

March 2018

Dear Parent/Carer

As your daughter/son is working hard towards her/his exams this summer, we are working hard to ensure the session runs as smoothly as possible. Please read the information below to explain some of the rules and regulations and some of the ways in which she/he can help her/his exams run smoothly.

**Exam regulations** - these are placed outside every exam room and attached to this message. Please read these. Your daughter/son must not communicate with any other student once in the exam room, verbal or non-verbal. Students are asked to get equipment ready outside the exam room so as soon as they enter they can leave their bag and find their desk. Your daughter/son should not attempt to find desks for other students. The invigilators are there to support. Prior to entering the room, your daughter/son must remove any writing on hands (even if it is not related to the exam) and ensure that she/he does not have any notes/work with her/him that have not been specifically allowed. This will enable us to start the exam promptly.

**Mobile Phones** - Unfortunately every year at least one incident is reported by us to the exam boards regarding mobile phone malpractice. This often leads to cancellation of the paper, and can lead to the subject disqualification. We advise all students to leave mobile phones at home. If your daughter/son brings a mobile phone to school, it **MUST NOT** be in your daughter/son's possession, but must be either handed in to an invigilator or kept in your school bag. The mobile phone must be switched off (not just on silent) and if the phone has an alarm that goes off even when the phone is switched off, the battery must be removed. It is our aim to ensure no student is disturbed by a mobile phone going off, and also our aim that no student has to be reported as their phone has disturbed an exam or is found on their person.

The same regulations apply for Ipods, Smart watches and any other electrical devices with digital communication. Watches must be taken off and placed on desks, and watches with alarms must be left outside the exam room.

**Exam clashes** - A number of students are entered for exams that are scheduled to be sat at the same time. These students have been contacted separately. However, if your daughter/son notices that she/he has an exam clash and she/he has not received a separate email, she/he should contact me or Mrs Taylor urgently to ensure appropriate arrangements can be organised.

**Equipment** - It is your daughter/son's responsibility to ensure that she/he is correctly equipped for each of her/his exams.

- **BLACK PENS** - All exams must be written in black pen. Exam papers are scanned to the examiners and any other colour is not picked up in the scan. All students must ensure they have a supply of black pens to bring to their exams.
- **CALCULATOR** - A calculator will be needed for Maths (apart from non-calculator GCSE), Sciences, Business Studies and Economics exams. If the calculator has a lid, it must be removed and left in your daughter/son's bag or handed to an invigilator.
- **SUBJECT SPECIFIC EQUIPMENT** - some subjects require additional equipment. Your daughter/son will need a ruler, protractor, compass, pencil, rubber for Maths for example, and Geography and Technology will require colour pencils. Your daughter/son will have been told what additional equipment she/he needs for her/his exam by these subjects.
- All items on your daughter/son's desk must be see-through/clear with no writing on. This means that all pencil cases must be see-through and plain, any bottles of water must have the label removed, tissues must be removed from the packets, glass cases and geometry cases must be left in bags.

Students who forget equipment will be disadvantaged. It has on some occasions been possible to supply a student with a piece of equipment if their own is broken, has run out or been forgotten, but this not only causes undue stress to the student, it also disturbs other students and can delay support needed by a student. Clearly this is not satisfactory, and if your daughter/son realises on the day of her/his exam that she/he does not have a piece of equipment, she/he should borrow equipment from the school office, from her/his teachers or from her/his friends before she/he arrives at the exams room. This will also ensure the exam can start promptly and smoothly.

**Punctuality** – Your daughter/son must be outside the exam room by 8.45am for morning exams, and by 1.15pm for afternoon exams, unless the exam timetable states otherwise (e.g. exam clash). Please ensure your daughter/son leaves home early to enable her/him to arrive in good time for her/his exams. A cancelled bus, or heavy traffic will cause undue stress, and late arrivals to the exam room disturb the students sitting the exam. If, due to exceptional circumstances, your daughter/son may arrive late for her/his exam, please contact the school office as soon as possible and they will pass message on to the exams office.

**Illness** - Unfortunately, we experience a number of students each session who do not feel well during their exams, or who suffer an accident. Please inform me/Mrs Taylor as soon as possible as it may be possible to make arrangements for your daughter/son to help her/him through her/his exams. If your daughter/son feels unwell on the day, your daughter/son should speak to me, Mrs Taylor or any of the invigilators and we will do all we can to support her/him. In some cases, it is possible to apply for special consideration - an up to date note from the doctor is required within 2 weeks of the exam.

If your daughter/son requires toilet breaks during her/his exams, she/he should come and see me/Mrs Taylor. The invigilators will not need to know the reason, but can support your daughter/son and make arrangements to sit your daughter/son in an appropriate place to cause minimum disruption to the exam.

In addition, if your daughter/son is experiencing difficult circumstances which are impacting on her/his ability to revise and/or focus during her/his exams, please inform me/Mrs Taylor as a matter of urgency. We will endeavour to support your daughter/son, as permitted by the exam boards, and in some cases we are able to apply to the exam boards for special consideration.

**Clothing** – Your daughter/son must arrive in full school uniform. Students not in uniform will be sent to their Head of Year to organise clothing or to remove nail varnish, and may delay the start of their exam. Additionally, we encourage your daughter/son to dress appropriately (within uniform guidelines). This means bringing a jumper/cardigan if her/his exam is in the Sports Hall or Gym as these rooms can be cool even on a hot day.

We hope to ensure the session runs as smoothly as possible for all students sitting exams this year. Please speak to me or Mrs Taylor if you have any queries or concerns.

Thank you.

Yours sincerely

Mrs W Lovell  
**Exams Officer**