

Summer Exam Reminders

Contingency Date – Wednesday 28 June 2023

This is the date that JCQ have set as the exam contingency day for GCSE and/or GCE examinations should sustained national or local disruption arise during the summer examination series. Students should be available up to and including this date.

Check your yellow candidate timetable – these are the exam papers that you will receive – if there are any errors see the Exams Officer, immediately. This timetable must be on your desk in every exam. Don't write or draw on it as this could be classed as malpractice.

Check the start times of your exams as they do vary. Arrive at least 5 minutes before the start. If for some reason you may be late, ring the school. If you are very late you may not receive a mark for your exam. If you had exams that clash your start times may be different from those displayed – please, check your candidate timetable carefully.

Check you receive the correct exam paper. It is your responsibility to ensure that you attend the exam on time and that you receive the correct exam paper and correct tier.

Bring all the equipment you need – pens must be black ink (no erasable pens), calculators without lids, pencils, rulers. Remember specific equipment for exams e.g. coloured pencils for DT, highlighters for English etc. Clear pencil cases only – Maths tins must be emptied and left outside. Drinks bottles (including reusable) must be clear and without labels.

Illness - If you are ill and cannot sit an exam you cannot take it at a later date. Please inform school, immediately, if you are too ill to take an exam – medical evidence will be required. If you do not turn up for an exam the school will ask for reimbursement of the fees.

Exam conditions apply as soon as you enter the exam room and apply until you leave. Remember – no communication/contact with other students, at any time – if you have a problem raise your hand and speak to the Invigilator. Do not leave the room without permission as this could be classed as malpractice. Breaking regulations and poor behaviour must be reported to JCQ who can use several sanctions including disqualification from a particular exam or all exams. Toilet breaks are not allowed as it disturbs other students.

Phones, any device that is internet enabled, any type of watch must not be taken into the exam room. Leave them at home or in your locker. If you are found with any of these devices in the exam room you will be disqualified. It doesn't matter if the device is switched off, we **have** to report it to the exam board and they can use several sanctions including disqualification from a particular exam or all exams.

Read the JCQ rules and regulations displayed on the student bulletin. It is important that you have read these regulations.