018

Dear Student and Parent/Carer

**Information for Sixth Form students: public exams Summer 2018**

Enclosed with this letter is your **exam timetable** and overleaf is 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**).

Please contact the Exams Office as soon as possible if you have a clash of exams in two different subjects scheduled for the same time. **Afternoon exams will all start at 2pm** so if you have exams that extend beyond the end of the normal school day, ie: 3.05pm, please ensure that you make arrangements to get home after the end of your exam.

Please note the following dates:


<b>Monday 14 May</b>	Written exams start: <b>morning exams start at 9am and afternoon exams at 2pm</b>
<b>Thursday 24 May</b>	Study leave commences for years 13 and 14
<b>28 May – 1 June</b>	Half term
<b>Monday 11 June</b>	Timetable begins for new year 13 students
<b>4 July: Yr 13/14</b>	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.
<b>Friday 6 July</b>	Year 13/14 leavers' ball
<b>Thursday 16 August</b>	<b>AS/A2/BTEC/LIBF finance results released:</b> Years 13/14 can collect their results from Vandyke 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. Members of the Sixth Form team will be available to advise students from 8am until 3pm on Thursday and in the morning on Friday 17 August.
<b>Thurs 23 August</b>	<b>GCSE results released:</b> results can be collected between 9.30am and 11am.
<b>December 2018</b>	Exam certificates available for collection from school.

Please turn over for more information regarding the Summer 2018 public exams.

Yours sincerely



Mr Sean Downey  
 Director of Sixth Form



Mrs G Sharman  
 Exams Officer



## Regulations and information for public exam candidates

Students must come to all their exams with the necessary equipment: exam pencil cases can be purchased from the Exams Office or the 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.

### **Exam regulations and internal appeals procedure**

All exam boards follow JCQ regulations regarding the conduct before and during all exams and non-exam assessments. Details of these are on the exams section of the Vandyke website, including details about the internal appeals procedure for a review of centre-assessed marks, appeals against centre decisions not to support an enquiry about results or following the outcome of an enquiry about results.

### **Enquiries about results, return of scripts/coursework**

- i **Enquiries about results:** if you wish to appeal against a result awarded by an exam board, you must apply for a review of marking through the School as soon as possible after the results are published in August. You will be asked to pay for the review and sign the relevant form. Full details of the costs and how to request reviews of marking will be available from the Exams Office on the results day in August.
- ii **Access to scripts:** details of costs and how to request a copy of an exam script will be available with the results in August.
- iii **Return of coursework:** any student who wishes to have coursework/controlled assessment work returned must contact the relevant head of department by 30 September 2018 to arrange for its collection during October 2018.

### **Exam certificates**

Please complete the slip below and return it to the Exams Office before the end of term in July. You will then be sent an email when the exam certificates are available for collection in December 2018. A note will also be put on the Vandyke website. If we don't have your email address, we can't let you know your certificates are available for collection - please note that 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. There is a form available for this on the Exams section of the Vandyke website.

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### **Summer 2018 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.**