



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

7 May 2019

Dear Year 13 Students & Parents/Carers

Public Examinations – Summer 2019

As you will be aware, A Level written examinations begin very shortly. Students in Year 13 were informed of the procedures for public examinations in an assembly on Friday 3 May. We are writing to make you aware of some key points as well as other information related to examinations and results.

Public examination procedures

- All morning examinations start promptly at 8:45am. Students should ensure that they **arrive at the correct examination room by 8:30am.**
- All afternoon examinations start promptly at 1:30pm. Students should ensure that they **arrive at the correct examination room by 1:15pm.**
- Students must ensure they have a copy of their examination timetable, so they know the location of their examination and their desk number.
- All bags must be left outside the examination room and students are therefore advised not to bring valuable items into school. However, provision is made for students to leave mobile phones and other valuable items at Reception for the duration of their examination. The school takes no responsibility for items left elsewhere around the school site.
- No potential technological/web enabled sources of information such as an iPod, a mobile phone, an MP3/4 player or a wrist watch which has a data storage device may be taken into the examination room.
- Students must ensure they bring all the stationery and equipment they will require for the examination (further information is given on the attached 'Information for Candidates' document). A clear plastic bag or clear pencil case may be used to carry the equipment.
- Students are not allowed to bring the lid of their calculator in to the examination room.
- Students may take one bottle of water into the examination room, but it must be a clear bottle with all labels removed.
- **If for any reason a student is absolutely unable to attend an examination, or will be unavoidably late for an examination, please telephone the school office immediately on 01923 671424 and explain the situation. If a student is late, they should report to Reception as soon as they arrive at school.**
- Students are reminded that all school rules, including those regarding uniform, apply during the examination period.

The examination team (Miss Roberts, Mrs Berks and Ms Bliss) are happy to answer any questions a student may have about their examinations. If they have any questions during the examination they must speak to an invigilator who will be able to contact a member of the examination team, if necessary.

All students are responsible for ensuring they understanding the regulations regarding examinations. We would urge parents/carers to discuss these examination arrangements with their son/daughter. We also attach a copy of the JCQ 'Information for candidates for written examinations', which provides further detail on examination arrangements. JCQ provide two other guidance documents that you should be aware of:

'Information for candidates – social media' and 'Information for candidates – privacy notice'. These documents are available at <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

Stand down arrangements

Year 13 students stand down on Friday 17 May. Arrangements for this day have already been e-mailed (on Tuesday 20 April) to parents/carers.

Changes to the school day

From Monday 13 May until Friday 21 June lunch will be served at the end of period 3, from 12.20pm-1.20pm, allowing students to arrive at afternoon examinations promptly.

Changes to published bus timetable

From **Monday 13 May until Friday 21 June** all the Parmiter's buses will be running 10 minutes earlier than the published timetable for the journey **to school**. The earlier bus times will help ensure students arrive at school, and have time to prepare themselves, before morning examinations.

Buses will continue to leave the school at 3.30pm sharp every day. If a student has examinations that are scheduled to run past 3:30pm, they must make alternative arrangements for their journey home.

Results day

A Level results are published on Thursday 15 August. Students may collect results **between 9.00am and 3.00pm** from the Sixth Form Conference Centre. Results statements will also be e-mailed to a student's school e-mail address; results cannot be e-mailed to other e-mail addresses. If any student wishes to nominate another person to collect their results they must inform Mrs Zanetti, in writing or by e-mail (j.zanetti@parmiters.herts.sch.uk), of the name of the person who will collect their results.

If you have any questions, please do not hesitate to contact a member of the examination team or the Sixth Form team. We wish the students every success in their examinations.

Yours sincerely



Mrs E Berks
Assistant Headteacher



Mr A Porter
Head of Sixth: Academic



Mrs W Rowland
Head of Sixth: Pastoral