

Saint Ambrose College

State-funded Independent Catholic Grammar School

Principal: J M Keulemans BSc (Hons) NPQH



Dear Gentlemen of the Upper Sixth

As I am sure you are aware, the examination season will be starting very soon; it is essential that the time available is used wisely, so that the students are as well prepared as possible.

The next few weeks are important – use them wisely to polish that which you have learned so well.

Prayer and reflection also help.

Examination Leave

Full examination leave will begin at 3.35 pm on Thursday 25th May 2017. After this date you need only attend for our public examinations at the scheduled time in your examination timetable. Please remember the following:

- Full school uniform must be worn at all times when travelling to and from the college. School regulations on appearance also apply during this period.
- Please ensure that you bring your College swipe card to the Exam Hall for identification purposes.
- Keep your timetable in a prominent place – make sure it is clearly marked and check it regularly. Ensure there are two copies at home so someone else can check when you must attend.
- **Always be in school at least 15 minutes before the examination is scheduled to begin.**

Morning examinations begin at 9:00 am

Afternoon examinations begin at 1:30 pm

- Read carefully the instructions to candidates – it is your responsibility to follow instructions to the letter.
- If you are going to be late or ill you **must** telephone the College immediately on 0161 980 2711 and present yourself to reception when you arrive.

Examination Results

Results will be sent electronically to your College email account on the morning of Thursday 17th August from 8:00 onwards. If you are applying to University use the UCAS website to see the status of your application, hopefully this should have been updated, though in previous years there has been a slight delay, so do not worry if your status does not change straight away.

RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE.

Clearing

Information regarding clearing will be issued when it becomes available. Mploy careers service together with senior members of staff will be available in school on results day from 9 am to 1pm to assist you with any queries. If you do not achieve the grades you require for your chosen course, ring the university admissions tutor immediately as sometimes places are still available. You should use Track on the UCAS website www.ucas.com to check the status of your application. If you cannot find the information you require or your application has not

Hale Barns, Altrincham, WA15 0HE.

t: 0161 980 2711 f: 0161 980 2323 e: office@st-ambrosecollege.org.uk www.st-ambrosecollege.org.uk

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been updated, then phone UCAS on 0371 468 0468 having your personal ID ready. They will be open on Thursday 17th August from 7:00 to 19:00 and again on Friday 18th August from 8:00 to 19:00, they usually work on the Saturday also though this has not been confirmed yet. **UCAS strongly advise that you do not to take a holiday until you have secured a place in higher education.**

Future References

If you are required by a prospective employer to quote the school, the Principal or a member of staff as a referee, it is normally courtesy to ask for permission in advance. The advanced notice will give the college additional time to put together the necessary details and thus provide a full outline of your character, attendance record, reliability, general behaviour, academic reference etc.

Book Collection

Please see the attached sheet which must be returned to Mrs Ridgway by the date of the last examination.

Leavers' Mass

There will be a Mass at Holy Angels on Thursday 25th May at 2.00 pm. Please invite parents, family and friends along to this as this will be our last opportunity to celebrate Mass together. Drinks and refreshments will be served at school afterwards for student and family members, I look forward to seeing you there.

Please note: St Ambrose College is not an examinations centre for outside candidates. Current Sixth formers should therefore enquire at other centres if they wish to re-sit any of their modules once they have left.

Gentlemen, I wish all of you well and hope for good results in the summer – you certainly deserve them.

“Lord, turn your eyes to us during our exams, and undo the knots in our minds, that we may think creatively and compellingly in those critical moments. Undo the knots in our bodies, that we may channel stress in good health and with noble composure. Finally, undo the knots in our souls, that in our study and success, we may not become inflated with the wisdom of this world, without also knowing the Wisdom of God”.

God bless.

Yours sincerely

J M Keulemans
Principal

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Reminders for public examinations: Centre Number: 33619

Turning up on time:

It is your responsibility to ensure you turn up on time for your examinations. Ensure there are two copies of your examination timetable in your house so that someone else can check when you should be in school.

If you are running late you **MUST** contact school (0161 980 2711) and inform us what has happened and when you expect to be in school. If you arrive too late you may not be able to take the examination. Always be in school at least 15 minutes before the exam is scheduled to begin.

Morning exams commence 9:00am Afternoon exams commence 1:30pm

Appearance:

School rules apply throughout the examination period. Do NOT attempt to test the rules; it would be unwise and unnecessary for you to do so before the start of the examination. This applies to shaving (clean shaved) and uniform (as normal) and hair (as normal). Boys could be refused admittance if they do not adhere to the school regulations of appearance and hairstyle.

In the examination room:

You may NOT speak to other students in the examination room. You may NOT take means of electronic communication into the examination room. Any breach of these rules would necessitate a report to the examination board, who WILL cancel your examination. The best practice is to leave your 'phone at home or lock it in a locker for the duration of the exam, ensuring it is set on 'silent' or switched off.

Attending school for revision during the examination period:

If you choose to attend school for revision during the examination period you must wear school uniform.

Staff will be in school as normal to assist you but if you are coming in at times other than those on the revision schedule it is best to telephone ahead to make sure the member of staff you wish to see knows you are coming in.

At home:

Get up at a fixed time;

Work during the normal school day: 09:00 ⇒ 15:35 (or longer if you wish).

Limit the use of your 'phone, whilst revising, especially on social media; this is a time-consuming and unnecessary distraction. Eat well; exercise (get some fresh air); have a routine to your revision and a clear timetable that matches your examination timetable.

Examination results day: Thursday 17th August 2017 from approximately 08:00 onwards via e-mail to your school account.

PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE ATTACHED EXAMINATION REGULATIONS SHEETS

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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

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**NO IPODS, IWATCHES,
MOBILE PHONES,
MP3/4 PLAYERS**

**NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

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