

Dear Parent/Carer,

Important Dates

As you will probably be aware, the forthcoming GCE examinations period commences on **Monday 23rd May 2022**. Students will have a celebration event on **Wednesday 18th May** from 9:15am – 11am after which they will begin their study leave. Teaching staff will still be available during study leave and students are encouraged to liaise directly with their teachers if they wish to receive support in school during this time.

Exam Timings

If a student has a morning exam they will be expected to be on site by 9am and should arrive to school through the green gates from 8:35am. Students should take into consideration travel time and checking of seat numbers, arriving to school with plenty of time to spare. Students will be able to leave the school site through reception after their exam.

If a student has an afternoon exam they will be expected to be on site by 1pm and should arrive to school through **reception** from 12:30pm. Students should take into consideration travel time and checking of seat numbers arriving to school with plenty of time to spare. Students will be able to leave the school site through reception after their exam.

JCQ Regulations

Please note exams are conducted according to the procedures set out by the Examination Boards and the Joint Council for Qualification (JCQ). A copy of the JCQ regulations including the summer exam timetable, exam equipment list and information on results day can be found on the Exam section of the school website.

The following devices are banned in the exam hall:

- **Mobile phones**
- **Headphones**
- **Watches**
- **Any other technological devices or web enabled sources of information.**
- **Revision Material/Notes**

Other items not permitted in the exam room include food, fizzy and coloured drinks. However, water can be brought in a clear, unlabelled bottle, which should be kept under the exam desk.

It is important that the regulations outlined by the exam boards and JCQ are adhered as failure to do so can result in disqualification from the examination and the overall qualification. Therefore, we would ask for your support to ensure your child is fully prepared for their external examinations.

Special Consideration (Including information regarding Covid-19)

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the **time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Special consideration also applies if a student is absent from an exam for an acceptable reason, as a reminder the date and time of external exams cannot be changed under any circumstance.

Parents/Carers are advised to read the full guidance released by JCQ which can be found [here](#). JCQ have also produced a useful FAQ guide which can be found [here](#).

COVID – 19 (The below information is taken directly from JCQ Guidance)

A range of measures have been put in place this summer to support candidates taking GCE AS, A-level and GCSE examinations. These measures include:

- advance information on the focus of examinations for most subjects to help candidates revise;
- provision of support materials for some examinations (formulae and equation sheets);
- changes to non-examination assessment and fieldwork requirements in some subjects;
- optional content in some GCSE specifications;
- generous grading in comparison to the June 2019 examination series, providing a safety net for candidates;
- a minimum of ten days between the first and last examination in each GCE AS, A-level and GCSE specification. This will reduce the chance of a candidate missing all examinations in a subject because of illness.

Is there additional guidance on eligibility for special consideration in the context of COVID-19?

JCQ has provided supplementary guidance for centres in England on page 17 of JCQ's guidance on the special consideration process in the context of the June 2022 examination series and the UK Health Security Agency's Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19.

A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason.

If a candidate has tested positive for COVID-19 or is unwell with relevant 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 for children and young people who are 18 years old and under, or 5 days for adults 19 and over. UKHSA guidance covers what to do if someone has symptoms of a respiratory infection at the end of this period.

Uniform

Can we please take this opportunity to ask you to remind your son/daughter that they are expected to follow the Sixth Form Dress code for all GCE examinations and must also have their **lanyard**. As an Examination Test Centre, we reserve the right to refuse entry to examinations if students are not dressed appropriately.

Most importantly, we would also like to thank you for your support over the last five years and we wish your son/daughter the very best of luck with their revision and for the forthcoming GCE examinations.

If you do have any further questions regarding your Son/Daughter's GCE examinations please contact sixthform@arthurterry.bham.sch.uk.

Yours faithfully,

The Leadership Group