



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

March 2023

Dear Parent/Carer

## EXTERNAL EXAMINATIONS: SUMMER 2023

Similar to my communication earlier this year regarding the mock examinations in December, there will be changes to the Year 11 timetable during the GCSE exam period from **Monday 15<sup>th</sup> May to Tuesday 20<sup>th</sup> June**. Please be reminded of the “contingency day” on the 28<sup>th</sup> June; this is the final date that students could be asked to attend if any issues arise at a national level (such as a Covid 19 lockdown).

**Phase one: Monday 15<sup>th</sup> – Friday 26<sup>th</sup> May** the normal timetable will operate between 08:30 and 12:20; during this time students will either be completing an exam or in normal timetabled lessons preparing for forthcoming examinations.

After 12:20 students must leave the school site and will be able to study independently at home for the rest of the day. The only exception to this will be any student who has an **exam in the afternoon**; those students will stay on site for lunch break (12:20 to 12:50) before sitting their examination in the afternoon.

### **Phase 2: 5<sup>th</sup> – 20<sup>th</sup> June (and potentially 28<sup>th</sup> June)**

Once we return to school after the half term break students who **do not** have an exam will be allowed to stay at home to study independently. They must stay at home and remain there for the duration of the school day, preparing for their forthcoming exams.

Should you wish your son/daughter to remain in school during the exam period in order to undertake independent study, please contact the year team so that we can make appropriate arrangements.

### **The Examinations**

A copy of the final GCSE timetable, which includes details of the dates of each subject’s final examinations and instructions relating to examination start times, has been sent out with this letter and will also be available on the school’s website. Please ensure that, during the exam period, your son/daughter regularly refers to his/her timetable to ensure that no examination is missed, and no instruction forgotten. For each exam, students will need to know where to meet and I have included this information below:

For examinations in **South Hall** meet in **South Canteen**

For examinations in **South Gym** meet in **The Peace Garden**

For examinations in the **Sports Hall** meet in **South Changing rooms**

For examinations in **East Hall** meet in **Upper School Quad**

For examinations in the **C block** meet in **C08**

**It is the responsibility of each individual student to attend every examination as notified on the timetable.** Students should arrive at **8.30am** for morning exams and **12.50pm** for afternoon exams and should wait in the designated holding area. The location of the examination will be posted on the Students’ Noticeboard in Middle School Foyer. Students must know their official GCSE examination number.

#### Exam Regulations:

- Normal school rules, including uniform requirements, apply to students attending for examinations.
- If students wish to use a pencil case, it must be a clear case or plastic bag with no writing on it.
- Students must write in **black** pen, as examination boards do not permit the use of blue pens.
- Calculators must have any lids/cases removed.
- Students are allowed to take a clear bottle of water into examinations if they wish, but all **labels** must be removed and no writing or logos can be printed on them.
- Mobile phones, watches or other electronic devices are not allowed to be taken into the examination room. No special arrangements will be made with regard to the security of these items during the course of the exam. If students do bring them in on exam days, they must be left with the remainder of their belongings and they **must be switched off**.
- This is different from the mock examinations; **belongings will not be taken to the examination desk with the student**.
- Candidates must not speak in the examination room.
- Candidates must stop writing at once, when told to do so.
- A candidate who needs the invigilator's attention should raise their hand.
- Candidates are not allowed to go to the toilet (unless for medical reasons) in the first 45 minutes or last 30 minutes of an exam.
- **No candidate may leave until the end of the examination.**

Any student who is unable to attend for an examination must produce a medical certificate immediately. This must be done for there to be any possibility of credit being given by the exam board in that subject, as credit **may** be given if a sufficient amount of the course has been completed. The medical certificate is to be handed to Mrs Keeley within 24 hours.

A copy of 'Information for Candidates' was sent along with this letter. This has been produced by the examination boards to help the students understand the examinations process. Please ensure that your son/daughter reads it carefully before the examinations begin.

#### Revision

Students have a wide range of support for revision, including our Year 11 exam support Google classroom, and FOLDR links to revision resources and materials uploaded to Satchel:one.

#### Returning school books and other resources

All material on loan from the school (principally, although not exclusively, text-books), must be returned when the examinations are over.

All items will be collected by individual departments. To facilitate this, students should bring to school all items on loan for any given subject on the morning or afternoon session **when the final examination in that subject takes place**. This material should then be handed in to departmental staff (who will be on hand) immediately **before** the students enter the examination room. Returned books will be checked by departmental staff and any discrepancies will be followed up after the examination is finished.

## Results and Certificates

### ***Date of GCSE results: Thursday 24<sup>th</sup> August 2023***

Students can collect their results in person (**not via a relative/friend**) from East Hall on the morning of Thursday 24<sup>th</sup> August 2023 at **9:00am**. It is important to note that results will be emailed to all students at 8.00am (to their school email address); collection in person is not a requirement but is an option should a student wish to do so.

**Results will not be given over the phone.**

**When collecting the exam results, students will need to know their exam candidate number.**

Occasionally candidates or their parents/carers believe that the mark awarded for a particular exam is wrong. Mistakes have occasionally occurred in the past, although it is fair to say that over the years the instances of scripts being wrongly assessed have been few. If, however, after careful consideration and perhaps discussion with an appropriate member of the school staff, you wish to ask for a review of marking, please go to the Exams Office where they will advise the different types of post result services available, deadlines and costs involved, and the process required. This information will also be available on the school website.

## Certificates

Exam certificates will be available December/January time. These will be issued in school to those students who have progressed into Year 12. Current students leaving school this summer will have a postcard sent home advising when and how to collect them. **Certificates are not replaceable and the school only has to keep them for 12 months.** Certificates can only be collected in person and will not be posted home.

## The Sixth Form

The Heads of Sixth Form will be in Upper School on Friday 25<sup>th</sup> August to give advice about suitable courses following the examination results and to resolve any timetable problems. More information about this Advice Day, as well as details of the Year 12 timetable and the enrolment process, will be posted to all accepted sixth form applicants. This Advice Day is only for students who have already submitted an application which has been accepted. Late applicants will need to attend Sixth Form Enrolment Day for advice and Sixth Form interviews.

The formal Sixth Form Enrolment Morning will take place at 8.30am on Monday 4<sup>th</sup> September.

Please keep this letter in a safe place for future reference.

Yours sincerely



Mr L Evans  
Head of Middle School

**HAZELWICK SCHOOL**

**TO BE RETURNED IMMEDIATELY (BY ALL STUDENTS) TO THE  
APPROPRIATE FORM TEACHER**

I have received your letter about the arrangements for the Public Examinations during the Summer Term 2023. I have noted its contents and will ensure that my son/daughter will attend school at the correct time.

**SIGNED:** .....

**PARENT/CARER OF:** .....

**FORM:** .....

**DATE:** .....