

May - 2019

Dear Sir/Madam

RE: Public Examinations – GCSEs and A-Levels

I am writing to inform you about arrangements for the upcoming public examination period and to provide guidance about how best to support your child. This letter contains information about the following:

- **Examination Guidance** from the Joint Council for Qualifications (JCQ)
- **Support Strategies** for revision and ensuring students are organised
- **Ramadan Guidance**
- **Key Contacts**

The public examination period can be a stressful and challenging time for students and it is essential that we work collaboratively to ensure that they are supported to achieve the best outcomes they can. Staff at Haggerston School work incredibly hard to prepare students for their examinations in all their subjects and your support with monitoring the revision your child is completing at home and ensuring they attend any extra classes they are invited to is vitally important too.

There are strict rules which must be followed by students and staff in relation to public examinations which are set by the JCQ. **These are available on the next page of this letter** but some key points to note are:

- students must be on time for all their examinations or they risk their work not being accepted;
- students who attempt to cheat, such as by using notes or communicating with other students, will be reported and could be disqualified from all their subjects;
- any unauthorised material must not be taken into the examinations, including mobile technological devices, and will be collected by invigilators if students have them on their person – this includes a smart watch;
- the **26th of June is the contingency day for all examinations** and **all students must remain in the local area until that date** so that they can complete any rescheduled examinations that are hosted at the school.

To help students manage stress during this period, the following are helpful strategies:

- **break examination/revision workload into manageable chunks;**
- **provide a calm space where they can work free from distractions;**
- **tell students where stress comes from** - talk about stress as a physical symptom – this normalises it, which can make it feel less overwhelming;
- **be a good example;**
- **talk openly about how you cope with your own stressful situations** – this ensures your child has a positive role model for managing stress. This might include having a relaxing bath, or writing a week-by-week plan to manage their workload.

Weymouth Terrace, London, E2 8LS
Haggerstonschool@haggerston.hackney.sch.uk

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Headteacher Ms Ciara Emmerson
Chair of Governors Wendy Mason



Information for candidates

For written examinations - effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

In order for the school to support students during the examinations we have directed them to stick to the following instructions and your support reinforcing these expectations is important.

- Go to bed by 11pm – teenagers need 8-10 hours of sleep to be properly rested
- Get to school by 8am – a **free healthy breakfast is available** and being early also avoids any potential stress caused by delays or rushing
- Attend all extra classes they are invited to
- Mobile numbers/email addresses will be collected so that we can contact students in the event that they are late on the day of an examination
- Follow the same routines and line-up procedures as their mock examinations
- Follow their usual timetable at school – extra work from other subjects will be provided when they have completed subject examinations
- Use the same seat/desk in the examination halls for all examinations
- Check and organise all equipment the night before, such as calculators
- Make sure they know their examination timetable and the tier they entered for where relevant - copies of these are available on request
- Read through the JCQ examination regulations

It is **scheduled to be Ramadan between the dates of 5th May and 4th June**. As a school, we are respectful of individual students and families following their faith and culture. We are equally mindful of ensuring and recognising the wellbeing of all our students, as we know you would want us to be.

This year, as in 2018, the month of fasting falls during school term time and coincides with GCSE and A level examinations. This will put extra pressure on students who are fasting, especially with the length of the day at this time of year. The Association of Schools and College Leaders together with Imams and Islamic scholars have produced information and advice on Ramadan and exams: '*Ramadan and exams*'. This information advises Muslim students and families who are observing Ramadan that they need to take into consideration the impact of fasting and sleep deprivation on their studies and examinations. For example, pupils who have important examinations during Ramadan and believe that they will not be able to cope with fasting while sitting examinations may opt not to fast on those days and make it up later. It also advises them to have enough sleep to avoid tiredness. You may also wish to look at the NHS advice <https://www.nhs.uk/video/Pages/healthy-ramadan.aspx> about the health impact of fasting particularly for younger children fasting during the long summer days in May and early June.

As a school we are respectful of differing views of how people wish to live their lives. We would be very grateful if you could remind your child that decisions on whether or not to fast are between you and your child only. No child should pass comment on decisions made by another child or family decision on this matter.

A healthy diet is obviously important for all students and, as stated above, we offer a free breakfast for students in the morning. You will also be able to find out helpful information about healthy eating at the following link: <https://www.nhs.uk/live-well/eat-well/eight-tips-for-healthy-eating/>

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If you have any queries or need to get in touch to discuss anything linked to public examinations then please contact the relevant staff for the year group your child is in. **Please also use these details to request a copy of your child's examination timetable.**

- **Year 11** – Mr M Holmes, Head of Year, (and Ms L Newlyn, Assistant to the Head of Upper School
matthew.holmes@haggerston.hackney.sch.uk
leanda.newlyn@haggerston.hackney.sch.uk
- **Year 13** – Ms A Pomphrey, Head of Sixth Form, and Ms S Tagoe, Sixth Form Coordinator
andrea.pomphrey@haggerston.hackney.sch.uk
sheila.tagoe@haggerston.hackney.sch.uk

Thank you in advance for your support with the public examination period. We are confident that students will do well and by working with us, you are providing a huge help towards that goal.

Yours sincerely



Mr B Lynch
Deputy Headteacher

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