

# Exam entry to school

Entrance to the school site will be either before the gates close for the morning exams or **between 12.20pm and 12.40pm** for the afternoon exams. Students should not come into school at any other time during the day.

## Morning Exams

- Morning exams start at **9.00am** and students should register in the Study Room (Y13) or on the Courts (Y11) at **8.40am** in order to be seated by **8.50am**.
- If students arrive at school after 8.50am they should go to Reception to be admitted into the exam.

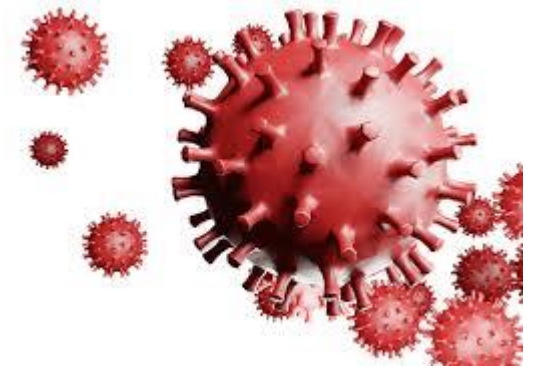
## Afternoon Exams

- Afternoon Exams start at **1.00pm** and students should register in the Study Room (Y13) or on the Courts (Y11) at **12.40pm** in order to be seated by **12.50pm**.
- When students arrive for afternoon exams, they should enter the quad using the **gate near the Performing Arts Room, this will be open until 12.40pm**. After this time students will need to go to Reception to be admitted into the exam.

# Illness on the day of an exam

- If a student is too ill to attend an exam a parent / carer should call the school first thing in the morning (**from 7.30am**) to let us know.
- **Year 11 should call Mrs Boxall on x4202 and Year 13 should call Ms Alonso on x4244**
- Students who do not attend because of illness will need to complete a [self-certification form - Form 14](#). Please note that: *Where a centre finds that a candidate has provided false information on this form, the candidate's results could be withdrawn, or the candidate could be disqualified from the specific qualification, and potentially other qualifications.*
  - *No additional evidence (positive Covid test / medical note) is required.*
  - *The candidate only needs to complete section B of the form.*
  - *The candidate also needs to complete a [request for Special Consideration - Form 10](#).*
  - *The school will support in the completion of these forms.*
- Students will be awarded a grade as long as they have sat at least one component of the qualification (one exam paper - coursework does not count). Exams are deliberately spaced out to mitigate this risk. However, we strongly advise that students sit all exams.

## Covid JCQ Guidance April 2022



If a candidate has tested positive for COVID-19 or is unwell with relevant symptoms (high temp / flu symptoms), UKHSA guidance is clear that he/she should stay at home. The candidate should not attend examinations for the time period recommended by UKHSA. This is 3 days (from the date of the test or start of symptoms) for children and young people who are 18 years old and under.

[JCQ Special Consideration June 2022](#)

# Should my child attend their exam if they feel ill?

1. If a student has a temperature of 38°C or over they should stay away from school until their temperature has gone.
2. If a student has had a positive test (PCR or LFT) or if they are displaying Covid symptoms (high temp of 38°C or over / flu symptoms) they should isolate for 3 full days - with day 0 being the day of the test or the start of symptoms. They **CANNOT** attend exams during this time.
3. If a student is so unwell that they cannot get out of bed then they should not attend exams until they are feeling better.

You must exercise your best judgement as a parent if you feel your child is too unwell to attend exams.

**If a student is mildly unwell but does not have Covid symptoms, they should attend their exams.**

**The following information has been given to all students in Y11 and Y13 regarding Exam Protocol**

### Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2021

- Failure to comply with any of these regulations could result in elimination from all of your exams.
- Check your pockets before you enter the exam room.
- No communication with others.
- If you are sent anything related to exam papers via email or social media, delete without opening.
- The full JCQ regulations can be found [here](#)



# Exam Protocol



- Be early – wearing smart Sixth Form dress code / school uniform
- Sixth Form: You **MUST** have a lanyard with your picture on it to put on the desk
- Bring: a **CLEAR** pencil case / black pens / a water bottle (remove the label)
- If a calculator is needed – no case and nothing programmed in
- **NO PHONES** in the venue - leave them switched off in the Study Room.
- No watches at all in the venue.
- No equipment will be provided - you will need to write in **BLACK** pen.
- **A metal detector will be used to double check that these rules are being upheld as you enter the venue.**

# Once you are in the venue:

- You are under exam conditions
- Don't communicate at all with anyone except an invigilator
- Write your LEGAL name IN CAPITAL LETTERS on the exam paper
- If you need assistance, put your hand up and wait for someone to come to you
- At the end of the exam sit quietly
- Leave only when instructed to
- If there is an emergency, close your paper and await instructions.
- If you have a clash of exam papers you should have been given your arrangements already. If not, please see Mrs Murphy, Examinations officer (047)





## Results Day

Your exam results will be emailed to you at about 8.30am on Results Day: **Thursday 18th August (Y13)** or **Thursday 25th August (Y11)**.

You will be able to request a call back or to come into school to discuss your results with a member of the Sixth Form Team.

You will also be able to collect hard copies of your results on this day. Details to follow. Certificates arrive at school in November - details for postage payment can be found on sQuid.