



# Blackfen School for Girls

Raising aspirations - releasing potential

Headteacher Matthew Brown BA(Hons) DMS(Ed)

Blackfen School for Girls,  
Blackfen Road,  
Sidcup, Kent.  
DA15 9NU

T: 020 8303 1887

F: 020 8298 1656

E: [admin@blackfen.bexley.sch.uk](mailto:admin@blackfen.bexley.sch.uk)  
[www.blackfenschoolforgirls.co.uk](http://www.blackfenschoolforgirls.co.uk)

11th October, 2019

Dear Parent/Carer and Year 11 students,

## YEAR 11 PRE-PUBLIC EXAMINATIONS

This letter notifies you of the forthcoming Year 11 Pre-Public Examination timetable which runs from Monday 2nd December to Friday 13th December 2019. It is essential that Year 11 students arrive punctually to school during the full assessment period. After examinations during Lesson 2, students attend Community Time and Break at the normal time. After lunchtime, all students attend Lesson 5, unless they are sitting an examination. **Any absence from Community Time or lessons will be treated as truancy and the usual sanctions will be applied.**

The results of the Pre-Public Examinations play a significant role in providing information to teachers, students and parents on progress, present levels of attainment and accuracy of students' estimated GCSE grades. We are not expecting students to be absent from school due to family holidays or routine medical appointments. Their priority is to complete all of the examinations set to the best of their ability.

Year 11 students are being supported and prepared for their examinations by subject teachers, Raising Attainment Co-ordinators and Form tutors. It is vital that your daughter is spending time in personal preparation, as this is an important opportunity to practise revision and preparation strategies for the final GCSE examinations in May and June next year. She should set up a regular schedule to cover completion of homework and revision each evening, as well as work out the best way for parents and carers to support her work at home.

The timetable for Year 11 Pre-Public Examinations, in addition to guidance for all students sitting examinations, is enclosed with this letter. There will be an opportunity to review your daughter's examination results with subject staff at the Year 11 Parents' Evening on 16th January 2020. As a guide, it may also be helpful for you to know that the **provisional** date for the final GCSE examination next year is 18th June 2020. This date will not be confirmed until next term and is subject to change until finalised. **The examination contingency day next year is Wednesday 24th June 2020. This means that all examination candidates at Blackfen School must be available to sit examinations from the date of their first examination until Wednesday 24th June 2020.**

Yours sincerely,

Miss F Minnis  
Deputy Headteacher



## GUIDANCE FOR STUDENTS TAKING PRE-PUBLIC EXAMINATIONS IN YEAR 10 - YEAR 13

This document sets out the guidance and rules for all students in Year 10 – Year 13 who are taking Pre-Public Examinations at Blackfen School for Girls. Students will be sanctioned by any member of the Staff, Invigilation or Examination teams if they do not adhere to the guidance and rules provided.

- 1) All students must attend school every day during the examination period. Students attend all of their usual lessons unless they are scheduled to complete an examination. Any student who fails to attend lessons between examinations or to attend Community Time before Break will be issued with the usual school sanctions.
  - 2) Before examinations begin, and in line with JCQ rules, students will be directed to **remove their wrist watches and place them on their desks**, so that they are kept in full view of the invigilators at all times.
  - 3) In line with JCQ rules, mobile phones must be switched off before students enter the examination room. During the completion of examinations students must not keep mobile phones in blazer or skirt pockets. **Any student whose mobile phone rings during an examination whilst kept on their person will have their work invalidated.** All mobile phones and devices will be kept safely for the duration of the examination in individually numbered bags which are placed at the end of each row of examination tables and in full view of students. **All digital watches must be placed in the same bags.**
  - 4) It is students' responsibility to be in the right place at the right time in order to sit examinations as scheduled. They must line up outside the correct door of the examination room at the following times:
    - Lesson 1 examinations begin at 8.30am. Students must be lined up by 8.15am
    - Lesson 3 examinations begin at 11.20am. Students must be lined up by 11.10am
    - Lesson 5 examinations begin at 2pm. Students must be lined up by 1.50pm.
- Students who arrive late to examinations without good reason, or who are not wearing correct school uniform, will not be admitted to the examination room. A 'Fail' grade will be recorded in their Pre-Public Examination report.
- 5) In the case of two examinations finishing within 15 minutes (or less) of each other, students will remain seated, in silence, until the second examination has finished and will then be dismissed at that time.
  - 6) Students must bring the materials they need for each examination. Black biro pens, pencils, rulers, rubbers, calculators or other materials should be placed in a clear pencil case or in a small, clear plastic bag. It is not the school's responsibility to provide these items. Tippex is not allowed in any examination.

7) Students may take a clear plastic bottle of water into the examination room. The label must be removed beforehand. Other drinks are not allowed.

8) It is the invigilators' responsibility to ensure that examination rules are applied in every room. Students must enter and leave the room in silence and remain silent during the course of their examination. **Communication between students or distracting behaviour counts as cheating and their work will be invalidated.** Any student who does not follow the instructions of invigilators will be required to leave the room. A 'Fail' grade will be recorded in their PPE report.

9) Students who miss examinations due to illness or other unavoidable absence will be requested to attend a catch-up session at another time during the period of the examination schedule. Students must attend their catch-up session, as directed.

