

March 2018

Dear Student and Parent/Carer

Information for students in Year 11: 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:

Monday 14 May	Written exams start: students must be in full uniform and bring all necessary equipment. Morning exams start at 9am (students should be outside the sports hall for 8.45am), afternoon exams start at 2pm (students should be outside the sports hall for 1.45pm).
Friday 25 May	End of normal timetabled lessons.
Friday 25 May	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 School before a student's leavers' form can be signed off.
28 May – 1 June	Half term
Thursday 28 June	Year 11 end of year event
Week of 2 July	Sixth form induction week
Thursday 23 August	GCSE/Cambridge Nationals results released: results can be collected from the Vandyke Theatre between 9.00am and 11.00am. Students can leave a stamped addressed envelope with the Exams Office before the end of term. Members of the yr 11 and sixth form teams will be available to advise students.
December 2018	Exam certificates available for collection from school.

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

Yours sincerely



Mr D Cooksey
 Director of Year 11



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 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.

Sixth form application

For any queries regarding an application to the Sixth Form, please contact the Sixth Form office.

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.