



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

27 April 2023

Dear Year 11 Students and their Parents/Carers

## GCSE Exam Regulations & Timetables

### Exam briefing follow-up

Yesterday morning (Wednesday) Year 11 students attended an exam briefing assembly. During the assembly they went through many of the JCQ regulations (JCQ is the body that sets the exam regulations on behalf of the exam boards), as well as the process for running examinations at Parmiter's.

JCQ publish 'Information for Candidate' documents that students are expected to familiarise themselves with. These are available on the JCQ website [here](#). Students **must** read:

- Information for Candidates - written exams
- Information for Candidates - social media.

For convenience, both of these documents are attached to this e-mail. However, students may find the other JCQ documents at this weblink useful.

In addition to the JCQ guidance, attached is a document that details the procedures for examinations at Parmiter's. This summarises the information shared with students in the exam briefing today and we hope provides some useful information about what happens if a student is running late for an exam, or is unwell on the day of the examination. The presentation given to students in assembly has been shared on their form group Google Classrooms.

### Exam timetables

You will shortly receive an electronic version of your timetable for your GCSE written examinations, sent via the school's data management system. Please look out for this email.

You will also receive a printed copy of this timetable tomorrow (Friday) via your form tutors.

The timetable details all your written examinations. Please take careful note of the start times of exams, in particular the **afternoon examinations where start times can vary**. You are expected to **be at your exam room 15 minutes before the start time** of your examination.

The timetable shows the room your examinations will take place in, as well as your seat number. **It is essential that you have this timetable with you every day during the examination period**. We recommend you take a photo of your timetable on your phone and/or save the electronic version. During exam season we are very busy and we do not have the time to respond to multiple requests to reprint timetables; we appreciate your understanding on this.

Please can you also **learn your four digit candidate number**. You will need to write this on every exam paper and it is vital you put the correct candidate number.

*Nemo sibi nascitur:*

*Our values of community, aspiration and opportunity enable every individual to grow and flourish*

### **Exam clashes**

If you study **Economics and PE** you will have noted that these examinations are both scheduled for the afternoon of 17 May.

If you study **Economics and German** you will have noted that these examinations are both scheduled for the morning of 26 May.

The rescheduling of these examinations is governed by the JCQ regulations (JCQ is the body that oversees the exam boards). As the total length of the examinations scheduled for the given session (the afternoon on 17 May or the morning on 26 May) does not exceed 3 hours, the students are required to take both of the exams in the scheduled session. They will have a short, supervised rest break between the exams but cannot revise during this time. During the rest break they will be allowed to go to the toilet and have a snack (which they must bring with them to the exam room, they cannot go to the canteen). I appreciate this is not ideal, but we are bound by the exam regulations.

If you have any questions about your timetable, please see Mrs Hicks, Exams Officer, or e-mail [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk).

Kind regards



Mrs Berks  
Deputy Headteacher