



Shirley High School

Performing Arts College

"Striving for Excellence"

SAH/P:/LCH/Study Leave
20 October 2020

Dear Parents / Carers

Re: Year 11, November PPEs

At present, the government are planning to run a full set of GCSE examinations from Wednesday 26 May 2021 until Friday 2 July 2021. As part of our preparation for this, we are setting the first set of Pre Public Examinations (PPEs). These will be starting on Monday 9 November 2020 and continuing up to and including Wednesday 18 November 2020. Please note that Monday 23 November to Wednesday 25 November 2020 are for students with a practical element to their GCSEs. If your son or daughter is not involved in any of the practical exams then they will be expected to be in school as normal.

With the uncertainty that the current climate brings it is vital that your son/daughter approach PPEs as seriously as the real examinations as teacher assessment could still play a part in awarding GCSEs as it did this year.

During the examination period students will not be expected to be in school unless they have an exam, however, we will accommodate any student who wishes to remain on the school site and will be running all lessons as per the timetable to accommodate this. If your son or daughter does come in for a particular lesson then they must go directly to that lesson where they will be registered by the teacher. Once that lesson has finished students will be expected to leave the site and go straight home, unless staying for another lesson or an examination.

Any student on site at any time must be in full school uniform. Please see information below for the rules and regulations students must follow during exam periods. Please may I also encourage all students to be fully equipped for the exams, especially with a scientific calculator, as the loaning of equipment must be kept to an absolute minimum to help stem the spread of the Corona Virus. The exams will be held in the sports hall, which will be part of the Year 11 bubble for the exam period and allows for good spacing between students as well as being well ventilated. Some listening exams will be held in classrooms but again we will ensure the appropriate distances are maintained.

I do hope that all students take this opportunity to spend quality time revising for their examinations. Staff have provided students with revision material via their Google Classrooms and there is more revision material for all students to access via the Year 11 Revision Drive. In the Year 11 Revision Drive is a copy of the Exam Timetable and a comprehensive revision guide covering all subject areas.

Students have been given a personalised copy of their timetable as well as access to the full exam timetable via the Google Shared Drive. There is one available via the school website. If you have any queries regarding the examinations, please do not hesitate to contact the school. I hope that you can support and encourage your son / daughter as much as possible in their revision for their PPEs and may I take this opportunity to wish them all the luck and success they deserve.

Yours sincerely

Mr S Hurst
Vice Principal

Principal: Mr T Myton NPQH NPQSL IOMEL CLT PGCE BSc (Hons)

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Joint Council for Qualifications (JCQ)

These rules and regulations are set out by the Joint Council for Qualifications (JCQ) and are displayed outside every examination room. All examination centres in the country must ensure that these rules and regulations are followed and are subject to a 'drop in' inspection by the JCQ.

I have been through the rules and procedures with Year 11 in assemblies but wanted to bring them to your attention as the consequences of any student who fails to follow them could be devastating. If a student is reported for failing to follow the rules and regulations they could be disqualified, not just from that examination but all examinations sat. I have copied the main points below but the complete set of rules and regulations is available via our website:

<https://www.shirley.croydon.sch.uk/page/?title=JCQ+Rules&pid=14>

Regulations for written examinations	
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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none">• notes;• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.

In particular, I would like to draw your attention to points 1 and 4 above. Please can you ensure that your son or daughter is on time for their examinations as they may not be admitted into the examination room. If your son or daughter is going to be late, please do contact the school as soon as possible. I would also like to reinforce the school's policy regarding mobile phones as they are not allowed on site.

Students must have the correct equipment for the examinations and all scripts must be completed using a black ball point pen or black ink. It is always advisable to have spare pens. Drawings and graphs are to be drawn in pencil. Please can you ensure that your son and daughter has the equipment they need.

Your son or daughter has been provided with a personalised examination timetable but a full version is available via our website. May I take this opportunity to thank you for your help and support in reinforcing these rules and regulations so that all students can be as prepared as possible for the examination period.