

HTS/SSN

November 2021

**Dear Parents / Carers / Guardians**

## **Year 13 A Level Examinations 2022**

This letter contains important information about A Level examinations and non-examination assessments. Please read it carefully and keep it for future reference.

Please find enclosed with this letter the following documents:

- January 2022 trial examination timetable
- 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 son/daughter:

- Revises thoroughly before the examinations. We recommend that they start revision as soon as possible. You can help by providing a quiet place 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 Dickenson in the Additional Intervention Team as soon as possible if you think your son/daughter 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 son/daughter 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.

COVID related illness, isolation or absence from school is NOT eligible for special considerations.

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 son/daughter's non-examination assessment, then please contact Ms Sheridan, the Examinations Officer who will provide you with a copy of our Appeals Procedure.

### **JANUARY 2022 TRIAL EXAMINATIONS**

Year 13 Trial Examinations will take place in the first week of Term 3 from Tuesday, 4<sup>th</sup> January 2022 to Thursday, 13<sup>th</sup> January 2022 inclusive. Students are off-timetable for these days and do not attend normal lessons. Lessons resume on Friday 14<sup>th</sup> January 2022 for all Year 13 students.

### **SUMMER 2022 A LEVEL EXAMINATIONS**

Public A Level examinations will start in mid May 2022 and continue until the end of June 2022.

Your son/daughter's individual summer examination timetable will be issued 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 son or daughter 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 son or daughter's examination tier may change following the results of the January trial examinations.**

Please do not book any family holidays until the examination period is over. The last scheduled day for public examinations is 29<sup>th</sup> June 2022.

## CONDUCT DURING EXAMINATIONS

Students will not be allowed to take an examination unless they are dressed in office dress 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 A Level 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. Possession of a mobile phone during January Trial Examinations will be regarded as a serious breach of school rules.

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.

Candidates 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 will issue 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 A Level or internal examination.** This allows for all candidates to be seated, for instructions to be given out, for candidates 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.

## **LEAVING EARLY**

Students are not allowed to leave before the end of an examination. Candidates 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 18<sup>th</sup> August 2022 by secure email.

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 A Level examination results explaining this procedure.

**Mrs H Topping Shaw**

Assistant Head Teacher (Examinations)