

## Examinations – Summer 2022

The External MFL examinations will take place on the following dates:

Tuesday 24<sup>th</sup> May AM – French Listening followed by Reading

Thursday 26<sup>th</sup> May AM – Spanish Listening followed by Reading

Thursday 16<sup>th</sup> June PM – French Writing

Friday 17<sup>th</sup> June AM – Spanish Writing

We must stress the importance and expectation of full attendance in the final build up to these crucial examinations!



Your child will be receiving their individual timetable showing the examinations that they have been entered for with rooming and seating. Please check these with them and report any errors to their subject teacher.

### Exam Period Arrangements

Throughout the exam period:

- Normal school rules apply at all times.
- Full school uniform must be worn at all times when in school.
- Breakfast is offered to all Exam students (free of charge) from 8.00am on the morning of exams.

## Exam Regulations

The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. A copy of the exam regulations is printed on the back of student exam timetables; please take the time to read this with your child to ensure that everyone is aware of the regulations.



All documents relating to examinations practice and procedures can be found on the School website.

## Attending Exams

Punctuality is important. Exams are scheduled **to start at 9.00am and 1.30pm**; these are actual start times. Students should arrive in school at the normal time for registration. This is to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.



If, due to unforeseen circumstances, students think they are going to be late for an exam, they must **speak** to reception by telephone on 0161 507 5600. Upon a late arrival, students need to report to Reception before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission from the Exams Manager.

## Illness

We hope that every student will be fit and well throughout the exam season.

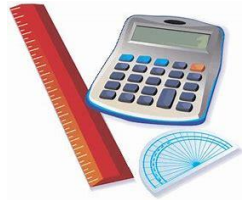


However, unforeseen illness can strike; in which case the school needs to know as soon as possible so we can advise on the best approach.

If a student is ill on the morning of an exam, please contact Main Reception on 0161 507 5600 and ask to **speak** to Mrs Flowers (Head of Year) or Mrs Davidson (Exams Manager).

## Equipment/Uniform

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams. **The Awarding Bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.**



### **Full uniform must be worn for all exams.**

It is, therefore, important that blazer pockets are cleared of all items. If we get warm weather, students can remove their blazer and leave it with their bags, in the store room, before entering the exam room.

### **Mobile Phones, Watches, other technological/web enabled devices (MP3/4 Players, iPods, Smart Watches/Fitness Trackers).**

Please encourage your child to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the Examination Room. **Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**



## Revision

**Students should now be 'fine-tuning' their revision programmes. Advice will have been given to students about revision strategies, but it is worth re-stating some broad principles. Students should:**

- Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- Seek to revise in short bursts of time, punctuated with a break using The Pomodoro Technique, (25 minutes' revision – 5 minutes' break x 3, followed by a 30-minute break then repeat the cycle).
- The timing of revision is very important for many people. Some study best in the early morning, others late at night, and others at yet a different time.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are 'on target' to complete a topic by a set date.



## Support and Guidance

Any student who is encountering any problem with their revision programme should seek the support of their Head of House.

## Arrangements for the Receipt of Results



GCSE Results for Year 9 will be available between **10:00am and 11:00am on Thursday 25 August 2022.**

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to School before Friday 8 July 2022.

Results will not be handed to a third party unless they have **prior** written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on the School website.