



9 May 2023

Dear Parents and Carers of all students taking formal exams in Summer 2023

FORMAL EXAMS SUMMER 2023

We are now less than a week away from the start of our formal exams season for Summer 2023. This letter is a final reminder to students of the Joint Council for Qualifications (JCQ) and John Masefield High School (JMHS) instructions and policies for the conduct of exams and, in particular, the role of the candidate.

Exam timetables can be found on MCAS and all students have also been given a hard copy of their exam timetable which includes date, time, location and seat number. I would be most grateful if you could take a few minutes to review your child's exam timetable with them to ensure that the entries are accurate and as expected. If there are any discrepancies, for example if they have not been entered, entered in error, entered for the incorrect tier etc, please speak to the subject teacher or Head of Department in the first instance.

Please ensure that candidates arrive at the exam room at least 10 minutes prior to their exam, so that they can be seated, briefed and ready to start the exam on time.

National exams contingency days are as follows:

- 8 June 2023 Afternoon
- 15 June 2023 Afternoon
- 28 June 2023 All Day

YOUR CHILD MUST THEREFORE BE AVAILABLE FOR FORMAL EXAMS UP TO AND INCLUDING WEDNESDAY 28 JUNE 2023.

Joint Council for Qualifications Regulations

JMHS is an approved centre to deliver exams on behalf of Examining Bodies. In order to do so, we must be compliant with the administration of such. A link to the Joint Council for Qualifications Instructions for Conducting Examinations (JCQ ICE) can be found below:

https://www.jcq.org.uk/wp-content/uploads/2022/08/ICE_22-23_FINAL.pdf

Prohibited Items

Electronic devices are not permitted during exams. Mobile phones are to be switched off and placed in the student's bag. All watches (both digital or analogue) are to be removed and placed in the student's bag. Students bags will be placed at the front or rear of the exam room. Ear pods are not to be worn and any hoods (JMHS hoodies only) are to be put down and not placed over the student's head. Coats/jackets are not to be worn. Calculators may be used but only in those exams that specifically allow their use and they must be put into exams mode prior to start of those exams. Failure to comply with the above would constitute student malpractice.

Exam Timings, Locations & Behaviour

For formal exams, there will be a morning and afternoon session. Morning sessions will commence at 0900 and afternoon sessions at 1300 (there are a few exceptions to this, timings are detailed on the students' timetables). Students are to arrive at least 10 minutes prior to the start of the exam. With the exception of a small number of students with specific Access Arrangements, the majority of exams will be held in the Sports Hall or Theatre/Studio.

Once in the exam room, formal exam conditions will apply. Students are not to communicate with, attempt to communicate with, or disrupt other students. Students will be given one warning to correct their behaviour and if not corrected, they will be removed from the exam room and reported to the Examining Body for malpractice.

Some students have exams clashes and this can mean that two exams are scheduled for either a morning or afternoon session. For these students, they will have a 20 minute break in the exam room, under exam conditions. They will not be permitted to revise or access the Internet/mobile phones etc during this break. They may go to the toilet but will be escorted to/from the toilet facilities by an invigilator or member of staff.

Exam Equipment

Students are required to bring the appropriate equipment to their exams and should therefore ensure that they have their exam equipment prepared for their exams, preferably the night before their exam. This should include:

- A clear pencil case (this must be completely transparent with no writing on it).
- At least 2 black pens.
- An approved calculator (Maths teachers can advise accordingly).
- Appropriate apparatus such as a ruler or protractor.

Students who come unprepared to the exam will be offered equipment once the exam has started, we will not delay the start time for those students who have come unprepared.

Formulae sheets, clean copies of text books, bi-lingual dictionaries etc will be provided as appropriate for each exam.

Food and Drink

Food and chewing gum are not permitted in the exam room. Only water may be taken into the exam room and placed on the student's desk. The bottle is to be transparent and free from any labels or writing.

Students requiring Assistance during an Exam (Toilet Breaks/Illness etc)

Students who require any assistance during an exam are to remain seated and raise their hand; an invigilator will come to the student's desk. Ideally, students should use the toilet facilities immediately prior to the start of the exam. Students may use the toilet during the exam, however they will be escorted by an invigilator to a single occupancy toilet. In order to maintain the ratio of invigilators to students in the exam room, there may be a delay in escorting the student to the toilet. Any lost time while the student is at the toilet will not be added back on. Students who feel unwell should raise their hand and may need to be taken out of the room for a period of time. Students who are absent from the room due to illness will also not have any time added back on. (In this case, for formal exams, an application for Special Consideration would be appropriate).

Access Arrangements

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. Students who have gone through rigorous vetting and assessment protocols will have been granted an approved Access Arrangement, e.g. 25% Extra Time or a Reading Pen. These Access Arrangements will have become the student's Normal Way of Working (NWOW), be that in the classroom, for homework or during exams.

Emergencies

In the case of an emergency, e.g. the fire alarm sounding, students are to strictly follow the instructions of the invigilator – **EXAM CONDITIONS WILL STILL APPLY FOR THE DURATION OF THE EMERGENCY UNLESS INFORMED OTHERWISE**. The assembly point for all students taking exams will be the Astroturf Pitch, not the normal playground areas.

Students MUST NOT communicate with, or attempt to communicate with, any other student during the evacuation, or on return to the exam room. Students will be lined up on the Astroturf Pitch, at an exam room compliant distance from each other. In most cases, candidates will be able to return to the exam room and continue with their exam, any “lost time” will be added back on to the exam. In extreme cases where students cannot return to their exam room, an alternative room may need to be sourced to allow for the exam to be completed or, in extreme cases the exam will need to be terminated and Special Considerations applied for.

Absenteeism or Running Late on the Day of an Exam

On the day of an exam, if a student is going to be absent (e.g. illness/domestic crisis) or is running late (e.g. transport delays, overslept), please contact the main School Reception by telephone ASAP (01531 631012) and provide details of the student, which exam they are taking and whether they will be absent for the whole day or provide an ETA if they are running late. Students who are absent from formal exams will not have an opportunity to resit that paper and we will have to apply for Special Consideration to the Examining Body. Students running late will still be able to sit their formal exams, provided they arrive no later than 1000 (morning session) or 1430 (afternoon session). Late students will be given the full exam time.

Malpractice

Examining bodies take malpractice very seriously and students who are found to be committing, or attempting to commit, malpractice will be reported to the appropriate Examining Body. The likely outcome would be a zero score for that exam paper and/or a total exclusion from all exams offered by that Examining Body.

Results Days

A Levels results day is Thursday 17 August 2023 and GCSE results day is Thursday 24 August 23.

Information for Students

A comprehensive suite of information for students can be found at the link below. All of the documents included are important, please take some time to read through them with your child.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Further Information and Guidance

My role is to support your child in what will undoubtedly be a stressful time, so please do feel free to contact me should you require any further information, guidance or assistance. Students are also very welcome to come to my office during school hours.

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Yours sincerely

Tim Peggs

Examinations Officer