



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

23 April 2024

Dear Year 13 Students and their Parents/Carers

## A Level Exam Regulations Information

### Exam briefing follow-up

Yesterday morning (Monday) Year 13 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 and we hope provides some useful information about what happens if a student is running late for an examination, or is unwell on the day of the examination. The presentation given to students in assembly has been shared via e-mail by Mr Porter.

### Exam timetables

We are currently finalising the personalised examination timetables. You will receive an electronic version of your timetable for your A Level 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 via your form tutors. It is important that you collect this from your form tutor or the register tray once they are available.

The timetable details all your written examinations. Please take careful note of the start times of exams, as **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**. When you have received your timetable, we recommend you take a photo of it 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 also **learn your four digit candidate number**. You will need to write this on every examination 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 have an exam clash, then one of these examinations will have been moved to either the morning or afternoon session. For the period between your examinations you will be in isolation. If you have an isolation period, you will be notified by an additional sheet attached to your **printed** exam timetable. You will not receive this electronically.

During the period of isolation, you can revise under supervision. However, you cannot have access to any electronic devices and must therefore ensure you prepare paper-based revision materials.

If you have any questions about your timetable and/or exam clashes, 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