

25 April 2025

Dear Year 13 Students and their Parents/Carers

Exam briefing follow-up

Today (Friday 25 April), Year 13 students attended an [exam briefing assembly](#). During the assembly, we 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 Mrs Smith.

Exam timetables

Students should have received their personalised examination timetables for their A Level written examinations, which were sent out via the school's data management system before Easter.

They will also receive a printed copy of this timetable via their form tutors. It is important that students collect this from their 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 the examination season, we are very busy and we do not have time to respond to multiple requests to reprint timetables; we appreciate your understanding.

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

Exam clashes

If you have an examination 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 either see Mrs Hicks (Exams Officer) or e-mail l.hicks@parmiters.herts.sch.uk.

Kind regards

A handwritten signature in black ink, appearing to read 'Mr Baker'.

Mr Baker
Deputy Headteacher