



May 2019

Final GCSE Exam Preparations

Dear Parent or Carer,

We have now entered the exam period! I do hope that your child has been taken advantage of the vast range of interventions that the school has offered - more than ever before. With this in mind we would like to draw your attention to the important exam protocols that must be followed at all times. These are noted below.

We are excited about the achievements this year and really hope the hard work and effort is demonstrated in the exams. We wish your child all the very best luck and well wishes.

Daily Routines during the exam period:

Your child should attend school as usual (8.30am - 3pm) in full school uniform until they have completed their final exam. There is a bespoke programme of revision sessions timetabled to support final preparation for every subject. Your child will benefit from continued support from their teachers throughout the exam period. Please also encourage your child to take full advantage of the extra sessions available after school, on Saturdays and during the holiday.

It is essential that your child arrives at school by 8.25 on the days they have a morning exam as they must start promptly at 9am. The start times are set by the exam board nationally and not the school. If a student arrives after the exam has started, they may not be admitted to the exam room and will not have the opportunity to sit this exam again. Please see the exam calendar you received by post. This is also available on the school website see [here](#).

In the unfortunate event of your child being taken ill, please ring the school at the earliest possibility to advise us. If they are deemed unfit to sit the exam, please send official medical supporting evidence, e.g. a Doctor's Letter into school as soon as you can.



There are strict guidelines set by The Joint Council for Qualifications (JCQ) to which students must adhere during every exam. Failure to adhere to these instructions can result in disqualification from the exam in question and all exams from that exam board. Please remind your child of the importance of following all instructions given by exam invigilators.

- Students should come to the exam with a BLACK pen and pencil. They may use a clear pencil case. No other equipment will be allowed in the exam. Any other required equipment will be provided by the invigilators.
- Students may take water in to the exam room in a clear bottle with label removed.
- Any form of written notes and mobile devices including phones and smartwatches are strictly forbidden. If a student is found with any notes or devices during an exam, it can result in disqualification from the exam. Students are always reminded about this before they enter the room.
- Students should not cause any disruption to the exam. Any form of disruption will be taken very seriously as this could also have a detrimental impact on the performance of other students. In extreme circumstances the student in question may not be eligible to sit any further exams at school.

Timing in exams is critical. Please discuss with your child the importance of using their time effectively. Only in exceptional circumstances should a child leave the exam room during an exam, this includes going to the toilet. Once all questions are completed, your child should be using any remaining time to check, review and improve their responses. If your child has additional time, please stress the importance of using this fully.

We appreciate your continued support as we strive to ensure your child achieves their very best and we look forward to seeing them reap the benefits of their hard work and dedication on Results Day. Please check the [GCSE Support](#) section of the school website for further advice.

If you have any further questions, please do not hesitate to contact me lmorgan@newsomehigh.kirklees.sch.uk

Yours faithfully,

Miss L. Morgan

Assistant Headteacher
Achievement and Standards