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Headmistress: Mrs Rebecca Dougall BA MA

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Dear Parents

### **Years 7 and 8 examinations, 4–5 June 2018**

As you may already know, your daughter will be taking her end of year examinations in the week after half-term. We are aware that many students find examinations quite worrying, so I am writing to give you and your daughter as much information as possible about what to expect.

A copy of the examination timetable for Years 7 and 8 is attached to this letter. You will notice that the students will not be tested in all of their subjects; they will only be tested in a core group of subjects:

Year 7 – English, mathematics, Spanish and Latin

Year 8 – English, mathematics, French, Latin and second language (Spanish, Mandarin or German)

The Science Department will set their examination (biology, chemistry or physics) in lesson time after the examination week.

Your daughter will also be given a copy of the examination timetable by her tutor and in form time they will discuss together revision techniques. In addition, the students will be given revision guides or checklists from their subject teachers over the next two weeks. There will be no homework set in the examination subjects the week before the half-term holiday, to allow students to start preparing themselves for the examinations.

Our aim is to ensure that the examination period runs smoothly so that the students are able to concentrate on doing their best. Thus the examinations are taken in the students' usual form rooms and invigilated by members of staff. Although this is relatively informal and less intimidating than the Sports Hall, we are still trying to develop some of the good examination habits which will be useful for your daughter in future years. Therefore she will need to ensure that she has all the relevant equipment (black ink pen, pencils, rubber, ruler, protractor and a calculator – please note that Tippex and ink eraser pens are not allowed) in a clear plastic pencil case or bag.

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

Yours faithfully

Mrs Kay Taylor  
Head of Lower School  
[ktaylor@shsk.org.uk](mailto:ktaylor@shsk.org.uk)

## Years 7 and 8 examinations – June 2018

### Instructions for candidates

- You will sit all of your examinations in your form room, unless specified otherwise (Year 8 second language options – German/Mandarin/Spanish). 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.

**Years 7 and 8 examination timetable – June 2018**

Date	Year 7		Year 8	
	am	pm	am	pm
Monday 4 June	Revision then English 1hr 10mins	Revision then Spanish 1hr	Revision then mathematics 30mins  Revision then Latin 1hr	Revision then French/German/Mandarin 1hr
Tuesday 5 June	Revision then Latin 1hr	Revision then mathematics 1hr 15mins	Revision then English 1hr 15m	Revision then Spanish 1hr  Revision then mathematics 1hr