**Information for Year 11 pupils and their parents**

**Important External Exam Information for 2019/20**

**Exam preparation**

The Exams Noticeboard in the foyer details the seating plans for each exam and this should be checked by pupils well in advance of exams so they know the exact exam room and seat to go to.

Pupils should be outside the exam room at least 10 minutes before the exam is scheduled to start with the equipment that they need to sit the exam. Please see the attached page entitled: ‘Are you ready for your exam?’, which gives further details.

External exams operate under JCQ regulations so if a pupil is late for an exam they may not be allowed to sit it. If a pupil feels unwell then the Exam Invigilator needs to be informed immediately in order to seek additional help.

**The outline below shows the external exams for Year 11 pupils this 2019/20 academic year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **November Exams****(6-8 Nov)** | **January Exams** | **February Exams****(26-28 Feb)** | **Summer Exams****(Exam season starts 4 May)** |
| Double Award Science | BTEC Sport onscreen exam | Double Award Science | Double Award Science |
|  |  | Single Award Science | Digital Technology |
|  |  |  | Business Studies |
|  |  |  | Maths |
|  |  |  | Geography |
|  |  |  | English Literature |
|  |  |  | History |
|  |  |  | Technology and Design |
|  |  |  | Child Development |
| **Results available 16 January** | **Specific date not given** | **Results available 9 April** | **Results available 20 August** |

**Exam timetable**

You will be issued with an exam timetable by Mrs Hanna after entries have been made for each exam season. Please check this carefully to ensure it is complete and accurate. If there are any errors or omissions, you need to speak to Mrs Hanna immediately. External exam dates and times are set by the exam boards and cannot be changed. It is important that you do not book holidays during term time for this reason. An exam contingency date of 24 June 2020 has been set so all exam candidates must be available on this date.

If you wish to find out exam dates at this stage please visit the CCEA website on <http://ccea.org.uk/qualifications/gcse/timetables>

**Resits**

You can resit any exam once. The highest mark, from either the original exam or the resit, will go forward along with other results in that subject to collate your final GCSE grade. Resit forms are available from the School Office and class teachers. There is a fee for exam resits which varies per subject. A deadline date for payment of resits will be sent by text to parents. A resit application would normally be requested and payment processed within one week of the results coming out.