

Public Examination procedures at Parmiter's

All students must familiarise themselves with the information below. This will ensure the GCSE and A Level written exams run smoothly.

- Students must ensure they have a copy of their examination timetable so they can check the location of their exam and seat number. Their final timetable will be e-mailed to students, as well as provided as a paper copy. During exams, the exams team is very busy and cannot print copies of exam timetables each day.
- Students must learn their candidate number (as they write it on their exam paper).
- The majority of **morning examinations start promptly at 8:45am**. Students should ensure that they arrive at the correct examination room by 8.30am. For a small number of students in 1:1 rooms, morning examinations will start at 9:00am.
- **The start time of afternoon examinations can vary; start times are usually 1:00pm or 1:15pm**. Students must check their exam timetable carefully and arrive at the correct room 15 minutes before the exam is due to start.
- During the exam period lunch will be early (12:20pm - 1:20pm), so students can eat lunch at school before their afternoon exam.
- Some of the exams scheduled for the afternoon session are long. We cannot guarantee exams finish by 3:30pm (although where possible we will endeavor to do so). Students who know they have long afternoon exams must ensure they can get home as they may miss the bus.
- All bags must be left outside the examination room and students are therefore advised not to bring valuable items into school. However, provision is made for students to leave mobile phones and other valuable items at Reception for the duration of their examination. The school takes no responsibility for items left elsewhere around the school site.

What to do if you are running late for an exam

- The student or a parent/carer, must telephone the school Reception. The number is 01923 671424. If the students are on a late running bus, just one student from the bus needs to ring the school.
- When the student does arrive at school, they must report to Reception. *Please note, this is different to guidance in the JCQ regulations that states candidates should report to the invigilator running the exam.*

- Depending on how late you are, determines the next steps. Wherever possible, we will make arrangements for you to sit the examination but in some cases we will need to alert the exam board.

What to do if you are too unwell to attend an exam

- The student or a parent/carer must **always** telephone the school Reception as soon as possible and certainly before the exam is due to start. The number is 01923 671424. This will allow us to advise you as to what you need to do.
- If a student misses an exam for an acceptable reason they will be required to complete the necessary JCQ paperwork (which the school will provide) and provide appropriate supporting evidence. Assuming the submission is agreed by the examination boards, the student will be eligible to receive a grade through the special consideration process provided they have completed the assessment(s) for at least one whole component, which represents at least 15% of the total assessment within the specification.

What to do if you something happens at the time of the exam

If, at the time of the exam a student experiences a temporary illness (but is well enough to sit the exam), injury or some other event outside of the student's control, they may be eligible for special considerations. Special consideration is a small adjustment made to a student's marks if the exam board is satisfied the illness, injury or event is likely to have had a material effect on a candidate's ability to demonstrate their normal level of attainment.

JCQ issue guidance on situations where special consideration can, or cannot, be applied for. It is worth noting that special consideration cannot remove the difficulty faced by the student in the exam.

Ms Bliss oversees applications for special considerations. If a student believes their performance has been affected by illness, injury or other events they must let Ms Bliss know on the day of the exam, either by seeing her in person or by e-mailing her. If we are not made aware of the situation on the day of the exam, we may not be able to support an application for special consideration.

Exam team contact details

If a student or parent/carer has a question about the exams before the exam season, please contact Mrs Hicks, Mrs Berks or Ms Bliss.

Mrs Hicks: l.hicks@parmiters.herts.sch.uk

Mrs Berks: e.berks@parmiters.herts.sch.uk

Ms Bliss: k.bliss@parmiters.herts.sch.uk (regarding special considerations)

If a student has a question during an exam, they must speak to an invigilator who will be able to contact a member of the examination team, if necessary.

Exam regulations

The above information summarises the process of exams at Parmiter's. Students must also familiarise themselves with the JCQ Information for Candidates documents, available [here](#).