



March 2024

Dear Parents / Carers / Guardians

Year 11 GCSE Examinations 2024

This letter contains important information about GCSE examination and non-examination assessments. Some information is repeated from the letter sent to you prior to the January trial exams.

Please find links below for:

- Joint Council for Qualifications (JCQ) Information for Candidates for
 - [written examinations](#)
 - [non-examination assessments](#)
 - [privacy notice](#)
 - [warning to candidates](#)
 - [social media warning](#)

Please ensure that your child:

- Revises thoroughly before the examinations. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for them to study at home.
- Check their timetable every day to make sure they do not miss an examination.

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *Access Arrangements*. Most *Access Arrangements* need to be approved by examination boards several months in advance, supported by evidence. Examination boards rarely approve arrangements which differ from the candidate's normal way of working.

It is very important that you contact Mrs Cleaver in the Additional Intervention Team as soon as possible if you think your child may be entitled to *Access Arrangements* and is not already being given extra help. *Emergency Access Arrangements*, would be made if a significant change in the way your child worked immediately before the examination. This covers injuries.

SPECIAL CONSIDERATION

Special consideration can be granted where some problem occurs **just before or during examinations** which prevents a candidate from performing to their full potential, or in exceptional circumstances from taking an examination. Special consideration is intended to compensate candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

If a problem occurs **just before or during** an examination, then you should contact the Exams Office immediately after the examination. You will need to provide us with any supporting documents that you may have. Examination boards will only accept requests for special consideration submitted by the School.

INTERNAL ASSESSMENT APPEALS PROCEDURE

If you wish to appeal against the assessment process used for your child's non-examination assessment, then please contact Ms Sheridan, the Examinations Officer who will provide you with a copy of our Appeals Procedure. This can also be located on the school's website.

Headteacher Mr R Bernard MA

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SUMMER 2024 GCSE EXAMINATIONS

Public GCSE examinations will commence 9th May 2024 and continue until the end of June 2024.

Your child's individual summer examination timetable has been issued. A second, finalised, copy will also be distributed next term. It is very important that they check their timetable carefully for errors and to see if they are scheduled to take two (or more) examinations at the same time. If your child spots an error or examinations clash on their timetable, they must see the Examinations Officer, Ms Sheridan, in the Exams Office as soon as possible.

For examinations that have tiers (foundation or higher) please note that your child's examination tier may have changed following the results of the January examinations. This will be reflected on the timetable given out next term.

Please do not book any family holidays until the examination period is over. The last scheduled day for public examinations is 21st June, however, there is a Contingency Day timetabled for 26th June 2024. The Contingency Day is set by JCQ and can only be used in the event of a national issue preventing an examination on an earlier date.

CONDUCT DURING EXAMINATIONS

Students must be dressed in school uniform in accordance with normal school rules. Mobile phones, watches of all types and any devices capable of storing data or receiving messages are not allowed in the examination room. These devices **must** be handed in to Student Services before the examination starts. Staff do not supervise belongings left in the changing rooms. We do not recommend leaving items there.

Possession of a mobile phone or other prohibited device during a GCSE examination, even if switched off with no evidence of any attempt to use it, must be reported to the examination board. The usual outcome is for the student to receive zero marks for that particular paper.

Students are encouraged to bring water, but it must be in a small clear plastic bottle with all labels removed. No other food or drink is allowed except by prior arrangement. Pencil cases must be transparent; a clear plastic bag is acceptable.

Students must bring essential equipment such as a black pen, a pencil and ruler. They must also bring specialist equipment such as protractors/calculators/colouring pencils.

Examinations are supervised by external invigilators. We expect all students to conduct themselves appropriately before, during and after their examinations. Any inappropriate behaviour will be reported, and appropriate action taken.

PLAGIARISM – Non-Examined Assessments

The Information to Candidates regulations state that:

“The work which you submit for assessment must be your own”.
“You must not copy from someone else or allow another candidate to copy from you”.

Teachers have issued guidance to students on the nature of plagiarised work and how to avoid copying and cheating. If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

PUNCTUALITY

Students should arrive 15 minutes before the scheduled start of an GCSE or internal examination.

This allows for all students to be seated, for instructions to be given out, for students to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or examination paper before the start.

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LEAVING EARLY

Students are not allowed to leave before the end of an examination. Students with extra time do not have to take the extra time but are encouraged to do so.

EXAMINATION RESULTS

Results will be issued to students Thursday 22nd August 2024. More details regarding this will be published post-Examinations and updated on the School website.

Results are the property of the student and as such cannot be given to family or friends without the student's permission.

REQUESTS FOR REVIEW OF MARKING

If there is reason to believe an error was made in the marking of examinations script, the student can apply for a review of marking. There is a fee per paper/unit requested, but if the review is recommended by the School, then such fees are usually waived.

The student will have to sign a consent form stating that they understand that their grade could be reduced following a re-mark. This will be available on results day.

There will be a letter enclosed with the GCSE examination results explaining this procedure.

If your child has any concerns or questions regarding the Examination process, I would urge them to come and discuss them with Mr Winfield (Year Team Leader), Ms Sheridan (Exams Officer), or myself.

Mr J Marshall

Assistant Head Teacher (Examinations)

Headteacher [Mr R Bernard MA](#)

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