



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

7 May 2019

Dear Year 12 Students & Parents/Carers

## Year 12 Examinations – Summer 2019

As you will be aware, Year 12 examinations begin very shortly. Students in Year 12 were informed of the procedures for examinations in an assembly on Friday 3 May. I am writing to make you aware of some key points as well as other information related to examinations and the rest of the school year.

### 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. A clear plastic bag or clear pencil case may be used to carry the equipment.
- 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 contact Mrs Smith on telephone 01923 665715 or by e-mail ([k.smith@parmiters.herts.sch.uk](mailto:k.smith@parmiters.herts.sch.uk)). If a student is late, they should report to Mrs Smith or Mrs Zanetti as soon as they arrive at school.**
- Students are reminded that all school rules, including those regarding uniform, apply during the examination period.

If a student misses an examination for a medical reason, we will make every effort to reschedule the examination. If an examination is missed for non-medical reasons, it may not be possible to reschedule due to the significant number of examinations taking place during this period.

All students are responsible for ensuring they understand the regulations regarding examinations. I would urge parents/carers to discuss these examination arrangements with their son/daughter. I 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>.

Although these documents specifically relate to public examinations, Year 12 examinations are run to the same procedures to ensure students are familiar with arrangements for when they sit their A Level examinations in Summer 2020.

### **Stand down arrangements**

Year 12 students stand down at the end of school on **Friday 10 May**. Students return to school and their normal timetable on **Monday 3 June**. When in school during this study leave period, either for an examination or to revise, students must sign in and out so we are aware of who is on the school site.

### **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.

### **Year 12 reading / university visit week**

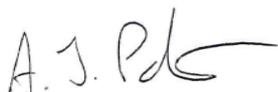
A reminder that in the **week commencing Monday 1 July** there will be no lessons for Year 12 students. Many students are taking part in Duke of Edinburgh or other school trips this week; if not, students are encouraged to arrange visits to universities, taster courses or work experience. It is also time that should be dedicated to work on their Extended Project, where relevant. Please note that students are welcome to work in school for some or all of this week. If a student intends to do this, they are required to sign in and out each day so we are aware of which students are on site.

If you have any questions, please do not hesitate to contact a member of the examination team or 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