



Bishop's Hatfield Girls' School



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1st December 2020

Dear Parents/Carers,

Year 13 January Examinations

The January examinations for Year 13 will start on Monday 4th January and will finish on Tuesday 12th January 2021. With the absence of Year 12 exams last academic year, these exams are particularly important. The exams will ensure that Year 13 pupils have experience of examination conditions to give them an accurate idea of what to expect in the summer exams. In addition please be aware that Health and Social Care BTEC Public examinations will take place on 6th, 8th and 11th January.

We have put in place safety measures to ensure that pupils complete their examinations in an environment that is compliant with the Department for Education's guidelines. To minimise risk of any potential transmission, pupils will be allocated the same seat for all of their examinations and regular cleaning will take place. In addition we have ensured that the Sports Hall will be properly ventilated to maintain a consistent airflow using our ventilation system. Students will be allowed to wear face coverings during examinations if they feel necessary and invigilators will be required to maintain appropriate distance.

Study leave will be in place during this period and students should only attend school for their examinations, teachers will be available during lesson time if students need to speak to them. Please be aware that students will be sitting exams at the site where they are taught.

School examinations are good practice for the real thing so try to ensure that students have full attendance during the period of these examinations. Absences mean that papers will have to be caught up at another time, and this can be difficult to arrange. Please ensure that I am contacted if a student is unable to come to school. You should also continue to contact the school office, as is usual practice, if a student will be absent. Some exams will finish after 3:00, especially if a student is entitled to extra time. Any examination queries should be addressed to Ms Dalziel.

I enclose an examination timetable so that you are aware of when examinations are taking place. A copy of the examination regulations is also enclosed for your information.

Yours sincerely,

Mr H. Pandya

Assistant Headteacher

"This is an OUTSTANDING school" - Ofsted 2016



BISHOP'S HATFIELD GIRLS' SCHOOL

EXAMINATION REGULATIONS

Information for Candidates

1. All written examinations take place in the Sports Hall unless large numbers require an overflow room or a support room is in use.

Candidates should be in the Sports Hall at least 10 minutes before each examination is to begin and should check the board in the student entrance and outside the Sports Hall for seating plans and rooming information. There may also be messages from teachers.

2. **Illness** If a candidate is unwell on the day of an examination then the school office should be informed before the start of the examination. If any girl misses an exam, she will be required to catch up in an after-school session.

3. **Equipment** All candidates must be equipped for examinations with:

- Two black pens, two pencils, an eraser, coloured pencils, a long ruler, and a calculator without a lid.
- A clear plastic bag or clear pencil case in which to put equipment.
- **Water bottles must be clear, they should not be coloured**

Calculators may be used in any examination, unless instructed otherwise. They must be silent, battery operated and must not contain any stored programs. Instruction leaflets and removable cases are not permitted in the examination room. Leave them at home.

It must be noted that:

- Only black ink is permitted for written papers. Do not write in pencil. (Remember also that in public exams gel pens are no longer allowed.)
- Pencil, coloured pencils or inks may only be used for diagrams, maps, charts, etc.
- Correcting fluid, correcting pens and highlighters **must not be used** on answer papers.
- Only plain (not flavoured) water in a small, clear plastic sports top bottle will be permitted in the examination room. **The label must be completely removed prior to entering.** Any bottles that do not meet these requirements **will not** be permitted. No other food or drink is to be taken into the examination rooms. If there is a medical reason why an item is required, evidence must be provided to the Examinations Officer, preferably before the day of the examination.
- Please be aware that **no watches are allowed into exams.**

NOTHING else is to be brought into the examination apart from the equipment stated. **Do not bring your mobile phone**, any other electronic device or purse into the examination room, this includes smart watches. Where the school provides storage facilities for valuables, then this storage is entirely at the risk of the candidate. It is better not to bring valuables to school.

4. Candidates must attend the examinations in full school uniform. Shoes must be taken off prior to entering the Sports Hall and placed under the desk once seated. Coats are not

permitted.

5. Candidates are reminded that on entering the examination room there is to be **total silence** and no-one is to leave the room or change position without permission. Candidates are not permitted to leave before the end of an examination.
6. Candidates must sit facing forwards at all times. Distracting or disturbing other candidates, failing to respect or follow the instructions of an invigilator, being in possession of unauthorised items or material and copying work are all examples of “malpractice” (behaving wrongly). Such misbehaviour could have serious consequences.
7. At the beginning of the examination candidates must listen carefully to all instructions and check that they have been given the correct question paper and stationery before writing. At the top of **every** sheet candidates must put their:
 - Name and Form
 - Teacher’s Name
 - In addition, all answers should be numbered clearly on every sheet.
8. At the end of the examination, candidates will be told to stop writing. Pens must be put down straight away, answer sheets should be sorted and fastened together loosely. Candidates should check that all sheets are headed correctly, but ask an invigilator before completing any final labelling.
9. At the end of the examination, candidates must wait in silence until dismissed by the invigilator. They must file out in silence and not talk until well away from the examination room. **Remember, other people may still be taking an examination.**
10. Covid Safety- We have put in place safety measures to ensure you complete your examinations in an environment that is safe. To minimise risk of any potential transmission, you will be allocated the same seat for all of your examinations and regular cleaning will take place. In addition we have ensured that the Sports Hall will be properly ventilated to maintain a consistent airflow. You will be allowed to wear face coverings during examinations and invigilators will maintain appropriate distance.
11. Finally, good luck in the examinations. If there is any problem that may affect your performance in an examination tell your Form Tutor, the Examinations Officer or your Head of Year. If possible, we will help.