

# 2023-2024 Winter Examinations Newsletter

Dec 2023

A number of students have been entered for an exam in January. These students should check their exam timetable on EduLink under 'Exams'. Rooms and seat numbers will appear nearer the time of the exams and any changes to a room or seat will also show on EduLink so students should continue to check this up until their exam day. **If a student thinks that there is an error in their exam entry or timetable, they must report this to a member of the Examinations Team (S37) - Tel. 0114 262 5724 / 5770 ASAP.**

**Email and text messaging are the preferred mode of contact with students, so it is important that students check their emails regularly. If students change their mobile phone number, they must inform the 6<sup>th</sup> Form immediately.**

## IMPORTANT Information for students

Information that students **must** read before entering an exam can be found on the Sixth Form website - [Revision + Exams - Longley Park Sixth Form](#)

## Exam Regulations

The 6<sup>th</sup> Form must implement a very precise set of requirements in all exams. The 6<sup>th</sup> Form can be inspected by the Joint Council for Qualifications (JCQ) at any time throughout an exams series, to ensure that the 6<sup>th</sup> Form is setting the expected standards. Therefore, students **must** familiarise themselves with the required JCQ documents before their first exam, these can be found on the website here - [Revision + Exams - Longley Park Sixth Form](#)



## Attendance At The Exams

Punctuality is important. Exams start at **9.00am or 1.30pm** (unless stated otherwise). **Students must arrive at least 15 minutes prior to this time.** Students not in their seats at the official start time will be marked as late and may not get the missed time for their exam. Students arriving over 30 minutes after the start time of the exam **will not be allowed into the exam.** Once the exam is over all students must go immediately to their next lesson.

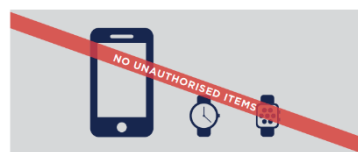
All students **must** bring their student card with them for all exams; invigilation staff do not regularly see these students so cannot identify them in an examination room.

## Equipment

It is a student's 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.

Where the use of a calculator is required, all students should have been given a security sticker by their subject teacher to confirm that their calculator meets the JCQ regulations. If students do not have a sticker, the calculator will be confiscated. Water is allowed in the exam but must be in a transparent bottle, with all labels removed.

## Mobile Phones, Watches and Other Electronic Devices



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

**DISQUALIFICATION**

Mobile phones, watches (of any kind) and any other electronic devices will not be allowed in the examination room, this also includes headphones. 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. The sixth form will do random spot-checks to ensure students have no unauthorised items in their pockets. Secure cages are available for students to lock away any personal items.

Only headwear worn for religious and medical reasons can be left on during the exam, if we suspect a student of wearing headphones, we may ask to check under the headwear, this 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 a student not being allowed into the examination room and could constitute malpractice which could be reported to the examining board.

### **Illness**

Students should make every attempt to attend an exam, however if a student is too unwell to attend, they should report this in the usual way to the 6<sup>th</sup> Form.

### **Timetabled Examinations during Bad Weather / Other Adverse Conditions**

The 6<sup>th</sup> Form always operates on the basis that it will OPEN unless overnight weather / other conditions are so extreme that there would be significant risk to students and staff getting here. If a decision not to open is made, information will be released as early as possible on the relevant morning. The 6<sup>th</sup> Form website is the best source for up-to-date information regarding closure.

### **Results Days**

- **Tuesday 6<sup>th</sup> February 2024 – LIBF U1/3 – Part B**
- **Thursday 21<sup>st</sup> March 2024 – All BTEC Level 3 Nationals and BTEC Level 2 (not Science)**
- **Thursday 4<sup>th</sup> April 2024 – BTEC Level 2 Science**

Information about Results and Post Results Services will be available to students nearer the time.

**Thank you and good luck in your exams.**