

# MALTON SCHOOL

## EXAMS NEWSLETTER



# ISSUE 4

## May 2007

### Year 11 Final Edition

Welcome to our last exam special, where we address some common issues that occur each year as students approach final exams.

#### Exam Timetables

Personal examination timetables giving subject, date and time for all exams have been issued to all students. We cannot emphasise enough how important these are. If one has gone missing, it needs replacing.

### The Final Countdown

Normal lessons will essentially continue, with some special changes, until **Thursday 24 May**.

The students have had an exam briefing. Full attendance will be expected.

#### Exams before the half term holiday

Wed 16 May	am	General Studies 1
	pm	ICT Key Skills
Fri 18 May	am	Physical Education
	pm	Citizenship Music (Listening)
Mon 21 May	am	General Studies 2
Tues 22 May	am	English Literature

On Thursday **24 May** there will be a special programme. Students will be invited to attend in smart casual non-uniform. Normal timetable will operate with minor modifications to times, and in the morning there will be a special assembly and a breaktime reception. A photo session will take place at lunchtime, and a special Year 11 lunch will be provided free, and served by members of staff. The afternoon will close with a review of the year, some stage performances and presentation of relevant progress files .

Friday **25 May** will be a personal planning day. We expect students to use the day to plan their revision programmes for half term and until the end of the exams. Students may come to school for assistance with this, or those who have demonstrated good study skills in recent weeks may choose to carry out the process at home. Year 11 teachers will be in their normal rooms at normal times on this day.

After half term normal timetable will be suspended. Attendance will not be compulsory other than for exams, although some revision lessons may run by arrangement with subject teachers. Supervised private study facilities will be made available for those who prefer not to study at home, normally in the school library. Staff will be available to help with problems - but by arrangement in advance, please.

During the main period of exams, “pep-talk” revision sessions will be held just prior to each exam, from 8.50—9.15 for morning exams, and from 1.00—1.20 for afternoon exams.

These will take place in Room 2 and the maths rooms. Exams will start at 9.30 in the morning, and 1.30 in the afternoon. Students are expected to attend these booster sessions - we will be checking for attendance during this time and alerting home to any unexplained absences, in order that we have full attendance in the exam. ***It must be stressed that exams may not begin later than the above times.***

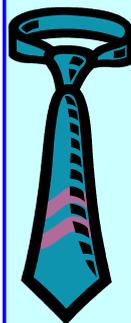


The school canteen will be made available to Year 11 students during periods 2, 3 and 4, a privilege normally reserved for A-level students. Drinks and light snacks may be purchased during these times. This privilege is subject to appropriate behaviour in the hall and will be withdrawn if problems occur.



### Dress code

After much consultation we have decided to allow students to adopt the Sixth Form dress code during exams - that is, smart casual wear, no jeans or shorts, please. We hope students will not abuse this privilege, and we hope that proper modesty will pertain during any sunny weather. Naturally uniform may be worn if preferred. We want students to be concentrating on the exams, not on their good looking friends!



## Exam Regulations

Students have been given a full exam briefing on 15 May (prior to their first major exam) Some advice on problems which can occur during the exam period is given on this page.

## Illness



If you know that your son or daughter will be unable to attend because of illness please:

1 - Phone school as soon as possible and leave a message on the answerphone or with the secretary.

2 - Obtain a medical certificate or doctor's note. We have to prove to the exam board that the reason for absence was genuine. The certificate must be forwarded to the exam board within seven days of the missed exam.

## Mobile Phones

Very useful modern technology, particularly during the non-routine days at exam time. However, they are a big concern for exam boards. Students can expect the following consequences for having a mobile phone in the exam room:



Offence	Consequence-
Mobile phone off	<i>Zero marks for component</i>
Mobile phone on	<i>Disqualification from subject</i>
Attempt made to use a phone for any reason	<i>Disqualification from all subjects</i>

A box will be provided in all exam rooms to deposit phones on entry and collect at the end of the exam. They must be turned off.

## Be On Time



Please check and double check exam timetables

If exams are missed due to misreading the timetable, or sleeping in, the exam boards are not sympathetic. Zero marks will be awarded.

## Behaviour

Normal rules apply.

Of particular importance is that no attempt to communicate with other candidates in any way in the exam hall.

Any misbehaviour will be treated very seriously: exam boards will be informed of any misdemeanours.

Students must stay in the exam hall until told to leave. They must not disturb other candidates in any way, even if they have finished their exam paper.

## Exam Officer

Mr Wallen is our Exam Officer. If you have any problems during the exams please contact him. If he is not available he will return your call.

## Reminders from Issue 2

### Part Time Work

- Keep it to a minimum; reduce if possible
- Don't take on any more
- Keep it in balance—never use it as an excuse for not completing work
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### Holidays

Please, no holidays until after 29 June!

### Leaving Date

This is set for **Friday 29 June**. Students must return all books and complete a leavers sheet on or before this day. Arrangements will be made for students to hand in text books on the day of the final exam for each subject.

Use your noggin.  
Be prepared.



*If you fail to prepare  
Be prepared to fail*