



30 April 2014

**RE: SUPERVISION OF STUDENTS TAKING EDEXCEL, OCR GCSE
EXAMINATIONS**

Dear Parents,

As we draw ever closer to the start of the exams I feel it timely I remind our students of the rules regarding GCSE exams. The Edexcel and OCR board GCSE exams taken at BISS Puxi can also be taken by students in the UK. These exams would be taken at a later time in the day in the UK due to the time difference. To prevent students in China from sharing information with students in the UK who are yet to sit the exam, students in China must not be released from supervision until these exams have started in the UK.

During supervised time, students must not be able to communicate with anyone who will be taking the exam which they have just sat. Students must be isolated from any form of electronic communication, e.g. telephone/mobile phone, fax, e-mail and social media.

Students taking exams which would be sat in the morning in the UK must be supervised at school until 3:50pm (China time). After this time they can be released, but must be supervised by parents until 5:00pm.

Students taking exams which would be sat in the afternoon in the UK must be supervised at school until 7:30pm (China time). After this time they can be released, but must be supervised by parents until 9:30pm.

The following exams are affected;

Date or exam	Exam name	Exam Code
12 May	French	5FR01 & 5FR03
14 May	Spanish	5SP01 & 5SP03
16 May	Physical Education	5PE01
23 May	Chinese	5CN01 & 5CN03
12 June	Computing Science	A451 & J275

For your son or daughter to be released from school supervision they will need to be collected by a parent or guardian who has signed a supervision form. These forms will be available for you to sign when you collect your son or daughter from the secondary school reception.

These rules have been set by Edexcel and OCR and are completely outside our control. Failure to follow them will put students at risk of not being awarded a grade by the exam board. If you have any questions about this information please do not hesitate to contact me at p-kelly@bisspuxi.com

Kind regards,
Paul Kelly
Head of Key Stage 4