

3rd May 2022

Dear Parent/Carer

Important Dates

As you will probably be aware, the forthcoming GCSE examinations period commences on **Monday 16th May 2022**. Please note that students taking examinations in the afternoon may be released from school after the examination before the normal end of the school day at 3:05pm; please check the [exam section](#) of the school website where you can download an overview of each exam including the duration. We hope that your son/daughter is making excellent progress with their revision and preparation for these examinations which will be some of the most important examinations that they will ever take.

We wish to inform you that all Year 11 students are expected to be in school and attend their normal lessons throughout the exam period. Teachers will have prepared materials which reinforce key exam content, knowledge and skills, linking directly to the exam specification.

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 **full uniform** is required for all GCSE examinations along with appropriate subject specific equipment such as calculators, rulers, protractors etc. As an Examination Test Centre, we reserve the right to refuse entry to examinations if students are not dressed appropriately. In previous years, some students have asked their friends to sign their school polo shirts and jumpers; please be aware that the Examination regulations will not permit a student to sit an examination with signed shirts or jumpers.

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 GCSE examinations.

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

Yours faithfully

The Leadership Group