



## EXAMINATIONS GUIDANCE NOTES FOR PARENTS (Y7-11)

Parents/students can find general examinations information (including results dates) either on the school's website, [www.sbeschool.org.uk](http://www.sbeschool.org.uk), under School Information / Exams or on the VLE.

- Candidates will be provided with an individual rooming/seating timetable (landscape view sheet) prior to the start of any examination series. (On receipt of the rooming/seating timetable, candidates should destroy any early reference timetable (portrait view sheet) as this may not show all entries.)
- For morning examinations candidates must be outside the examination room **by** 8.40am. For afternoon examinations candidates must be outside the examination room **by** 1.10pm.
- In the November and January series, candidates should enter the sports hall via the entry doors leading in to the hall from the street; in the Summer series, candidates should wait outside by the entry doors closest to the sports hall.
- SfL candidates should go to the SfL classrooms at 8.40am for morning examinations and 1.10pm for afternoon examinations.
- Candidates must wear full school uniform, including black shoes, to all examinations. After the half term break in the summer term, students may wear either the standard school uniform or the summer uniform – white polo shirt, charcoal grey trousers or skirt and blazer. The normal uniform rules relate to the wearing of jewellery during examinations. Candidates must not wear sweatbands during examinations. The school reserves the right to refuse entry to an examination to a candidate who is not appropriately dressed.
- Candidates **must not** bring mobile phones, iPods, MP3/4 players, a wrist watch which has a data storage device or any other product with text/digital facilities into the examination room. Ideally, candidates will leave these items at home but if they must bring any of these items with them, they should make arrangements for their storage either in their locker, or with a brother/sister, or make some other arrangement for storage of their phone during the examination. If they cannot do this, they must hand their mobile phone/s, iPod/s or MP3/4 player/s or similar devices to an invigilator prior to the start of the examination. These items **must not** be stored in bags at the back of the examination room even if they have been switched off and/or the battery has been removed. Candidates should ensure that their pockets are empty of any items other than stationery.
- Candidates may bring **water** into the examination room in a clear bottle with the label removed. No other types of drinks or snacks are permitted in the examination venue (unless required for medical reasons).
- If a candidate is unwell at the time of the examination and cannot attend the examination, please provide the Examinations Officer with a doctor's letter/note indicating the reason for the absence.
- Parents/guardians should be aware that they will be charged the entry fee for any examination that their child misses unless the absence can be supported by a doctor's letter/note.
- Please see the "Results dates" document on either the school's website, [www.sbeschool.org.uk](http://www.sbeschool.org.uk), under School Information / Exams or on Moodle to find out the relevant results date for the current academic year.
- **Year 11 students only** - there will be a resource return session prior to the end of the summer GCSE examination period. All Year 11 students must attend this session to complete a leaver's form in full. Students are required to pay for any resources which have been lost/damaged whilst in their possession. Students will receive an advice sheet prior to the start of the examination period, detailing resources due for return and advising replacement cost/s for any lost item/s.
- Certificates for qualifications completed during the course of the academic year will be available in the November following the summer GCSE period. Candidates who are still at SBE will be notified when certificates are ready for collection; candidates who have left SBE will receive a letter advising them that certificates are ready for collection. It is important, therefore, that candidates provide updated address details if they move house either via the leaver's form or by letter if a house move takes place during or after the summer break.