



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

27 April 2022

Dear Year 13 Students and their Parents/Carers

A Level Exam Regulations

Exam briefing follow-up

As you will be aware from my e-mail last week, Year 13 students attended an exam briefing assembly yesterday morning (Tuesday morning). The assembly 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 hopefully 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 this morning has been shared on their Liberal Studies Google Classroom.

Exam timetables

We are currently finalising the rooms and seating arrangements for examinations. Once this is complete, students will be issued with their final examination timetables. Student should already be aware of the dates and times of their exams, having received an initial timetable (called a default timetable) before the Easter holidays.

Contact for exam related questions

As a reminder, please be aware that Miss Roberts, previously our Examinations Officer, has left Parmiter's. I (Mrs Berks) will be overseeing the examination process this summer. If you have a query about exams, please contact me on e.berks@parmiters.herts.sch.uk.

Kind regards

Mrs E Berks
Deputy Headteacher