

## Summer Exams 2024 Information Sheet Parents and Carers

As we approach the summer exam season, please find some useful information, links to documents and a reminder of the contingency dates for the summer 2024 season.

### Absence

Contact will be made with either/both the student and the contacts listed. Every effort should be made to attend exams and complete them. These are public examinations and cannot be rearranged like mocks.

### Contingency dates for the external exams of summer 2024

The Joint Council of Qualifications (JCQ) who regulate exams across the country, have named the afternoons of both Thursday 6<sup>th</sup> and Thursday 13<sup>th</sup> of June and all of Wednesday 26<sup>th</sup> of June as contingency days for exams. Students need to be available to sit exams at these times even if they currently don't have a timetabled exam for those days.

Of course, we hope that these contingency days will not be needed, and they are merely a precaution.

### [On your exam day](#)

#### Instructions to candidates

This [video](#) outlines what is required.

There's also a print version of this list available [here](#)

The full guidance booklet is available [here](#)

#### Indicative sanctions against students

Please find this attached. Here you will find a range of sanctions outlined if a candidate does not follow the rules of the exam room such as bringing in prohibited materials or devices. You will see there are a range of sanctions. Any time that any rule is breached, this has to be logged and shared with the examination board who will decide on the sanction based on this list.

#### Lateness

Students should aim to arrive at least 15 minutes before the start of their exam. If they are running late then please contact the school. At that point, students should turn off their mobile phone and any other means of communication. If they have someone with them then they should accompany them to Visitor Reception so that we can confirm that they haven't been on their phone or in contact with anyone taking the exam.

#### Lateness to exams

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination.
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination. Late students will be sat in the Sports Hall to provide the full allocation of time.
- A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination **will** be permitted by the centre to sit the examination.

## Very late

- A candidate who arrives after 10.00am for a morning examination or after 2.30pm for an afternoon examination will be considered very late and **will** be permitted by the centre to sit the examination.
- **However, whether the paper is accepted and counts towards their grade or not will be the exam board's decision.**

## Special Consideration process

This is a process after an exam has been sat to make an adjustment to a candidate's mark or grade to reflect temporary illness, injury or some other event outside of a candidate's control at the time of the assessment.

It is applied when the issue or event has had, or is reasonably like to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.


More information is outlined in the linked document above and in the table below.

Present but disadvantaged allowance 0 - 5%		Present but disadvantaged allowance 0 - 5%	
5%	<p><b>Reserved for the most exceptional cases – examples:</b></p> <ul style="list-style-type: none"> <li>• terminal illness of the candidate</li> <li>• terminal illness of a parent/carer, brother or sister</li> <li>• very serious and disruptive crisis/incident at or near the time of the exam</li> </ul>	2%	<p><b>The most common category of allowance – examples</b></p> <ul style="list-style-type: none"> <li>• illness at the time of the examination</li> <li>• extreme distress on the day of an examination (not simply exam related stress)</li> <li>• broken limb on the mend</li> <li>• allowance on <u>last paper</u> taken in a day when a candidate has been entered for three or more examinations timetabled for the same day and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and 2 examinations) or more than 6 hours (GCE and Level 3 examinations)</li> </ul>
4%	<p><b>Very serious problems – examples</b></p> <ul style="list-style-type: none"> <li>• severe disease</li> <li>• very recent death of member of extended family ('very recent' defined as within one month of the examination(s) taking place)</li> <li>• serious crisis/incident at the time of the examination</li> </ul>		
3%	<p><b>A more common category – examples</b></p> <ul style="list-style-type: none"> <li>• recent traumatic experience</li> <li>• recent illness of a more serious nature</li> <li>• broken limbs</li> <li>• recent crisis/incident</li> </ul> <p>* 'Recent' defined as up to 4 months prior to the examination(s) taking place</p>	1%	<p><b>Reserved for more minor problems – examples</b></p> <ul style="list-style-type: none"> <li>• ongoing noise during an examination</li> <li>• illness of another candidate which leads to minor disruption in the examination room</li> <li>• stress or anxiety for which medication has been prescribed</li> <li>• hay fever on the day of an examination</li> <li>• minor upset arising from administrative problems</li> </ul>

## Social Media

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:

[jcq.org.uk/exams-office/information-for-candi-dates-documents](http://jcq.org.uk/exams-office/information-for-candi-dates-documents)

**Results**

More information will follow about receiving results and our post-results service, but the A level results are on Thursday 15 August and the GCSE on Thursday 22 August.