

2nd February 2015

Dear Examination Candidates and their Parents/Guardians

Along with the information listed below, students must familiarise themselves with the 5 documents, 'Information for Candidates' on this page of the website: (<http://www.nmbec.org.uk/page/?title=Examinations&pid=79>).

About External Examinations:

An external examination can **only** be taken at the time set by the Awarding Body (Examination Board). This time can only be altered under the special circumstance where the student is timetabled to take two or more examinations with the same start time; this is called a 'timetable clash'.

Timetable clashes will be resolved before the examination season commences and students who are affected will be informed of timetable changes. (Short examinations of an hour or less, timetabled with the same start time, will be run one after the other and students will not be individually informed of this).

Any student who misses an examination, for whatever reason, **will not** be able to take the examination at another time. It is very important that examination candidates read their timetables to ensure that they **attend at the correct time**.

Timetables can be emailed to Students, Parents/Guardians; please ensure that we have your email details on our system.

Punctuality:

Candidates must be lined up at the meeting place at 8:30 for morning examinations and 1:15 for afternoon examinations. The location of the meeting place is weather dependent and details of the location will be posted daily in the Old Dining Hall

Students should be on time for examinations as late arrivals may not be allowed into the examination room and if they are allowed to take the examination they may not be allowed the full time. Late arrivals will only be admitted to the examination room in special circumstances and at the discretion of the examination officer. Anyone arriving very late and being allowed to sit the examination will have a report sent with their examination script to the Awarding Body who will choose whether or not to accept the script.

Students late for an examination should report to the Front Office where a member of staff will inform the examinations officer before they are escorted to the examination room.

Please inform us of the student's mobile telephone no. so that we can contact them if necessary, especially if they are running late.

If a student is unwell:

If a student is unable to attend an examination due to sickness then the parent/guardian should phone the school to explain the student's absence. A doctor's note should be obtained and submitted to the school.

If a student is unwell but parent/guardian considers them well enough to sit the examination then the examinations officer should be contacted prior to the examination to consider the situation and possibly make special arrangements for the student.

Equipment

Equipment needed for the examination must be contained within a clear plastic pencil case or clear plastic bag. Students must bring two or three **BLACK** pens, a ruler and a pencil for rough work.

Subject teachers will inform students of extra materials needed. If a calculator is required students are responsible for ensuring that it is in good working order.

Calculator instructions and lids will not be allowed on the examination desks - neither will eyeglass cases.

Water

Students may bring a clear plastic bottle of still water into the examination room – please remove the label from the bottle.

Belongings

Bags, along with mobile phones and other electronic material should be stored in the student's locker prior to the examination.

Results

Results days are:

GCE: Thursday 13th August 2015

GCSE: Thursday 20th August 2015

These results are provisional until certificates are issued.

Results can be collected from 9am until 10am in the Enterprise Hall; uncollected results will be posted in the afternoon. If you have moved house recently please check with Front Office that your address is correct.

Results cannot be collected by friends or relatives unless arranged earlier with the Examinations Officer.

Certificates

Certificates can be collected from the Front Office from December 2015.

Coursework/Controlled Assessments

Coursework and controlled assessment folders can be collected from school in Jan 2016. Please liaise with the Department concerned to book an appointment.

Mrs P Shawwa
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