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6<sup>th</sup> May 2022

### **Summer 2022 Examinations**

Dear Parent/Carer,

Your son/daughter has now been given their Summer 2022 exams Statement of Entry/Individual Seating Plan.

This details the dates, start times, duration and title of their exams as well as the exam room and seat number they have been allocated. Please ask your child to check that their name and date of birth are correct, as these details will be shown on their examination certificates. If there are any queries regarding entry information please contact the school as soon as possible.

Students **must** arrive on time for all examinations as late arrival may result in them not being allowed to sit the exam. They will not be allowed to sit the exam later in the day, or on another day.

If a student is absent for an exam without good reason/medical evidence, the parent /carer will be charged the cost of entry for the exam.

**Students must attend all of their exams in full school uniform.**

**All students have been given copies of the Warning to Candidates and Mobile Phone Poster (attached).**

**Failure to adhere to the rules of the examination board of which they are all fully aware, will be seen as candidate malpractice, leading to removal from the exam and their behaviour being reported to the examination board which will lead to possible disqualification from the exam, subject or whole exam series.**

Yours sincerely

**Mrs N Bibby  
Headteacher**

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Headteacher: Mrs N Bibby

Registered in England No. 7897108 Registered Office as above

## **Exam Contingency Day – Wednesday 29<sup>th</sup> June 2022**

For the Summer 2022 exam series a “contingency” exam day has been arranged by the examination awarding bodies which all students need to be aware of.

This contingency day for GCSE examinations has been put in place “in the event of widespread, sustained national or local disruption to examinations during the June 2022 examination series.”

The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance.

The date that has been set aside as the contingency day is **Wednesday 29 June 2022**. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 29 June 2022.

This decision is not a school decision.

Please can all students/parents/carers make a note of the contingency exam date in the event that an awarding body needs to invoke its contingency plan.

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

**Pencil cases must be clear.**

**No food in the exam room.**

**Nothing in your pockets and no writing on yourself (eg hands).**

**Drinks – water or juice only, no fizzy drinks or energy drinks.**

**Must be in a bottle that is completely clear, no label, logo or writing of any kind on the bottle.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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.**