

10 May 2023

Dear Students Parents and Carers

Year 13 Arrangements for the Summer Examinations 2023

We would like to inform you of the exam expectations and arrangements for our Summer examinations.

Students should aim to arrive in school for 8:30am during the examination period. This is to ensure that they have time to check where they are sitting and that they have everything they need. Students will be expected to be in the sixth form area with their equipment ready for 8:45am so that we can ensure that they enter the exam room swiftly for a prompt start at 9:00am. In the afternoon students should be in sixth form at 12:45 pm and follow the same procedure so that they are ready to begin their exam at 1:00pm.

It is really important that students adhere to the examination regulations. Failing to do so could result in them having all of their papers cancelled.

Key points from the JCQ regulations are outlined below

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room:
 - a. notes;
 - b. an iPod/mobile phone/MP3/4 player or similar device or a watch.

Remember:

Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You must not write or draw offensive or obscene material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Any pencil cases taken into the exam room must be see-through/clear and students must remove labels from any drink bottles.

The full guidance can be found [here](#).

Throughout the examination period students will be expected to attend school as normal.

We know that examination periods can be stressful for everyone, and we will continue to support students with this. [Click here](#) for some help and advice online.

Results Day this year is Thursday 17 August.

There will be members of the sixth form team in school to support the students through the UCAS confirmation process, once they have received their results. If they do not meet their university offers, we will provide advice and guidance as to their next steps through the clearing process. More information is available [here](#).

We wish all of our students every success with their forthcoming examinations.

Please do not hesitate to contact Mrs Sharp or Mrs Dwyer if you need any further information.

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Yours faithfully

Mrs A Sharp
Head of Year 13