

RESULTS DAYS

PLEASE READ TO THE BOTTOM OF THIS PAGE BEFORE YOU GO ON HOLIDAY

A Level results will be available for collection from school on **Thursday 15th August 2019**.

GCSE results will be available for collection from school on **Thursday 22nd August 2019**.

Results can be **posted out** to you on results day but **only if you have given a stamped addressed envelope** to Miss Jackson in the exams office.

If you need someone else to collect your results on your behalf:

you must write a letter giving that person permission to do so. Preferably let Miss Jackson have it, or ask them to bring it with them on results day.

If you have any questions regarding results please contact Miss Jackson who will be in school between 8:30am and 4:00pm, from 12th to 23rd August.

FOR REASONS OF CONFIDENTIALITY AND SECURITY, RESULTS WILL NOT BE GIVEN OUT OVER THE TELEPHONE OR BY EMAIL

CONTACT DETAILS

MISS JACKSON (EXAMS OFFICER)

Netherthorpe School

Ralph Road, Staveley

Chesterfield

Derbyshire

S43 3PU

Tel: 01246 472220

Exams Extension: 14293

Email:

info@netherthorpe.derbyshire.sch.uk

or

b.jackson@netherthorpe.derbyshire.sch.uk

Website: www.netherthorpe.academy

EXAM DATES

Written Exams will take place during the period 13 May to 25 June 2019. Please note there are a number of practical exams/speaking tests before the main exam session.

Please note that there is also an exams contingency day on 26th June 2019. Please keep this day free just in case.

PLEASE DO NOT BOOK HOLIDAYS DURING THIS PERIOD

NETHERTHORPE SCHOOL

Exam Matters

Exam Information



Mr D Williams

Headteacher

Tel: 01246 472220

E-mail: info@netherthorpe.derbyshire.sch.uk

2018-19

EXTERNAL EXAMS—SUMMER 2019

This leaflet, and other important information regarding the rules for exams, are available on the school website. Please read all of these documents before taking your exams.

These instructions are important. Please read them carefully and ensure that you keep them safe for future reference.

IT IS YOUR RESPONSIBILITY TO KNOW WHEN AND WHERE YOU WILL BE SITTING YOUR EXAMS

Please use the timetable that you have been given to ensure that you know what day and time to arrive. Ask your parents to record the dates in their diary or calendar as a back up. The doors to the exam room will open **10 minutes before** the exam starts, during this time you can enter and find your seat.

If for any reason you are held up on your way to your exam, please **LET SCHOOL KNOW**. The school switchboard number is 01246 472220 and you can reach the exams office by using extension 14293 – if there is no answer please leave a clear message.

Rooming lists will be displayed on the exams noticeboard (outside the exams office, near the lockers) for you to check which room you will be sitting in for your exam. Outside of the exam room, there will be a seating plan to help you find your seat. On your desk there will be a card with your name, photograph, candidate number and centre number on. Please remain silent as soon as you enter the exam room.

YOU WILL NEED TO KNOW YOUR 4 DIGIT EXAM NUMBER FOR EVERY EXAM (YOU CAN FIND THIS ON YOUR TIMETABLE OR ON THE CARD ON YOUR DESK)

THE SCHOOL CENTRE NUMBER IS 23178

If you have any worries or concerns about your exams please speak to Miss Jackson in the exams office. We are here to help.

EXAM RULES—SPECIAL INSTRUCTIONS FOR NETHERTHORPE

- ⇒ You must wear correct school uniform for all of your exams.
 - ⇒ Please just bring what you need for your exams (see equipment section).
- ⇒ If you are sat in the Hall for the exam, please put all bags and coats on the balcony above. If you are in any other room, you will be asked to put bags and coats at the front/back of the room.
- ⇒ Pens and pencils must be in a clear plastic case, or loose on your desk.
 - ⇒ You may not use Tippex or correction fluid of any kind – if you make an error on an exam paper just cross through it.
- ⇒ Many exam papers are scanned on to a computer for marking, so do not write in the margin of exam papers or use highlighter or gel pens to write answers as they may not show up.

The exam boards' rule is that mobile phones, smart watches, music players, devices that connect to the internet, etc are not allowed in the exam room, therefore please do not bring them to school unless it is really necessary.

If it is vital that you bring your phone or any other electronic devices including smart watches, it **must** be handed in to an invigilator. School will provide numbered envelopes which will be on your desk; you will need to put your phone into the envelope and then take the envelope to a box at the front of the room. All devices are kept securely while you are sitting your exam. You will be able to use the numbered ticket found inside the envelope to retrieve your personal items after the exam, but you may have to wait a few minutes in a queue for them. If you are wearing a watch that isn't able to connect to the internet, you will be asked to take it off and leave on your desk.

You may bring water to drink but it must be in a clear plastic bottle with a spill proof cap. All labels must be removed from the bottle.

You must also comply with the instructions given in the 'Warning to Candidates' issued by the exam boards and displayed in the exam rooms. This document, along with others regarding exam regulations, can be found on the school website.

At the beginning of an exam session please sit down and be quiet as soon as you are asked to do so. When you are under exam conditions you must remain silent at all times.

EXAM RULES (CONTD)

If you are ill on the day of your exam and unable to attend school please inform Miss Jackson before 8.30 am, she will be able to advise you or your parents what action you might need to take. **Please note that external examinations cannot be re-arranged.**

Equipment: Please make sure that you bring everything you might need for your exam; **ESPECIALLY black pens, pencils, rulers and erasers.** For some exams you may need **a calculator and mathematical instruments.** We cannot guarantee to lend you any of this equipment, so come prepared. **THIS IS YOUR RESPONSIBILITY.**

Fire Alarms: If a fire alarm should sound during any of your exams the invigilator will tell you what to do. Above all remain silent, even if you are asked to leave the exam room, as you will still be under exam conditions. Any time that you lose through such a disturbance would be made up at the end of the exam time and a note would be sent to the exam board.

You will not be able to leave your exam before the set time for it to end. If you have completed your exam paper before the allotted time read through it carefully to check that you have not made any errors or spelling mistakes.

If you still have time to spare **do not turn round or distract other students** as this could be considered as cheating. **SIT QUIETLY.** Please do not write on your exam desk. We know who is sitting at which desk and you will be held accountable for any graffiti found on your desk at the end of a session.

If you have a problem during the exam please put your hand up and wait for an invigilator to come and speak to you. Please note they cannot give you any help to read or interpret the question.

If you make arrangements to be collected after an exam make sure you add in the time it takes for exam papers to be given out, instructions to be given and papers to be collected in, as well as the actual duration of the exam.