



St. Ninian's HIGH SCHOOL

Scoil 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

22nd October 2018

Dear Parent/Guardian/Candidate

BTEC External Examination Entries for January 2019

As part of their BTEC course, students have been entered for externally set examinations that will be taking place in January 2019. The results from these examinations, along with coursework components, form the basis on which overall BTEC Qualification grades are calculated. **Examined units are compulsory, an overall BTEC qualification cannot be completed without them.**

Please find enclosed two copies of the January 2019 candidate statement of examination entry forms that have been made by subject staff for your son/daughter. The white copy is to be retained for your records and the coloured copy is to be completed, signed and returned to the school office on or before **Thursday 25th October 2018**.

Please check carefully that:

- Names and date of birth on the entry form are identical to those on birth certificates
- You agree with the individual examination entries that subject staff have made
- Candidates are available to attend the examination

Examination Fees

In line with our school policy on examination fees, the school has agreed to pay for the examinations as outlined on the attached forms. If your child fails to attend an examination however, 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.

Timetables

The enclosed timetable is a default timetable, a personalized final timetable will be issued in December printed on Gold coloured paper.

Examination Preparation

We are aware that the dates of these examinations fall very early in the New Year (we have no control over dates or times of externally set examinations). It is therefore important that candidates are strongly encouraged to find the right balance between preparing adequately for examinations and looking after their health and well-being. Starting revision early will undoubtedly help achieve this balance.

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

Continued....

*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. Shimmis

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In addition to this letter you should also have enclosed:

- 2 copies of the Examination Statement of Entry, coloured copy to be signed and returned
- A Candidate Default Timetable – to be updated with a personalised timetable in December
- A notice to candidates from JCQ exam organisation
- A general notice regarding examination rules and results dates

If you have any queries please do not hesitate to contact the Exams Office at School or myself.

Yours faithfully

A handwritten signature in black ink, appearing to read 'PP. Smith', written over a faint, illegible printed name.

Mr A N Smith, Deputy Head Teacher

St. Ninian's
SCOILL ARD



High School
NOO NINIAN

YOUR GUIDE TO BTEC EXAMINATION ARRANGEMENTS JANUARY 2019

CENTRE NUMBER: 45007

EXAMINATION RULES

1. Be on time for your examination. You are advised to arrive 15 minutes before the start time given on your timetable.
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.**
9. You may bring a standard analogue or digital watch (not a Fitbit or Smart Watch) which must be placed on the desk at the start of the exam. Do not keep it on your wrist.
10. No food is allowed in the exam room (unless there are medical reasons). Bottles of water should have no labels.
11. **Do not use your 4 digit candidate number, you will have a separate BTEC Learner number**
12. 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.
13. **You may not leave the examination room before the examination finishes.**
14. Results will be for these examinations will be issued on Wednesday 13 March 2019

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

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	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.
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.