



Moreton School

Exams Information Guide



Know your KEY DATES 2016

(see page 2)

EXAMINATION BOARDS

The School uses the following Examination Boards:

AQA, Edexcel and OCR.

If you have internet access at home please look at the following web addresses. They have useful hints and tips on how you and your child can get the best out of taking exams

www.aqa.org.uk

www.edexcel.com

www.ocr.org.uk

Also - why not check out other exam revision sites:

www.bbc.co.uk/schools/gcsebitesize/

(Covers all GCSE subjects)

MORETON SCHOOL

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Wolverhampton
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Fax: 01902 558306

E-mail: enquiries@moretonschool.org

Web: www.moreton-school.org

Remember, Remember...

An exam survival quick check list

1. *Make sure you and your child know what exams they are taking and when*
2. *Make sure your child is prepared for their exams*
3. *Make sure your child attends all exams on time*
4. *If your child is unable to attend you MUST contact the school before the exam starts*
5. *If you have any comments/ concerns contact the exams officer*

Miss D Kinsella

Exam Officer

Exam room photo by David Hawgood used under a Creative Commons Licence.

How you can help....

BEFORE THE EXAMS

Exams can be a very stressful time for both pupils and parents/carers.

TIMETABLES

You will receive an individual timetable showing your child's specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong contact Miss Kinsella immediately

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

Make sure your child has all the correct equipment before their examinations. (Black Pen, Pencil, Ruler)

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the "Notice to Candidates", which is issued jointly by all the Examining Boards, is displayed inside and outside of the examination room. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination.

Candidates who arrive late for an examination may still be admitted but will not receive any additional time. Full School Uniform must be worn by all students attending school for examinations.

Pens should be black ink or ballpoint. No erasers or correction pens are allowed.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations.

ABSENCE FROM EXAMINATIONS

If your child experiences difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.

A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.

Exams Window 2016

Exams will take place
between:

Summer Exams

Monday 16th May 2016

to

Friday 1st July 2016

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on:

Summer Exams—Thursday 25th August 2016

If you wish any other person (including family members) to collect your child's results on their behalf, they must give their written authorisation to school before results day.

No results will be given out by telephone under any circumstances.

PRESENTATION OF CERTIFICATES

A Presentation Evening will take place when it is hoped that you and your child will be able to attend to receive their certificates. Invitations will be sent out with full details nearer the time.

Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. If candidate supplies the school with a SAE we will post out the certificates after Presentation Evening.

Moreton School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. We therefore urge your child to collect their certificates on Presentation Evening or as soon as possible thereafter and to keep them safe.