
Examination Information for Candidates

Your son has been issued with his individual timetable, together with the 'notice to candidates' (details as below) which he has signed for to acknowledge receipt and understanding of the contents of each document:

[Candidate Information Controlled Assessments.pdf](#)
[Candidate information On Screen Testing.pdf](#)
[Candidate Information Warning Document.pdf](#)
[Candidate Information Written Examinations.pdf](#)

Please impress upon him the importance of these materials, as it is his responsibility to attend for examination punctually and fully prepared. Your attention is drawn especially to the examination ruling regarding "unauthorised materials" as this includes the ubiquitous mobile phone. It is a serious infringement of the regulations even to take one into the examination room, so ideally, he should leave it at home!

He will need to be in school at least 10 minutes before the scheduled start of his examinations; ie 8.50am for a 9.00am start, 10.50am for an 11.00am start and 1.20pm for a 1.30pm start, in full uniform, with all necessary equipment. Generally, this means pens, HB pencils, ruler, rubber, calculator and protractor. Specific items for specialist subjects may be needed. Please refer your son to the relevant Head of Department who can help in this matter. A black ballpoint pen will be needed for "objective test answer sheets".

May I remind you that special provision can be arranged for candidates who have some specific needs, which may affect their examination performance. This can, for example, consist of extra time. It is vital that the school is informed of any requests as soon as possible as arrangements have to be made with the examination boards. Special consideration is another option which can be used when students are taken ill during the examinations. Any requests must be supported by medical evidence and be directed to Mr Hughes (Examinations Manager).

Public Examination Results Procedures

Thursday 18th August 2011 – GCE A Level Results:

Upper Sixth – the Upper Sixth are expected to collect their results in person at 9.00am. Senior staff will be available to discuss implications for University entrance and the school's careers officer will also be on hand. If they wish to authorise someone else to collect their results (including parents), **they must do so in writing or by completing the proforma below, ensuring that this is sent directly to:**

**Mr Hughes – Examinations Manager or
Mrs Dodd – Examinations Officer**

Formal Authorisation for Results Collection.pdf

The Examinations Manager or Examinations Officer should already have received such authorisation, although the nominee may bring it with them on results day. University admissions tutors will usually only discuss changes to the entrance requirements, post-results, with the candidate. So boys ought to be available in person to manage their own university entrance arrangements.

Lower Sixth – the Lower Sixth will receive an envelope with their results in which will be available for collection at 11.00am. This will contain important information appertaining to procedures which must be followed to, for example, access to a photocopy of their examination scripts by 24th August (to inform decisions on re-sits etc). Deadlines are tight and absolute, with all requirements needing to be made by 12th September. Students will therefore need to be proactive upon receipt of their results.

Thursday 25th August 2011 – GCSE Results:

Year 11 – Year 11 are expected to collect their results in person at 9.00am. Senior staff will be available to discuss implications for entry to our Sixth Form and the school's careers officer will also be on hand. If they wish to authorise someone else to collect their results (including parents), they must do so in writing. **The Examinations Manager should already have received such written authorisation, however the completion of the proforma below will ensure this takes place. Pupils should ensure this is sent directly to:**

**Mr Hughes – Examinations Manager or
Mrs Dodd – Examinations Officer**

Formal Authorisation for Results Collection.pdf

Year 9 and Year 10 – Pupils in Years 9 and 10 will receive an envelope with their results in which will be available for collection at 11.00am. If they wish to wait until the start of the Autumn Term to collect it, this is quite acceptable.

In the event that your son is away from home, in another part of the country, results can be posted to him. A large A4, stamp-addressed envelope will need to be left with the Examinations Manager beforehand.

Please note that results cannot be issued over the telephone or via email.