



Raine's Foundation School

Headteacher: Mr Rob Hullett

Approach Road, London E2 9LY

Telephone : 020 8981 1231

Fax : 020 8983 0153

Website: www.rainesfoundation.org.uk

Email: success@rainefoundation.org.uk

Twitter: @RainesFDN

April 2018

Dear Parent/Carer

SUMMER 2018 EXAMINATIONS

This letter is to inform you of arrangements and dates ahead of your son's/daughter's examinations in May/June this year. It contains all the required information and attachments to help you support your son/daughter in the lead up to their examinations. Please take the time to discuss all the areas concerned with your son/daughter.

Enclosed with this letter you will also find the following:

- Your child's "Statement of Entry" listing all the components and awards he/she has been entered for.
- Your child's "Individual Timetable" listing the times and dates of all his/her exams.
- For non-GCSE awards, any other entry statements as necessary.
- A "user friendly" timetable of all the exams taking place
- A summary of the regulations and procedures in place for public exams at Raine's school.

If you find any errors or omissions on the "Statements of Entry" or the "Individual Timetable" you must contact the school immediately.

Regulations

The exam boards and schools have strict guidelines and codes of conduct for the exam period. Any student who does not adhere to these rules and regulations may be disqualified from that particular exam, and in extreme circumstances, all exams. It is imperative that all students familiarise themselves with the conduct for examinations. Most of them are common sense but I urge you to read and discuss them with your child to ensure there is no confusion.

Mobile Phones

JCQ Regulations state that **mobile phones must not be taken into the exam room**. To ensure security of phones we will provide a plastic bag for each student to put their phone in. These will be collected by invigilators and placed in a box before being handed back at the end of the exam. These **phones must be switched off**. If students leave their phones in bags outside the exam room, they do so **at their own risk**, as these areas are unsupervised during an examination

Watches

Watches are permitted in the exam but must be **removed and placed on the desk in full view of the invigilators**.

Equipment

Please ensure that your child arrives properly equipped for each exam with at *least* two **black pens**, a pencil, ruler, eraser and Scientific calculator (where permitted e.g. Maths calculator exams). The school does not routinely provide exam equipment and if we are required to do so, we will be writing to you to inform you of this.

Rooming

Most exams will take place in the main Sports' hall or the Chapel. Seating plans will be displayed around the school indicating rooms and venues, and a timetable indicating rooms will be placed on the school website.

Exam clashes

A clash is when you have more than one exam on the same date at the same time. If you have clashes that are up to 3 hours long in total, you will take the exams one after the other (in line with JCQ regulations). If your clash total is more than 3 hours you will be sent a separate letter with clash arrangements

Separate invigilation and rest breaks

These are mostly for candidates with a **known impairment which has a substantial and long term adverse effect** and are put in place several months before the exam season. The candidates will have a known, long standing, medical or psychological condition, or behavioural difficulties.

Names on certificates

Please check your exam timetable for the correct spelling of the name that will be recorded on your exam certificates. Please inform the school immediately if this information is incorrect. If you fail to inform me prior to the end of exams you will incur a charge to correct your certificates if they are wrong. Your child must write their **legal name** on the front of their exam paper during the exam.

Uniform – hats, coats, scarves, hoodies in the exam hall

Full uniform must be worn in all exams. Inside the exam it is also our rule that hats, coats, scarves and hoodies must not be worn, (except for religious reasons). This is to allow all invigilators to see clearly that students are not concealing anything that could help them in the exam.

Results days

GCE A Level results will be released to students on Thursday 16th August from 9am. GCSE results day will be released to students on Thursday 23rd August from 10am. This will take place in the foyer of the Upper School. We ask that students do not arrive before the scheduled start time. If students cannot attend these dates all uncollected results will be posted after midday on the collection days. A letter with further details about results days will be sent in July.

If you have any queries, please do not hesitate to contact either Mr Metcalfe or Mr Cork using the email addresses below. Thank you for your support.

Yours sincerely

J Cork
Examinations Officer
j.cork@rainesfoundation.org.uk

T Metcalfe
Deputy Head Teacher
t.metcalfe@rainesfoundation.org.uk