

Study Leave, the Examination Period and post GCSE Examinations

Checking the Examination Timetable

Every pupil will have an individual statement of entry detailing the times and dates of their examinations. Parents may wish to take a copy of this. Arriving in good time for any examination is crucial. A master timetable is on the board outside the examinations office in E block.

Lessons

Study leave is from and including Friday 13 May. After this time there will be no timetabled lessons and pupils are allowed to revise at home.

The Beginning of the Main Examination Period

Although examinations in a few subjects will have taken place previously, the main period of exams begins on Monday 16 May.

Revision Classes

In some subjects, where the GCSE examination comes late in the examination period, revision classes are offered during the period of study leave. Arrangements are advertised separately by the relevant departments.

Rhythms and Routines

Pupils remain members of the school until term ends: they are subject to normal school rules during GCSE and are admitted to examinations subject to these. Pupils risk being sent home if they choose to breach these rules. Please note too that **full school uniform** should **always** be worn by candidates attending school, whether for examinations or for other purposes.

Medical Circumstances

The examining boards will in certain circumstances give special consideration to a candidate who sits an examination while unwell or in a distressed state, e.g. as a result of a bereavement. In such circumstances it is most important that the teacher in charge of these appeals, Miss J Read, is contacted as soon as possible before the examination.

Preparing for Examinations

At PGS we have very few problems with pupils mispreparing for examinations by celebrating before the examination period is over and we wish this to remain the case. However, the school reserves the right, in exceptional cases, to ask disruptive candidates to take their examinations at another centre.

During examination periods where study leave has been granted, pupils are reminded that the normal school timetable is in operation for other people. In particular pupils on study leave should:

- Ensure that they do not engage in any activity likely to disturb or distract other pupils being taught.
- Go in to and leave their examinations in a quiet and orderly fashion.
- Adhere to normal times for lunch. Pupils are not allowed to have lunch before 12.50 as this will cause disruption for the Junior School.
- Study silently in the library if coming in to school to work. Space may be limited.

Book Return Day

All books, including library books, should be returned to school on **Friday 17 June** between 2.50 and 3.50 pm. following the Physics GCSE Examination. **The final deadline for returning all books is Wednesday 29 June. Parents will be invoiced for any items not returned and signed off by departments by this date.** Pupils will be issued with a form and must ensure that all of their subjects and the library section are signed off by a member of staff.

Founder's Day

This will be celebrated on Wednesday 13 July. Pupils and their parents are warmly encouraged to attend the Cathedral service which starts at 2.15 pm.

Results

Results are due at school on Thursday 25 August and should be available from 10.30 a.m. Most pupils choose to collect these in person, and this is strongly advised since staff are available to give immediate and expert advice.

Entry to Sixth Form

Senior staff will be available on Thursday 25 and Friday 26 August to discuss issues relating to Sixth Form entry.

Tips for Candidates

1. **Have a timetable.** Make it realistic. Work on a minimum of 8 hours study a day. Allow space for getting behind.
2. **Keep a tally,** perhaps as a kind of bar graph, of how many sessions and how long has been devoted to each topic/subject.
3. **Have breaks.** Have recreational breaks: those who get the best results are generally those who keep their full set of commitments, and who ensure that all their activities, both academic and otherwise, are carefully structured and planned in advance.
4. **Get up in the morning** and make full use of the first part of the day. Avoid late nights.
5. **Bear the nature of the tests in mind.** If you find timed answers difficult, practise them during your revision programme.
6. **Be honest about weaknesses.** Make a list of what you find most difficult and eliminate the points on it.
7. **Always have a pencil or pen to hand.** The process of revision should be a process of reduction, as you feel more and more confident of what you know, and have less and less to take on board freshly.
8. **Ask for help.** Your teachers want you to do well and have a record of getting people to do well. They are there to give help. Ask them if you need it.

We wish you every success in your GCSE examinations!

The Portsmouth Grammar School



GCSE Examination Period 2011

A Guide for Parents and Year 11 Pupils

