

EXAM ARRANGEMENTS SUMMER 2017

Students should note the following arrangements for the exam period
15 May to 29 June 2017.

ALL MORNING EXAMINATIONS WILL BEGIN AT 9.00 AM AND ALL AFTERNOON EXAMINATIONS WILL BEGIN AT 1.30 PM

15 May – 23 June exams will be held at ST AIDAN'S in Constance Green Hall

26 June – 29 June exams will be held at ST AIDAN'S in the Sports Hall

THE FOLLOWING EXCEPTIONS APPLY

8 May – 26 May	Applied ICT 6957: Using Database Software	IT5
15 May	Spanish SPAN1	Bede IT Room
17 May	Health & Social Care HSC02	CGH/PS2 & PS3
18 May	Religious Studies G571/01	Old Sixth Form Office in Bede
22 May	Music MUSC1	MU4
22 May	Applied ICT 6953 : The Knowledge Worker	IT5
23 May	German GERM1	Bede IT Room
25 May	Music Technology 6MT02: Listening & Analysing	MU1
26 May	Applied Business BS05	IT5
5 June	French FREN1	Bede IT Room
7 June	Italian 6IN02	Mrs Farrar's Office in Bede
7 June	Music Technology 6MT04: Analysing & Producing	G16 at St John Fisher
7 June	Media Studies MEST3	PS1 & PS2
16 June	Computer Science Paper 1E	IT2
16 June	German GERM3	IT3
19 June	Music MUSC4	MU4
19 June	French FREN3	IT2
22 June	Spanish SPAN3	Bede IT Room

Please note: Students who sit exams outside of the main exam venue - eg those who use a word processor, reader or scribe etc for their exams should check the seating plans displayed on the exams noticeboard in the Sixth Form café and outside CGH to see which room their exam will be in.

Reminder to students:-

1. **Please note the time and date of your examination very carefully.** Check with other people in the group.
2. **Check your Statement of Entry carefully.** Keep it in a safe place. This tells you what information the Examination Board has about you. Make sure it is correct. See me if it is not. The Centre Number for St Aidan's and St John Fisher Associated Sixth Form is 48239. **Learn your Candidate Number – you need to put it on each of your exam papers. Y12 – please note that this is a different number from the one you were allocated in Y11.**
3. You must wear your ID badge to all exams.
4. You must be outside the examination room **at least 15 minutes** before the examination is due to start.
5. You must make sure that you have everything you need: pens, pencils, rulers, calculator (without the lid), mathematical instruments etc.
6. **Do not bring mobile phones, iWatches or other electronic devices** into the examination room. The Awarding Bodies will disqualify you if you have these on your person.
7. Cans of drink or bottles of fizzy drink are not permitted; however clear bottles of water are allowed into the exam room, **provided all labels have been removed from the bottle.** Discreet sucking of sweets is permitted but again all packaging must have been removed.
8. Do not leave valuables in bags, for exams in CGH you will need to leave your belongings (coats & bags) in PE2.
9. Make sure that you read the "Information to Candidates" notice displayed outside the exam room.
10. Please let your subject teachers know in advance if you will be missing their lessons.
11. Please let me know as soon as possible if there are any problems.
12. In the event of an emergency during an examination we will evacuate as follows:

Exams in Constance Green Hall, Bede and Annexes (SA)	Sixth Form garden area near Bede Car Park
Exams in Sports Hall, Main Building (SA)	Field near long jump pit
13. **In the event of illness, or if you are delayed for a genuine reason, you should:**
 - (a) Notify Mrs Humphrey in the Sixth Form Office at St Aidan's on 01423 818518 or Mrs Mackinnon in the Sixth Form Office at St John Fisher on 01423 818426.
 - (b) You may have to ask your doctor for a medical certificate which the school will send to the Awarding Body if an appeal for special consideration is to be made on your behalf. You must do this quickly: appeals have to be made promptly.
14. Results will be available:

GCE: Thursday, 17 August Y13 from 8.30 am and Y12 from 9.15 am (in CGH at St Aidan's)
GCSE: Thursday, 24 August from 9.30 am (from the staff in St Aidan's Sixth Form Office)

Mrs Humphrey
Examinations Officer