



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Monday, 12 March 2018

ICT GCSE Revision Session and Exam Arrangements

Dear Parents,

The dates for the Year 9 IGCSE practical are now fast approaching:

Tuesday 17th April: Practical Examination A (2 ½ hours)
(Word processing, database, mail merge, presentation)
Thursday 26th April: Practical Examination B (2 ½) hours
(Website, spreadsheet)
Monday 14th May: Theory Examination (2 hours)

For the practical examination there will be a morning and an afternoon exam session (as we have too many students to fit one session per day) . Your son has received notification via the school exams office as to whether they will sit the afternoon or morning session. The majority of 9A and 9G will sit the morning examinations and 9D and 9P the afternoon examinations.

Morning Exam Arrangements

If your son has been allocated the morning exam session they will need to be in school ready to start the exam at 9am (they should report to their exam room for 8.45am). They may wish to bring a small snack and drink to have after the examination ends as it will run over break time.

Afternoon Exam Arrangements

If your son has been allocated the afternoon examination they will start the school day at 11.35am (period 3). During period 4 they will have a lunch break ready to start the examination at 1pm. They will therefore need to bring a pack lunch on this day.

Revision advice for the Easter break

Your son has been working hard to prepare for the forthcoming examinations. To help prepare over the Easter Break they will be provided with past papers and revision guidance. Over the Easter Break we hope, of course, your son has a restful break but also spends some time preparing for the ICT IGCSE examinations. The best way to prepare for the practical examinations will be practising past papers. The Theory examination will need careful revision of the topics covered along with practice of past papers. Papers and markschemes for both theory and practical work are very easy to find on the Internet by typing into a search engine the course code: 0417 followed by CIE IGCSE past paper. Any papers from 2016 onwards are the most relevant.

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Free Office Download

Your son can now download a free copy of most of the Office applications the students will use in the examination. All that is required is for your son to use his school email account (username_here@qmgs.walsall.sch.uk) when downloading. The links below explain how:

Windows PC: <https://goo.gl/ejD1Ba>

MAC: <https://goo.gl/QALY11>

Revision Sessions

There will be two revision sessions for students on the staff training day (the day before the first exam) **Monday 16th April 2018** so students can come in to practice their skills in the school ICT rooms. These are as follows:

- ✓ Morning: 9-12pm
- ✓ Afternoon: 1-4pm

If you wish your son to attend one of these sessions please tick the relevant box on the below reply slip. Your son needs to return the reply slip below to his ICT teacher no later than **Monday 26th March 2018**. Please note places will be allocated on a first-come-first-served basis and that students must attend in school uniform.

Yours sincerely,

Mrs. F. Round & Mr. R. Lally

Please complete the below and return to school by **Monday 26th March 2018**

I would/would'nt like my son to attend the revision session on Monday 16th April session selected below:

- Morning: 9-12pm
- Afternoon: 1-4pm
- I don't wish my son to attend a revision session.

Please tick below that you have received the arrangements for the practical examination dates.

- Practical examination arrangements received.

Pupil name:_____

Pupil form:_____

Parent signature:_____ Date:_____