

3rd March 2020

Dear Parent/Carer

Re: Year 11 Summer Examination Timetable

Please find attached a copy of the skeleton timetable for the Summer Exams. This is also contained inside the revision timetable that we have given your child. A personalised timetable, specific to your child, will follow later this month from Mrs Regan (our exams officer).

JCQ have informed us that a contingency day will be timetabled for this year. This is in case a significant, unexpected event arises nationally or locally during the exam period such that no students (or a large number of them) are able to take an exam when planned. If exams have to be postponed, then they will be re-arranged to take place up to and including **Wednesday 24th June 2020**. This means that all students must be available for exams until the end of this day, which is after the last exam shown on the timetable.

There are also several non-timetabled exams or moderation sessions:

GCSE PE Practical Moderation:	Wed 11 th March, Thu 12 th March, Mon 30 th March
GCSE Dance Moderation & Exam:	Wed 25 th March
GCSE Drama Practical Exam:	Wed 1 st April, Thu 2 nd April
GCSE Art Exam:	Mon 27 th & Tue 28 th April or Wed 29 th & Thu 30 th April
GCSE MFL Speaking Exams (French & German):	Thu 23 rd April – Thu 7 th May

Included on the reverse of the timetable is the current examination Information for Candidates provided by the Joint Council for Qualifications (JCQ). We would be grateful if you could take the time to go through these regulations with your child to ensure they have read and understood everything contained within them. Failure to follow any of the examination requirements is extremely serious and risks jeopardising results from all examinations sat by a student. We would also ask that your child attends each exam in the correct, full uniform, with all appropriate equipment in a clear pencil case or see through wallet. This will include calculators for Maths, Science, Geography and other exams.

If you have any queries please contact myself or the exams officer, Mrs Miriam Regan. May I once again take this opportunity to thank you for your continued support.

Yours sincerely,



Andrew Hill
Vice Principal: Curriculum

Email: admin@manoracademy.org
www.manoracademy.org



EBOR
TEACHING SCHOOLS ALLIANCE
Because great teaching changes lives



Hope Learning
Trust York

A member of the Hope Learning Trust, York
www.hopelearningtrust.org

Company registered in England no. 7559537. VAT no. 117 4568 08.
Registered office Millfield Lane, Nether Poppleton, York YO26 6PA.

Date	Morning Exam	Afternoon Exam
Mon 11th May	Computer Science Paper 1	RE Paper 1
Tues 12th May	French Listening & Reading	Biology Paper 1
Wed 13th May	English Literature Paper 1	PE Paper 1 Turkish Listening & Reading
Thu 14th May	Chemistry Paper 1	Computer Science Paper 2 Event Operations Unit 1
Fri 15th May	French Writing	PE Paper 2
Mon 18th May	Geography Paper 1	Drama German Listening & Reading
Tues 19th May	Maths Paper 1 (Non-Calculator)	RE Paper 2
Wed 20th May	Turkish Writing	Physics Paper 1
Thu 21st May	English Literature Paper 2	Business Paper 1 Psychology Paper 1
Fri 22nd May		DT (Textiles & Product Design)
HALF TERM HOLIDAY		

Date	Morning Exam	Afternoon Exam
Mon 1st June	AQA History Paper 1 OCR History Paper 1	Biology Paper 2
Tues 2nd June	English Language Paper 1	Business Paper 2
Wed 3rd June	Geography Paper 2	
Thu 4th June	Maths Paper 2	AQA History Paper 2 OCR History Paper 2
Fri 5th June	English Language Paper 2	German Writing Psychology Paper 2
Mon 8th June	Maths Paper 3	Child Development
Tues 9th June	OCR History Paper 3	Music Food Prep & Nutrition
Wed 10th June	Chemistry Paper 2	
Thu 11th June	Geography Paper 3	Dance
Fri 12th June	Physics Paper 2	
Mon 15th June	Further Maths Paper 1	
Tues 16th June	Hospitality & Catering	
Wed 17th June		
Thu 18th June	Further Maths Paper 2	
Fri 19th June		
Wed 24th June	GCSE Contingency Day	GCSE Contingency Day

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates

For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.