



ST HELEN &  
ST KATHARINE

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Headmistress: Mrs Rebecca Dougall BA MA

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Dear Parents

### **Year 9 examinations, 4–6 June 2018**

As you are probably aware, your daughter will be taking her end of year examinations in the week after half-term. Although most of the students have experienced school examinations here at the end of Years 7 and 8, they can be a daunting prospect. We see these examinations as really useful practice for the students as well as giving them the opportunity to ensure they understand the work covered this year, and are encouraging the students to take them in their stride.

The examination timetable is attached and also available on the Parents' Area of the school website; your daughter will be given a copy, along with a set of instructions which are also available in the Parents' Area. You will notice that the students will not be tested in all of their subjects they will only be tested in the core subjects, not the subjects they chose as their options. To help your daughter prepare for the examinations, she will be encouraged to reflect on what worked well for her last year and how she might improve her techniques this year. In addition, subject teachers will be giving the students guidance in lessons and there will be no homework set the week before the half-term holiday, to allow students to start preparing themselves for the examinations.

Most of the examinations are taken in classrooms, many in the students' usual form rooms and invigilated by members of staff; students who have extra time will sit their examinations in a different classroom to minimise disruption for them. The only exception is Latin: students studying Latin will sit the WJEC examination in the Sports Hall: paper 1 is on the afternoon of Monday 4 June and paper 2 on the afternoon of Thursday 7 June, after the school examinations have finished. Miss Spain has already written to parents of Latinists about this examination, and the students will be fully prepared and briefed; students should speak to their Latin teacher if they have any questions about this.

Students should be fully equipped for all examinations (ink pen with spare cartridges; pencils, sharpener and eraser; coloured pencils, ruler, protractor and a calculator – please note Tippex and ink eraser pens are not allowed) in a clear plastic pencil case or bag. They may also bring a small, clear bottle of water into the examinations; this should have a sports cap to eliminate the danger of spillages.

Your daughter's form tutor should be able to assist with any questions about the arrangements for examination week in the first instance, but as always please feel free to contact me if you have any concerns.

Yours faithfully

Mrs Helen Nash  
Head of Middle School  
[hnash@shsk.org.uk](mailto:hnash@shsk.org.uk)

## Year 9 examinations – June 2018

### Instructions for candidates

- You will sit all of your internal Year 9 examinations in your form room, unless specified otherwise (Year 9 second language options). On Monday morning you will help to rearrange the desks in to rows and organise an alphabetical seating arrangement. The form leader will write out the seating arrangement and keep it on the teacher's desk to help the invigilator.
- Make sure you use a pen with black ink and bring a spare pen with you; do not use a gel pen. You must have a see-through pencil case (a clear plastic bag will do, but you must take your pens out of the bag before the examination starts to avoid distraction) and check you have everything you need in your pencil case before the examination starts, eg black writing pen and spare cartridges, pencils, rubber, pencil sharpener, ruler, protractor and calculator. Tippex is not allowed.
- As well as your pencil case and some tissues (if necessary), you may also have a bottle of water on your desk, providing that the label has been removed and the bottle has a sports top (not a screw top) lid.
- When it is revision time, you must sit and revise silently at your desk; you must put your revision materials away at the back of the class room with your school bag before an examination.
- You must make sure that you have been to the toilet during break time before the examination starts. Should you need to go to the toilet during an examination, you must put your hand up and ask the invigilator.
- Make sure your hands and arms have no writing/drawing on them; if so, you will be asked to wash it off before doing the examination. It is important that you do not turn around, look at or indeed speak to any classmate during an examination.
- You must listen very carefully to the invigilator's instructions; this will avoid asking unnecessary questions. You must read the instructions carefully on the examination paper as you cannot ask the invigilator for help.
- When you leave the room after an examination, you must leave silently, as there may still be examinations going on in the Jean Duffield building.



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**Year 9 examination timetable – June 2018**

Date	Year 9	
	am	pm
Monday 4 June	Mathematics 1hr	1.30pm Latin 1hr 15mins (external)
	Revision then French 1hr	Revision then history 50mins
Tuesday 5 June	Revision then RPE 1hr	English 1hr
	Physics 1hr 15mins	Revision then geography 50mins
Wednesday 6 June	German/Mandarin/Spanish 1hr	Biology 1hr 15m
	Chemistry 1hr 15mins	Revision then mathematics 1hr
Thursday 7 June		1.30pm Latin 45mins (external)