

**Work hard!**

**Good luck!**



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**Examination Centre Number**

**43417**

**DURHAM JOHNSTON**  
**Public Examinations**  
**2018-2019**



**Important information for**  
**students**  
**in Years 11, 12 and 13**



*Sapere Aude • Dare To Be Wise*

## During the Examination Period

### Exam Times

Exams start promptly at **8.45 a.m** and **1.00 p.m.** Please arrive in good time. Ensure you are outside the correct exam room at least 10 minutes before the start of the examination.

### Seating

You will be issued with a room and seat number prior to the start of the examinations. Seating plans for all rooms used during the examination period will be displayed outside the hall.

### Late Arrival

If you arrive late you will not automatically be allowed to enter the exam room. Your entry will depend on the time you arrive and the reason for your lateness. If you are going to be late you should let the school know as soon as possible. When entering the room late you should enter quietly and proceed to your allocated seat.

### Illness

Please notify the school as soon as possible. You will need to obtain a medical certificate from your G.P. which you should pass to the Examinations Officer within 5 days of your illness. Exam Boards may take this into account when awarding a final grade.

### Equipment

Pencils, **black** biros, rulers and rubbers may be taken into the exam room in a **clear pencil case** or plastic bag.

Calculators are permitted in specified exams only.

### School Bags

School bags are not allowed in the exam room and you will be asked to leave them outside. For this reason it is advisable that you **bring with you only the equipment you need for that day's exams. You should leave any valuable items at home.**

### Mobile Phones or Electronic Devices

Mobile phones or electronic devices **are not** allowed in the exam room. **Any student found with a mobile telephone or electronic device including i-Watches in the exam room will be disqualified from that exam by the Examination Board.** Please be aware that we are inspected by the Exam Boards who carry mobile detectors.

## Collecting your results

**Please note that for reasons of security the school is not able to give out examination results over the telephone or by email.**

Examination results will be available for you to collect on the dates published below. If for any reason you are unable to collect your results in person you may **either** leave an A5 stamped addressed envelope with Ms Gillham, Examinations Officer or you may authorise a representative to collect the results on your behalf.

**The person you nominate must bring with them a letter of authorisation, signed by you, before we will release your results to them.**

### **AS/A Level**

**Thursday 16th August 2018**

**A Level - 8.00 a.m. AS - 10.00 a.m**

### **GCSE**

**Thursday 23rd August 2018 - 10.00 a.m.**

## Examination Certificates

**Your certificates are important documents and it is your responsibility to store them safely. You will be required to produce them on many occasions in the future, particularly when applying for Higher or Further Education and when seeking employment.**

### Year 11

Examination certificates for Year 11 students will be available to collect from the School Office from the beginning of December.

You may either collect your certificates in person, or authorise a representative (this could be either a member of your family or a friend) to collect them on your behalf. **Please provide your representative with a letter, signed by you, authorising them to pick up your certificates on your behalf.**

Certificates may be picked up from the School Office between **9.00 a.m.** and **4.30 p.m.** **You or your representative must check that all details are correct before signing for the certificates.**

**Please note that the school does not routinely post out examination certificates.**

If there are special circumstances that prevent you from collecting your certificates on the day and you do not have anyone who can pick them up on your behalf, then you should write to the Examinations Officer requesting that your certificates be posted to you, enclosing a fee of **£4.00** to cover the cost of postage, packing and administration. **Cheques should be made payable to Durham Johnston School.**

### Year 13

We will write to Year 13 students with a date to come in to school to collect their certificates. Please note that correspondence will be sent to **students' family addresses**, and not to university/college addresses. Please advise staff in the School Office of any changes.

**Please note that you are responsible for making arrangements to collect your certificates as soon as possible. The school is only able to store certificates for ONE year before they are returned to the examination boards.**

## Coursework

Coursework may be collected from the relevant Subject Leaders at the **beginning of November.** Storage facilities in departments are limited and we regret that **we are unable to retain any coursework after December.**

**Please telephone the school in advance to arrange a convenient day and time to come in to collect your coursework.**

## Post-results services deadlines

- ◆ Priority enquiries about results for A Level **23rd August 2018**
- ◆ Requests for priority scripts for AS/A Level **23rd August 2018**
- ◆ Requests for enquiries about results **20th September 2018**
- ◆ Requests for non-priority scripts **27th September 2018**