



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear, NE38 8AF
Tel: (0191) 716 1700 Email: school@str.bwcet.com

Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

28th March 2024

Dear Parent/Carer

Information re: Summer 2024 External Examinations

As you will be aware, your child will be sitting external GCSE examinations beginning early May 2024. It is important that we point out to both parents and students that external exams have many different rules to internal exams. We ask that you discuss the following information with your child.

- The dates and times of external exams are set by the exam boards. We are not able to deviate from these times and students will **not** be able to catch up any missed exams. Students' attendance in external exams is essential even if your child feels a little unwell, as this is their only opportunity. Where absence is absolutely necessary, proof of illness through a doctor's note will be required.
- The following items are banned from exam venues: mobile phones, MP3 players, **all** watches, including smart watches and analogue watches. Students are not permitted to have any electrical device on their person in an examination venue, even if the device is turned off. Following JCQ examination regulations means that students may be reported to the exam board in circumstances of a breach to the rules which may lead to a loss of marks for a paper, loss of grade for a qualification or disqualification for a number of examinations within an examination board.
- The start of morning exams is 9.00am. It is essential that students be on the school site in plenty of time when they have an exam.

To support students in preparation for the upcoming exam season, all Year 11 students were informed of the rules and expectations via a whole year group assembly given by the Senior Leadership Team. To further support both students and parents/carers, we would like to draw your attention to a number of relevant JCQ documents, exam posters and candidate information video which can be accessed via [this link](#) to our website. We strongly suggest the three tiles are viewed by both parent/carers and students in advance of the start of the examination season;

1. Exam Guidance For Students And Parents 2023-2034
2. Exam Office Candidate Information Video
3. JCQ Preparing To Sit Your Exams

Whilst the examinations are taking place, smooth running is essential. Therefore, I would like to request your help and support. Students should ensure they have the correct equipment with them for each exam, this usually consists of;

- **black pen (biro only, no gel pens)**
- **pencil**
- **ruler**
- **eraser**
- **pencil sharpener**
- **scientific calculator (without a case)**



During our practice examinations, we noticed a large number of students were not fully prepared with their equipment.

Calculators are allowed in examinations unless stated otherwise e.g., non-calculator Mathematics exams. They should therefore be brought to all examinations, in particular Mathematics, all Science exams, Geography and Business etc. For further information see '[FAQ – Using Calculators](#)' on the school website.

GCSE results for Year 11 students will be issued on **Thursday 22nd August 2024**. Further details will be provided regarding results collection and our registration to sixth form. Should a student be unable to collect their results on the day, they may:

a) contact Miss L Duffy (Examination Officer) with a signed letter stating, 'I *insert student name* would like my GCSE results to be collected by *insert designated person* on GCSE results day 22nd August'. The designated person should be a friend or family member, and the school must have written consent before handing out any results.

b) send an e-mail from their current school e-mail account to exams4609@str.bwcet.com stating 'I *insert student name* would like to request that my GCSE results to be e-mailed to my school account on GCSE results day.' We can only send results to school e-mail accounts.

The Exam Awarding bodies and JCQ (The Joint Council for Qualifications) have arranged 3 contingency sessions on the afternoons of **Thursday 6th and Thursday 13th June** and **all day Wednesday 26th June**. These sessions would be used in the unlikely event that an exam had to be moved nationally because it could not take place when planned. **You must be available for all 3 contingency sessions, even if you do not have exams scheduled on that day.** These sessions cannot be used to reschedule an exam that you have missed. If an exam has to be moved to one of these sessions, the school will inform you of the change.

This means that all exam candidates **must be available to sit exams up to, and including, Wednesday 26th June 2024**. This decision is not a school decision and applies to all candidates in all schools nationwide. Please make a note of these important dates as it is common practice, and completely understandable, for many families to book holidays at the end of June and into July to take advantage of the lower prices available. However, it would be devastating for a student to miss out on a good grade, after working hard during the GCSE course, because they may be absent from a rearranged final exam.

Finally, we are aware that this can be a time of pressure for our students, however, we are confident that they will rise to the challenge and allow their light to shine. We wish all our students good luck in their examinations and for the future. We look forward to celebrating their success in August.

Yours faithfully



Mr Mitchell

Senior Teacher



Miss L Duffy

Examination Officer

