

## **ISEB GUIDANCE FOR PARENTS/GUARDIANS SUPERVISING ISEB 13+ COMMON ACADEMIC SCHOLARSHIP EXAMINATIONS (CASE)**

Thank you for supporting your son or daughter as he/she takes 13+ CASE examinations in these unusual circumstances.

You will have received instructions from your son's or daughter's school about how to proceed with the examinations and should follow their guidelines. In addition, we would ask you to follow our own guidance below, not only to maintain the integrity of the examination process, but also to assist in the smooth running of the examinations and to ensure the most meaningful experience for your child.

If you have received examination papers in paper format from the school, please check that you have received the correct papers and/or levels for your child. You should then keep the papers in a secure place and only extract each paper on the day and at the time it is needed. If you have received PDF copies electronically, you may print papers on the day before they are needed, but they must be kept in a secure place until the required time. (If your child needs to have papers printed on coloured paper, please consult with his/her school.)

The published timetable for the CASE papers is included below. Where possible, examinations should be taken on the published date. However, with agreement from your child's school, examinations may be taken **after that date**, if it is in the best interest of your child. For examinations to be taken in the home, ISEB does not require the examinations to be taken at the precise times published.

If possible, examinations should be taken in the presence or near proximity of an adult. This supervision should extend to ensuring that your child does not have contact by phone or any other electronic means with other candidates during the course of the day's schedule.

As far as possible, it is very important that your child takes the examinations in a formal setting, ideally away from where he/she usually works, and certainly away from any reference materials. A reliable clock must be clearly visible. Each paper should be undertaken without any breaks (except for toilet breaks, if necessary) and without consultation of any person or reference materials.

Before the examination starts, please check that your child has read and understood the instructions on the front cover of each paper and has all the necessary equipment to hand. Answers should be written in a blue or black pen or biro, but a pencil may be used for diagrams. Correcting, erasable or gel pens should not be used, and highlighter pens may only be used to highlight material within the question paper or on any resource material. Any additional equipment required is shown in the attached list.

Papers should not be collected in before the full allocation of time has elapsed, including any extra time allowance previously agreed with the school.

As soon as each examination has been completed, please keep the paper and/or answer script in a secure place and be sure to record the date and the start and finish times of the examination on the attached declaration form.

After all of the examinations have been completed, please follow your school's instructions for the return of your child's papers and scripts, ensuring that the parent declaration form is signed and returned together with these.

Thank you again for supporting our candidates' – your child's – examinations in this way.

CORE SUBJECTS		Exam length	Materials required
ENGLISH	Question paper should contain a separate insert	1 hour 45	Lined paper
MATHS		1 hour 30	No calculator allowed A pen and pencil, a ruler graduated in centimetres and millimetres, a 60° set square, a protractor and a pair of compasses. Tracing, graph and squared paper should also be available
SCIENCE		1 hour 30	A calculator A pen and pencil, a ruler graduated in centimetres and millimetres and a protractor

OTHER SUBJECTS		Exam length	Materials required
French	Reading & Writing	1 hour	No dictionary allowed
	Listening (if required)	30 minutes	No dictionary allowed
Geography	Question paper should contain a map insert	1 hour	A calculator, a piece of string and a magnifying glass may be used
History		1 hour	Lined paper
Latin		1 hour	No dictionary allowed
TPR		1 hour	Lined paper



## COMMON ACADEMIC SCHOLARSHIP EXAMINATION

### TIMETABLE

Summer 2020

FOR EXAMINATIONS TO BE TAKEN IN THE HOME, ISEB DOES NOT REQUIRE THE EXAMINATIONS TO BE TAKEN AT THE PRECISE TIMES PUBLISHED.

#### ***Tuesday 5 May***

<b>10.00 – 11.30</b> Mathematics	(1 hour 30 minutes)
<b>12.00 – 13.00</b> Geography	(1 hour)
<b>14.15 – 16.00</b> English	(1 hour 45 minutes)

#### ***Wednesday 6 May***

<b>09.15 – 10.45</b> French	(1 hour 30 minutes*)
<b>11.15 – 12.45</b> Science	(1 hour 30 minutes)
<b>14.00 – 15.00</b> History	(1 hour)

#### ***Thursday 7 May***

<b>09.15 – 10.15</b> TPR	(1 hour)
<b>10.45 – 11.45</b> Latin	(1 hour)

(\* for French, time is allowed for the listening paper which can be taken at any time during the day)



**Candidate:** We ask that you sign this form to confirm the following:

- that you did not see any of the question papers before the start of the examination
- that you completed the papers under formal examination conditions
- that the dates and times listed on this form are correct

**Parent/Guardian:** We ask that you sign this form to confirm the following:

- that the examination papers were stored securely before the examinations
- that the candidate did not see any of the question papers before the start of the examination
- that the papers were completed under formal examination conditions
- that the candidate was given the requisite amount of time to complete the papers
- that the dates and times listed on this form are correct
- that the question papers and answer scripts were stored securely after completion

Signature of Candidate:	Date signed:
Signature of Parent/Guardian:	Date signed:
PRINT NAME:	

If there are any additional comments you would like to make, please write them here:

**Please return this form to your child's prospective senior school, together with the examination scripts and question papers.**