



WESTFIELD
ACADEMY

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Headteacher: T.Body BA (Hons), MA

March 2018

Dear student,

Summer 2018 External Examinations Timetable

I enclose a copy of your individual exam timetable. Please check by the outside doors by the Canteen before the exam for any late changes to times or venues, also to check the seating plan so you know where to sit. A copy of a notice from the Joint Council setting out the Rules and Regulations for exams sat in this country is on the reverse of this letter – any breach of rules or regulations will result in your paper being cancelled.

- **PLEASE CHECK SPELLING OF NAME AND DATE OF BIRTH ON YOUR TIMETABLE, AS THIS IS WHAT WILL APPEAR ON YOUR CERTIFICATES** – see me if you have any doubts about this.
- **Make a note of these dates in your Diary**

Before exams:

- Please assemble in the Quad (8.30 am for morning exams and 12.30 pm unless otherwise stated for afternoon exams) unless otherwise stated.
- **YOU MUST PLACE YOUR BAG OR COAT ALONG THE SIDE OF THE ROOM B128 WHERE INSTRUCTED. PLEASE ENSURE YOU HAVE NOT LEFT ANY EQUIPMENT IN YOUR BAG.**
- **NO MOBILE PHONES/ANY TYPE OF WATCH** OR ANY OTHER FORM OF WEB ENABLED/DATA STORAGE/ELECTRONIC COMMUNICATION DEVICES TO BE BROUGHT INTO EXAM ROOM. **YOU WILL BE DISQUALIFIED** FROM THE PAPER (AND POSSIBLY THE WHOLE QUALIFICATION IF YOU ARE CAUGHT IN POSSESSION OF A MOBILE PHONE DURING THE EXAM). THE SCHOOL WILL CHECK FOR MOBILE PHONE SIGNALS (WITH A SPECIAL DEVICE) DURING THE EXAM PERIOD.
- **You may bring a bottle of water only – no squash or fizzy drinks – take label off bottle.**
- **CHECK YOU HAVE NO NOTES IN YOUR POCKETS OR ANYTHING WRITTEN ON YOUR HANDS/CLOTHING.**
- **Once you enter the Exam room DO NOT leave without permission, raise your hand at this stage and wait for an Invigilator**

Equipment

- You must come to the exams with all the correct equipment. You must have at least two **BLACK** pens which must be in a clear pencil case. You must provide your own calculator where one is needed (CLEAR ANYTHING STORED IN CALCULATOR & TAKE CALCULATOR COVER OFF AND LEAVE IN YOUR BAG) - NO TIPPEX. You must not take any books or papers in to the exam unless you have been instructed to do so.
- **DO NOT BRING YOUR PHONE/WATCH INTO THE EXAM ROOM – IF YOU DO, YOU WILL BE DISQUALIFIED**

Behaviour:

- Once you are in the Examination area you must be silent and remain silent until you are well away from the venue at the end of the exam. Any disturbance is very serious, and could in extreme cases, result in all your entries in all subjects being cancelled. **Remember**, when you leave, there may well be other students still in the exam room who finish later.

Problems:

- Should you have any problems on the day of the exam please call the school on 01923 231560. If you are unwell on the day of the exam you will need to call the school and then get a medical certificate without delay and send to the school for my attention.

Results:

GCE Results Day
GCSE Results Day

Thursday 16th August 2018
Thursday 23rd August 2018

Yours sincerely,
Mrs C Martin
Examinations Officer