

## 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).
- All morning examinations start promptly at 8:45am. Students should ensure that they arrive at the correct examination room by 8.30am.
- The start time of afternoon examinations can vary; start times are usually 1:00pm or 1:30pm. Students must check their exam timetable carefully and arrive at the correct room 15 minute 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 have COVID symptoms, or test positive for COVID, or 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.
- This year JCQ (the body that works with the exam boards) has issued specific guidance related to COVID-19. Students will be required to adhere to the UKHSA guidance as it applies on the day of the candidate's examination. At present, we are working with guidance issues on 1 April 2022, but this may be updated before the exams start. Currently, this means that:
  - Young people (18 years and under) with mild symptoms such as a runny nose, sore throat or slight cough, who are otherwise well, can continue to attend their education setting.
  - Young people (18 years and under) who are unwell and have a high temperature should stay at home and avoid contact with others where they can. They can return to their education setting when they no longer have a high temperature and are well enough to attend.
  - Young people (18 years and under) who have a positive COVID-19 test result should stay at home and avoid contact with other people for 3 days after the day they took the test.

The guidance for young people over the age of 19 is slightly different and we will give advice accordingly if this applies to the student.

**However, it is vital that you ring the school to report an absence so we can give you the most up to date information.**

If a student misses an exam for an acceptable reason in line with UKHSA guidance, they will be required to complete the necessary JCQ paperwork (which the school will provide), but 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 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.

## **Exam team contact details**

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

Mrs Berks: [e.berks@parmiters.herts.sch.uk](mailto:e.berks@parmiters.herts.sch.uk)

Ms Bliss: [k.bliss@parmiters.herts.sch.uk](mailto:k.bliss@parmiters.herts.sch.uk)

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](#).