

# November 21 Examinations NEWSLETTER

October 2021

From: Lesley Harley, Examinations Manager



## GCSE/ Functional Skills EXAMINATIONS – November 2021

Your son/daughter has been entered for English and/or Maths in the November series of examinations.

## EXAMINATION TIMETABLES, ROOMING, AND STUDENT CARDS

Electronic personalised timetables are available when your son/daughter logs into their CEDAR account and select Exams, then exam timetable.

Please check these with them and report any errors to their subject teacher, or a member of the Examinations Team - Tel. 0114 262 5724 / 5770

**All students must bring their student card with them for ID purposes;** invigilation staff do not regularly see these students so cannot readily identify them in an examination room.

## ACCESS ARRANGEMENTS

Where a student is eligible for access arrangements during their examinations, a letter outlining these concessions will be enclosed with this newsletter.

## EXAM REGULATIONS

The 6<sup>th</sup> Form must implement a very precise set of rules in all public exams. May I stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. Occasionally, during the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure the college, as an exam centre, is setting the expected standards. A copy is enclosed for your reference, please read this with your son/daughter to ensure that you are both aware of the regulations.

## ATTENDANCE TO THE EXAMS

Punctuality is important. Exams are scheduled to start at 9.00 am. Students must arrive 15 minutes prior to this time - this is to ensure they are in the correct seat, have the correct equipment and can be told instructions about the exam etc.

**All students will be expected to wash and sanitise their hands before going to their exam room.**

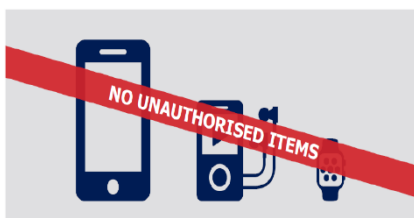
If they decide they will not be attending their examinations, please let the college know as a matter of urgency.

## EQUIPMENT

To minimise the chance of cross contamination, it is important that your son/daughter are prepared. It is their responsibility to ensure that they have all they will need for their exams, i.e. Black Pens, Pencils, Ruler, Rubber, Sharpener, Calculator, etc in a clear pencil case/bag. Please encourage them to be prepared before every examination they are due to take. Maths equipment will be available on request.



## MOBILE PHONES, WATCHES AND OTHER ELECTRONIC DEVICES (mp3/4 Players, iPods etc).



Mobile phones, Watches of any kind and any other electronic devices will not be allowed in the examination room. Anyone found in the possession of these items during the examination, whether they intended to use it or not, will be reported to the Examination Board and may be disqualified from that examination. Secure cages are available for students to lock away any personal items. Students may be asked to empty their pockets if an invigilator suspects a student of having unauthorised material on their person.

## HEADWEAR

Only head wear worn for religious beliefs can be left on during the exam, advise the invigilator of this and a check can be conducted in private (by a female member of staff if required) to ensure headphones are removed. **Sports caps and woolly hats etc. will not be allowed.** Refusal to observe staff requests may result in the student not being allowed into the examination room.



**NOT ALLOWED**

## ILLNESS

One would hope that every student will be fit and well throughout the exam period. However, unforeseen illness can strike; in which case the college needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam must be understood

**If you present any signs of COVID19 please let us know, but do not come to the 6<sup>th</sup> Form. You must get a test and if this is positive let us have a copy of the results and we can have further discussions about the way forward. If you are officially directed by the NHS to self-isolate because you have been in contact with someone who is positive, please let the Exams Department have a copy of your isolation note.**



## ARRANGEMENTS FOR THE RECEIPT OF RESULTS

Results will be available on CEDAR on  
**THURSDAY 13<sup>th</sup> JANUARY 2022 from 08.30 am.**

If students need guidance about results, in the first instance they should discuss their concerns with the department Curriculum Leader.

Information regarding Enquiries about results and Access to scripts can be sought from the Examinations Department.

## CERTIFICATES

Certificates for the November exams will be retained by the college for safe keeping until your son/daughter leaves, when they will receive them all together.

