



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

Wednesday, 11 March 2020

## ICT GCSE Revision Session and Exam Arrangements

Dear Parents,

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

Tuesday 21<sup>st</sup> April 2020: Practical Examination Paper 22 (2 ½ hours)

(Word processing, database, mail merge, presentation)

Thursday 23<sup>rd</sup> April 2020: Practical Examination Paper 32 (2 ½ ) hours)

(Website, spreadsheet)

Monday 11<sup>th</sup> May 2019: Theory Examination Paper 12 (2 hours) morning exam

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) . The allocation is as follows:

### Tuesday 21<sup>st</sup> April 2020

Room	Morning Exam	Afternoon Exam
IT1	9G	9D
IT2	9M	9P

**9A students are split across all sessions so must check the list posted outside IT1/2 and in their form room to ensure they know which session they must attend.**

### Thursday 23<sup>rd</sup> April 2020

Room	Morning Exam	Afternoon Exam
IT1	9D	9G
IT2	9P	9M

**9A students are split across all sessions so must check the list posted outside IT1/2 and in their form room to ensure they know which session they must attend.**

### Morning Exam Arrangements

For the morning exam session they will need to be in school ready to start the exam at 8.40am (they should report to their exam room for **8.30am**). They may wish to bring a small snack and drink to have after the examination ends as it will run over break time (they must bring this with them to their examination room as students will not be permitted to visit their lockers until lunch time.) The examination process will finish by 11.45. They will then attend the school day as normal.

### Afternoon Exam Arrangements

For the afternoon examination they will need to be at home in the morning. They will then need to go straight to their examination room ready to start the exam at 12.40pm (they should be outside the exam room at **12.30pm**). No afternoon examination student is permitted to be on site before 12.15pm. Students will need to have had lunch before they arrive at school.

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[postbox@qmgs.walsall.sch.uk](mailto:postbox@qmgs.walsall.sch.uk)  @qmgs1554



## What to bring to the examination

Students should bring:

- Pen
- Pencil
- Highlighter
- If bringing a pencil case it must be clear.

What not to bring:

- Calculator
- Smartwatch
- Mobile phone
- Storage devices (e.g. Memory sticks)

Students should also carefully study the examination rules provided by the school exams office. There are no second chances in public examinations, failure to follow exam board rules must be reported to the examination board who decide the consequences.

## Revision Support Day Saturday 19<sup>th</sup> April 2020

The best way to prepare for the practical examinations is to practice. The weekend before the examination week Mr Lally and I will be offering a revision support day. Students have the opportunity to attend a 3 hour session in the IT Rooms. The sessions are as follows:

- Morning 9-12
- Afternoon 1-4

Please indicate on the reply slip below if you wish your son to attend one of these sessions. Here I must emphasize that these sessions are for final practise and revision, not a replacement for working hard between now and the examination to ensure they are ready.

## Other Support

After school support sessions for 1 hour after school continue Monday and Tuesday (3.40-4.40) and the computer rooms are open at lunchtime (excluding Fridays).

Microsoft Office applications continue to be able to be downloaded to use at home free of charge via your son's email account. Practice examination papers remain available to access from home on the SharePoint (Search Year 8 and 9) and Teams applications your son can access to via his school email/Office 365 account. There is also now a new revision folder for Websites and Databases on the SharePoint site.

## Covid-19

At the time of writing, the Headmaster has just sent a communication to all parents concerning Covid-19. Should any plans require changing, communications will be sent out via the parental email address held by the school. It is (as the Headmasters letter explained) really important that the school holds an up to date email address for you. Please contact: [enquiries@qmsg.walsall.sch.uk](mailto:enquiries@qmsg.walsall.sch.uk) if you need to update your details.

Work continues to be set regularly for students on Teams. Thank you for all the support and encouragement you offer your son's in ensuring they complete all assignments set. Work will continue to be set via this platform.

Yours sincerely,



Mrs. F. Round  
Head of ICT and Computer Science



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Please complete the below and return to your IT teacher by **Thursday 19<sup>th</sup> March 2020**

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I would/wouldn't like my son to attend the revision session on Saturday 18<sup>th</sup> April 2020 for the 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:\_\_\_\_\_

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