



Friday 8th June 2018

Dear Parent

Key Stage 3 Summer Examinations 2018

I am writing to inform you that there are to be formal examinations for all students in years 7, 8 and 9 in the core subjects of English, Maths and Science. An examination timetable accompanies this letter showing days and times for specific exams for each year group. Years 7, 8 and 9 have had an assembly outlining the examination protocol and expectations.

The exams will take place in the main school hall with smaller venues arranged for those students with special considerations. They will take place at different times between Monday 18th June and the last exam on Monday 26th June. If students do not have an exam they will attend lessons as normal. Some non-core subjects will have classroom-based examinations in this period. Your child will be informed of these examinations by their teachers in lessons and via Firefly. Catch up sessions will be arranged for any students missing an examination.

We feel that it is important for students to know and practise examination protocol thereby acquiring and developing good examination techniques. Most of the subjects that the students will be studying at GCSE level will be linear, with formal external examinations at the end of the two year course. In this respect we feel students will benefit from experiencing a formal examination setting earlier rather than later, so that they get used to the atmosphere and the conditions required.

The Key Stage 3 examinations are organised to enable students to practise working under examination conditions and the results will be used to inform teachers of the progress that students have made.

Please take time to look at the timetable and information attached with your child so that they become familiar with the conduct required in the examination room, equipment needed for their examination and the seating arrangements.

Thank you for your continued support. If you wish to discuss this further please do not hesitate to contact me at t.houghton@tarletonacademy.org or via the school office.

Kind regards

Mr T Houghton-

Assistant Headteacher – Curriculum and Assessment

Outstanding education at the heart of the community



Summer 2018

KS3 Examination Timetable: Hall Sessions

Day (WK2)	P1 8.45am-9.50am	P2 9.50am-10.50am	P3 11.10am-12.10pm	P4 12.10pm-1.10pm	Pm Reg 1.50pm-2.15pm	P5 2.15pm-3.15pm
Monday 18th June				11.30am Start: SCIENCE: Year 8 (1hr)		MATHS non calc: Year 7 (1hr)
Tuesday 19th June	PSHCE DAY		PSHCE DAY		PSHCE DAY	
Wednesday 20th June	Science: Year 9 (1hr30min)		ENGLISH: Year 7 (1hr30min)		MATHS non calc: Year 8 (1hr)	
Thursday 21st June			ENGLISH: Year 8 (1hr30min)		ENGLISH: Year 9 (1hr)	
Friday 22nd June	MATHS non calc: Year 9 (1hr30min)		SCIENCE: Year 7 (1hr)		MATHS calc: Year 8 (1hr)	
Monday 25th June	MATHS calc: Year 9 (1hr30min)					

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates

For written examinations – effective from 1 September 2017

**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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.