

JAR/SRY

October 2012

Dear Parents

The forthcoming academic year will be of vital importance to your son/daughter as they prepare to take their GCSE examinations in May/June 2012.

All public examination students have to comply with regulations for candidates issued by the Joint Council for Qualifications, JCQ. JCQ is the regulatory body for all Examination Boards in the UK.

Every effort has been made to ensure that JCQ regulations are clear and familiar to our students. To assist students they have been issued with a copy of notice to candidates sitting public examinations or Controlled Assessments and a copy of notice to candidates preparing coursework and portfolios for submission as part of their final examination. Students have also been given a copy of our own examination booklet which gives them information and reminders pertinent to Chew Valley students.

Staff will give students support and assistance towards preparing for their final examinations throughout the forthcoming year. Deadlines for coursework and dates for Controlled Assessments are set by class teachers and will vary depending upon your son/daughter's subject choices.

It may be of some assistance to parents/carers to have some overview of what to anticipate throughout the forthcoming academic year:-

December 2011	Trial examinations – Wednesday 7 December-Friday 16 December These help staff to ensure a correct tier of entry is made to enable students to meet or exceed their Challenge Grade and provide valuable experience of exams for students
January 2012	GCSE entries made. Parents' Evening – Thursday 2 February 2012
February 2012	Students Statement of Entry issued. Students <b>must</b> check their subjects and tiers of entry are correct and notify Exams Office if any queries.
March 2012	Students' Individual Timetable issued. Please note this is to advise of DATES and TIMES to assist students prepare and begin work on their revision schedule.
April 2012	Students FINAL Individual Timetable issued. This final timetable indicates <b>the venue</b> for each subject paper. It is VITALLY important to keep this safe and to ensure that students know where to go for every exam. <b>The students do not necessarily sit all of their exams in the same location.</b> Where they are seated depends upon total entries/tiers and other exams being taken at the same time. <b>Please note, date, time and venue are NOT NEGOTIABLE.</b> If a pm exam paper is of 2 hours duration you may need to arrange transport home as coaches cannot be held back.
April/May 2012	Oral exams/Art practical exams take place in school.
May/June 2012	Main period for written examinations.
Term 6 2012	Induction Day for students returning to Sixth Form – <b>Friday 29 June 2012</b>
August 2012	GCSE results issued to students – <b>Thursday 23 August 2012</b>

Parents/Carers frequently request information regarding the dates of their son/daughter's final examination. This information is available on the Individual Timetable issued before the Easter holiday. **It is not possible** to advise of individual dates prior to this as the Centre has to confirm all Statements of Entry are correct first.

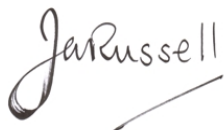
There is one vitally important piece of information students must memorise. On the top of their Statement of Entry and on their Individual Timetables there is a four-digit number, their personal exam number. Students are required to write this number on every piece of coursework, every Candidate Authentication Form and every written exam paper. The students need to be in each exam location, as notified in their final exam timetable, and to sit at the desk which has their exam number on. Year 11 students will have a 4-digit candidate number beginning 7 - - -.

For Public Examinations students must be present in the exam venue **10 minutes before** the timetabled starting time. This is to ensure all notices are delivered and that students are in the correct location with the correct paper in front of them, no mean feat for the invigilation teams when at Chew Valley we frequently have up to 14 venues in operation at the same time. Students have to supply their own pens, pencils and mathematical equipment. Please note that we advise BLACK ballpoint or ink pens, in accordance with JCQ regulations. Gel pens are not permitted.

You will be able to find information regarding JCQ regulations on the two notices to candidates. Please be aware that these are JCQ regulations and all exam candidates have to follow them. Every year the school will receive at **least** one inspection visit. These visits are spot checks which enable the JCQ to confirm that exam regulations are being conformed to within each registered centre.

Please sign the acknowledgement slip and return this to Mr Brown via your son/daughter's tutor.

Yours sincerely



J A Russell (Mrs)  
Director of Qualifications & Achievements

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**Reply Slip**  
**Please return to Mr Brown via tutor**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

I acknowledge receipt of Mrs Russell's letter dated October 2011 outlining examination procedures at Chew Valley School.