



Solihull School

7 May 2010

To Parents of Lower Fifth Pupils

Dear Parents

Lower Fifth Examinations, June 2010

I am writing to you to explain the arrangements for the Lower Fifth during the exam period in June. The exam timetable is on the school website, so that you will be able to check when your son/daughter has exams.

Internal exams for the Lower Fifth run from **Monday 7 June to Friday 11 June**. Normal lessons for the Lower Fifth will recommence on **Monday 14 June**. However, in addition, there are a number of external GCSE modules for Lower Fifth students. Your son/daughter will have received a Statement of Entry for these examinations and they are also highlighted on the term timetable sent by ParentMail.

The general principle during the **internal exam period** is that pupils do not have to be at school when they do not have exams, but if they do come into school to revise, they must do so in the Library (or in a separate study room that may be allocated to them if the numbers are large), having signed in at Reception. A copy of the Examination Code of Conduct accompanies this letter. It is expected that pupils will wear school uniform to all exams and revision sessions.

Lunches will be available for those who request them in advance, but it will not be possible to have them without prior arrangement.

If a candidate misses an internal exam, he/she should appear at the next free exam session and an exam paper will be awaiting them; he/she should not wait until the end of the exam period to take the missed exam, if at all possible.

It is not possible to sit an external examination after the published date and time. It is therefore vital that pupils arrive in good time for their external GCSE modules.

I do hope the exam period will go smoothly and successfully for your son/daughter, but please do not hesitate to contact me if any problems arise.

Yours sincerely

M J Garner
Head of Middle School

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MIDDLE SCHOOL EXAMINATIONS: JUNE 2010

Conduct of Examinations

- 1) Candidates should report to the exam room **15 minutes** before the exam is due to start. Exams for the Lower Fifth will mostly take place in the Sports Hall. However, a few have been moved to the Bushell Hall or the Old Music School, so please check the examination timetable. Please note that the start time for afternoon exams is **1.30 pm**. Seating plans will be on notice boards in the Sports Hall Gallery or at the Bushell Hall/Old Music School entrance. Music/Art examinations take place in those departments.
- 2) Sports Hall candidates should leave their bags in the Gallery. Bushell Hall/Old Music School candidates should leave their bags in the entrance area of each venue.
- 3) Candidates should observe the strict rule of **silence** in the examination room. Please raise your hand if you wish to speak to an invigilator. You should point out any distractions to an invigilator.
- 4) No paper of any sort should be taken into or from the exam room. No books or briefcases should be brought into the exam room.
- 5) **Any candidate who misses an exam must report (to the Sports Hall) at the earliest opportunity to take the exam and not wait until the end of the week.**
- 6) A revised lunch timetable for the examination week will be published. Pupils can only have lunch if they request it in advance.
- 7) Pupils do not need to be at school when they do not have an exam. The Library will be available for **quiet** revision should pupils arrive early for an exam. (An overspill room will be made available if numbers are too great). **IF PUPILS ARE AT SCHOOL BUT ARE NOT TAKING AN EXAM DURING THAT SESSION, IT IS ESSENTIAL THAT THEY SIGN IN AT THE LIBRARY.**
- 8) If exams finish early, pupils must be quiet in corridors and near teaching rooms.
- 9) Any attempt to take unfair advantage or to enable another candidate to do so is a serious offence and strong action will be taken against the offender(s).

Instructions for Answering Papers

- Read the question papers carefully and write your answers clearly.
- Write on both sides of the paper, unless told otherwise.
- **Pencil cases must be transparent.**
- **Calculator covers must be handed to an invigilator.**
- **Pupils must not have mobile phones in their possession. They should be left in their bags and switched off.**
- Write your name on **each** piece of paper as you write; extra time will not be allowed for this at the end of the exam.
- Arrange your pages in the correct order. Leave spaces between questions attempted. In a translation, a blank line must be left whenever a word or phrase is omitted.
- At the end of the exam, **hand** your answers to the invigilator, having checked that you have collected together all your answers.
- The question papers will be collected at the end of each exam.