



TO ALL YEAR 11 STUDENTS AND THEIR PARENTS/CARERS

ARRANGEMENTS FOR GCSE PUBLIC EXAMINATIONS 2022 AND PUBLICATION OF RESULTS

This information should be shown to your parents and kept in an easily accessible place, (eg noticeboard), for reference.

A. TEACHING DURING THE SUMMER TERM

Normal lessons will continue up to and including **Tuesday 17th May 2022**.

B. REVISION PROGRAMME

Exam practice will be taking place during normal lessons. In those lessons where there are no examinations or where examinations have already been completed students will also be able to do their own supervised revision. Additionally, specific revision sessions have been timetabled during the school day.

C. CONDUCT OF EXAMINATIONS

Please read this in conjunction with the Candidate Exam Handbook which has already been issued to students.

1. The correct school uniform **MUST** be worn at all times both for examinations and whenever you are in school. If you do not wear school uniform, you will be refused admission to the examination room. **The usual school rules also apply to hair and jewellery so don't do or wear anything silly. You must be silent from when you enter the examination room. You are not allowed to wear a watch in your examination room. Clocks are available so that you can monitor the time.**
2. Please be punctual – morning examinations start at **9.30 am** and afternoon examinations at **1.30 p.m. unless otherwise stated. Please check your personalised timetable as times may vary.** You should be ready to take your place **fifteen minutes** before this. If you are unable to come or have been delayed, you must telephone the school (**01386 765588**). If you are really ill a medical certificate must be obtained from your doctor and sent to the school addressed to the Examinations Officer, so that the examination board can be informed. If you have an unconfirmed absence you will be liable to pay the examination fee.
3. Candidates must know their Candidate number. **Students will be issued with an Identity Card which they must take to every examination.** Daily arrangements will be displayed on the examination noticeboard in the concourse showing the examinations that are taking place and where they are being held. Seating plans will also be displayed and you must check these so that you know where you will be sitting.
4. You will not be allowed to leave the examination room before the examination ends. You must make arrangements to get home if the examination goes on after normal school hours. Please see Page 5 of the Candidate Exam Handbook to see what to do if you have an examination clash.

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Working in collaboration with Bredon Hill and St Ewain's Middle Schools

5. The rules for conduct in the examination room must be observed **ABSOLUTELY**.
6. Candidates must leave their question papers at the end of every examination.
7. If lessons or other examinations are still in progress when you finish your examination move away quietly.
8. Mobile telephones and other electronic devices such as smart watches must **NOT** be taken into the examination room under any circumstances. Watches of any kind are not allowed in the examination room. Only a clear plastic bottle of water is allowed and this must be left on the floor. There should be no label on the bottle.
9. Students who fail to attend an examination will be charged the entry cost of that examination unless it is due to illness, in which case the school should be notified and medical evidence provided.

D. VISITS TO THE TOWN

You should not go into town during the time between one examination and another or between the end of an examination and the arrival of the school buses. A room will be made available for private study at these times.

E. RETURN TO SCHOOL

GCSE Candidates who are definitely leaving school will not be required after the examinations. Speech Day will be taking place on **Friday 8th July 2022**. Students who have won prizes will be notified and be invited to attend, with their parents, if they wish.

F. SIXTH FORM INDUCTION DAY

This will be held on **Monday 27th June 2022**. During the day Heads of Departments will be available for individual as well as group discussions. The afternoon will include a session which will look at desirable subject combinations in the light of career aims. The Induction Day will also provide an opportunity to look at the general aims and expectations of the Sixth Form. There will be a variety of taster sessions in subject areas. Uniform must be worn.

G. PUBLICATION OF GCSE RESULTS

Your GCSE results will be available for collection on **Thursday 25th August 2022**. We do our very best to issue the results in the most sensitive manner possible. In order to help us achieve this please would you make sure that you have understood the following:-

- Even though there may be press speculation about GCSE results earlier in the days prior to their publication, the school is not allowed to issue results before **Thursday 25th August 2022**.
- On the morning of 25th August your teachers will have a lot of work to do to gather the results together before they can be issued to you. **Please do not arrive at school before 9.00 am**. If the staff are disturbed in the work they have to do, the publication of results will be delayed. Whilst we expect most of our students will wish to pick up their results shortly after 9.00 a.m. you will be able to collect them up to **1 pm but not later**.
- Staff will be working under extreme pressure on the morning of 25th August and we therefore expect students to pick up their results personally. If this is really impossible, for example as a result of a foreign holiday, then we will be able to give results by telephone, but please do not ring up unless it is strictly necessary and in any case **not before 10.30 am**.

- There are bound to be a few students who wish somebody else to collect their results on their behalf. In order to protect privacy and avoid embarrassment I am sure you will understand that we must ask for written confirmation of this arrangement, even if it is the parent who will be collecting the results. This written confirmation should be sent to Mrs M Wall, Examinations Officer at the school (or via e-mail to phhsexams@princehenrys.worcs.sch.uk). It would be helpful if this confirmation could be received during the course of this term.
- If students are unable to attend Results Day, results will be posted home on Thursday 25th August 2022.
- Due to Data Protection if you know in advance that you will be unable to pick up your results, please let the Examinations Department know before you leave school to begin your exams.
- Following the publication of results Senior Staff will be available to help you with GCSE advice 'clinics' on the following day:-

Thursday 25th August 2022 : 9.00 am until 2 pm

N.B. All those intending to enter the Sixth Form at Prince Henry's will need to follow the procedure laid out on Induction Day. The deadline for returns from this process will be **4 pm on Friday 26th August 2022. Those students who miss this deadline may find some courses are oversubscribed. Any students needing to discuss their Option Choices should attend one of the above clinics.**

Further information about these clinics will be available when you receive your GCSE results.

H. CERTIFICATES

Certificates may be collected during school hours from the school's reception after **1st December 2022**. If you wish certificates to be posted to you please email phhsexams@princehenrys.worcs.sch.uk to arrange to pay the **£6.50** cost to cover first class special delivery. In line with legal requirements, any certificates which are not collected within five years of their date of issue will be destroyed. Replacement certificates will need to be requested from the appropriate exam board(s) who will charge a fee of approximately £40 per certificate.

Finally, may we wish all of you every success with your examinations.

Yours sincerely



Dr A Evans
Headteacher

BJF-AMD-LtrExamResults2022

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PLEASE SIGN AND RETURN THIS SLIP TO THE FORM TUTOR AS SOON AS POSSIBLE

Student Name: Form:

I acknowledge receipt of the letter detailing the arrangements for the GCSE examinations and Publication of Results for Summer 2022.

Signed: Date:
Parent/Carer