

Exams Summer 2023

As we move closer to the exams season, there are a few things that we would like students and parents to be aware of prior to sitting exams.

JCQ, the Body who regulate exams have specific requirements as to what is acceptable before, during and after an exam. Included in this newsletter are a couple of JCQ posters which your child should be familiar with in advance of exams. These posters will be displayed inside and outside the exam room. It is important to note that no mobile phones, electronic devices, or any other form of data storing devices should be brought into the exam room, this also includes wrist watches. Please discuss this notice with your child prior to exams and where possible encourage them not to bring these items into school on exam days. All mobile phones, electronic devices and watches will need to be left with the Exams Officer for the duration of the exam.

Students will be issued with candidate packs, which includes helpful information and sessions will take place in school to give students the opportunity to ask the Exams Officers any questions prior to exams.

Below is a checklist for students to help prepare for exam days.

If you wish to speak to the Exams Officer, or any member of staff regarding exams, please do not hesitate to contact School on 0191 518 5595.

We wish all of our students the very best of luck with their forthcoming exams.

Exam checklist for students



Before each exam, be sure to check:

- The date, time and location of the exam (particularly if it's in the morning or afternoon)
- The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.
- If you are allowed to bring a calculator into the exam, check that:
 - it is an approved model
 - the batteries are working
 - anything stored on it is cleared
 - parts such as cases, lids or covers are removed
- If you have a case for your equipment (i.e. pens, pencils etc), it is transparent
- There is no label on any drinks bottle you intend to bring in
- Your mobile phone and any web-enabled devices are switched off and stored in line with advice from your Exams Officer

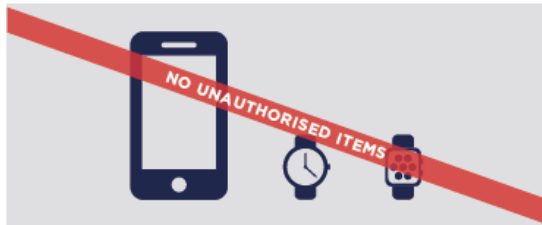
Did you know?

ofqual

- To keep exam papers confidential until students sit them, all exams in a given subject qualification are taken at the same time nationwide.
- The exam boards and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.
- Exam rules apply to every school and college throughout the country, and checks are made to ensure the rules are followed.
- You must not take any exam stationery with you out of the exam hall once the exam has finished, including question papers, answer booklets (used or unused) or rough work.
- If you have your phone in the exam room, you could be disqualified, regardless of whether or not it is switched off or in aeroplane mode. You could even be disqualified from all your subjects.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.