



## St. Ninian's HIGH SCHOOL

Scoill Ard Noo Ninian

### LOWER SCHOOL (Years 7 - 9)

Heywood Avenue, Onchan

Isle of Man, IM3 3AR

+44 (0) 1624 648900

### UPPER SCHOOL (Years 10 - 13)

Ballaquayle Road, Douglas

Isle of Man, IM2 5RA

+44 (0) 1624 648800

HEAD TEACHER Mr C. J. Coole

29<sup>th</sup> June 2018

Dear Parent/Guardian

### RE: Examination Entries Pack Autumn 2018

We are pleased to be offering your child an early opportunity to secure an IGCSE and have enclosed two copies of the autumn 2018 examination entries proposed by subject staff for your son/daughter. Please be assured this is an additional opportunity and your child will still have the chance to sit a full range of IGCSE and GCSE examinations in summer 2019.

It is anticipated that in taking one or more IGCSE's early, they will gain a true experience of an external examination and this should help to reduce some of the anxiety associated with taking exams and help their preparations for the main summer examination season. The results of these examinations will be used to assist staff in decisions regarding the appropriate examinations for your child to enter in summer 2019. If your child achieves a strong result in the autumn, they may be able to sit a higher level or alternative paper in the summer season, however if their grade does not meet their expectations, they will be able to resit at a level that is appropriate to them.

The dates of external examinations are governed by the Awarding Boards and therefore we are unable to offer alternative dates to sit an exam.

As you will see from the enclosed entry statement and default timetable, some of the examinations fall during the half term break and although we would strongly encourage your child to attend and fully participate in the exams we appreciate you may have reasons for them not to take this extra opportunity. Please note further that your child will need to attend all the component exams for the subject they are sitting or they will not receive an overall result.

The white pages enclosed are to be kept by you for reference. **Please check carefully that all names and date of birth are as on your child's birth certificate.**

The colour copy is to be **signed as a correct record of entry by both parent and student and as confirmation that your child is either available to attend the examinations detailed or confirm that your child will not be sitting the exams and provide a reason for this.**

*Live to Learn  
Learn to Live*

WWW.SNHS.IM

DEPUTY HEAD TEACHERS Miss J.White Mr A.N. Smith

ASSISTANT HEAD TEACHERS Mrs A.C. Daugherty Mr D. McGuinness Mr J.K. Smith Mrs R.A. Withington | BURSAR Ms S.M. Shimmin

Please return the signed forms to the School Office by Monday 9<sup>th</sup> July 2018, at the very latest. No changes can be accepted after this date.

Providing the student has been attending full time education, the School will pay the examination entry fees. However, this undertaking is made only on the condition that you accept full responsibility for your child's attendance at these examinations. **If your child fails to attend an examination then you may be charged for the examination entry fee, unless he/she is ill, in which case a medical certificate or certificate of attendance at hospital will be required.**

**Students should note that failure to gain a grade within the set boundaries for their Tier of Entry will result in the awarding of a U (Unclassified) grade.**

Individual timetables will differ according to subjects taken. We have included a default timetable for ALL the written examinations which your son/daughter will sit. **A final timetable will be issued on or before Friday 5 October 2018, printed on Gold paper, which include details of room and seating allocations.**

Please note the entries shown are based on current information but to ensure the students are entered for the most appropriate exam they are still under continual review, should their subject teachers feel an alteration to their entries is necessary you will be notified separately.

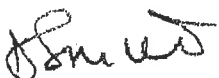
Students who are unable to sit the examinations detailed on the enclosed entry list, may be required to sit an additional mock examination in November 2018, to enable their subject teachers to assess their levels in preparation for the summer 2019 examination entry process.

In addition to this letter you should also have enclosed:

- 2 copies of the Examination Statement of Entry, colour copy to be signed and returned
- A Candidate Default Timetable – to be updated
- A notice to candidates from CIE exam board
- A general notice regarding examination rules and results dates

If you have any concerns regarding any of the documentation enclosed, please do not hesitate to contact the School.

Yours faithfully



Mr A N Smith  
Deputy Head Teacher

Enclosures



## YOUR GUIDE TO EXAMINATION ARRANGEMENTS

**CENTRE NUMBER: 45007**

### EXAMINATION RULES

1. Be on time for your examination.
2. If you have a problem attending your examination let us know as soon as possible.  
Tel: Upper School 648800.
3. You are required to wear **FULL** school uniform for all examinations.
4. Make sure that you read the **NOTICES TO CANDIDATES** displayed outside the examination rooms.
5. Do not enter the examination room before you are told you may do so and then do so in silence.
6. Leave all bags and coats outside the examination room.
7. You **MUST** provide your own writing and Maths equipment, including a **calculator, protractor and compass** and colouring pencils (if required) in a clear plastic bag. **You must complete all examinations in BLACK BALL POINT PEN.**
8. **DO NOT BRING:** Liquid Paper, Calculator Cases, pencil cases (unless clear), bags or coats. **NO MOBILE PHONES NOR ELECTRONIC COMMUNICATION DEVICES are to be taken into the examination room.** Wrist watches must be removed and placed on the exam desk
9. No food is allowed in the exam room (unless there are medical reasons). Bottles of water should have no labels.
10. No toilet breaks will be allowed in the first 30 minutes or last 30 minutes of an exam unless you have a medical condition that has been notified to the Exam Officer.
11. The Examination Board will be notified of any cases of cheating, disruption, talking or possession of mobile phones or unauthorised materials. They may ban you from **ALL** examinations. There is **NO** appeal.
12. **You may not leave the examination room before the examination finishes.**

# Notice to Candidates

## You must:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

## You must not:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

**If you break any of the rules you could be  
DISQUALIFIED**

