



Church of England School
Executive Head and CEO: Dr Hilary Macaulay

25th November 2021

Dear Student/Parent/Carer,

YEAR 11 PUBLIC EXAMINATIONS ADMINISTRATION ARRANGEMENTS JANUARY 2022

KEEP THIS DOCUMENT IN A SAFE PLACE, YOU MAY NEED TO REFER TO IT

Now that your January public examination is approaching, we need to bring several points to the attention of all parents/carers of Year 11 students entered for the Child Development examination this coming January.

During this ever changing climate, we will continue to work in line with the latest Covid19 guidance to schools. Procedures will be put in place to minimise risk of transmission, including desks greater than 1 metre apart and doors/windows kept open.

ATTENDANCE

Candidates are required to present themselves punctually on the exam date. Please be aware that any examination not taken will have to be paid for, unless non-attendance is supported by a medical certificate to cover real illness (please note: colds, temporary sickness and minor illness are not accepted by the examining boards as valid reasons for non-attendance).

ASSEMBLY POINT

Candidates should assemble outside WG07 at 8.40am. Students are not required to wear a face covering, but if they choose to, they must be worn on their face as intended and not in their pockets, on the desk, wrist etc. If they need to remove them during the exam, they will need to raise their hand to alert an invigilator.

EXAMINATION TIMETABLE

Individual Examination Timetables will be issued to students who have returned their statement of entry, during their Child Development lesson today.

You should check this information carefully. Any queries should be raised immediately with your subject teacher and/or Mrs Jerham in the Exams Office.

EXAMINATION BOARD INFORMATION NOTICES

'Information for Candidates' issued by the Examination Boards are attached to this letter and are available on the school's website. Please read these carefully. Hard copies are available from the Exams Office.

IN THE EXAMINATION ROOM

In light of our experience, we would like to make the following points:

Equipment

- Have spare black pens available
- Pencils should be HB and only used for drawing. Have spares, a pencil sharpener and eraser.
- Pencil cases must be transparent. Opaque cases are not allowed. Transparent polythene bags will be allowed
- Under no circumstances may correcting fluid or correcting pens be brought to the examination room.

Mobile phones, other electronic equipment (including headphones and earphones) and wrist watches MUST NOT be taken into the examination room as this is a breach of public examination regulations. **Failure to comply with this regulation will have serious consequences.** Students may be asked to demonstrate that they do not have these items about them.

Bags & Coats

It is not possible for bags or coats to be placed inside the examination room – They should be left in lockers during the exam.

Drinks & Food

These must not be brought into the examination room. One small, **clear** bottle of water with a **sports cap** will be permitted. The bottle **must not have a label** on it.

Graffiti

Exam desks and name labels should not be marked in any way. Writing on such items could be construed as an attempt to communicate and may jeopardise your exam.

DRESS

All candidates must wear appropriate school uniform. Please dress according to the weather, taking into consideration that doors and windows will be open to aid ventilation. **Should a candidate, appear incorrectly dressed they will be sent home to change. This may cause them to be late for the examination and as a result they may lose examination time. Lanyards must be worn into the Exams Room.**

UNFAIR PRACTICE

Information notices issued by the Examination Boards are attached to this letter and are available on the school's website. Hard copies are available from the Exam Office. Unfair practice includes:

- Any attempt to communicate with another candidate by any method including speaking, passing of notes, signalling by any means such as looking.
- Attempting to look at another candidate's work.
- Bringing into the examination room forbidden books, notes and any electronic device other than a calculator.

We would point out that Examination Boards impose a variety of penalties if rules are broken. These penalties range from candidates losing all marks for a component to disqualification from all qualifications taken in that series. These penalties can be applied even if the mobile phone/electronic device is not used.

Address: Hume Way, Ruislip, Middlesex, HA4 8EE ∞ **Telephone:** 01895 639227
Email: office@bishopramsey.school ∞ **Website:** www.bishopramseyschool.org

Misconduct can impact on all students in an exam and we would not wish to see your son/daughter disadvantaged.

UNFORESEEN EVENTS

Listed below are some of the unforeseen events that could involve you.

Late Arrival

Should you be absent at registration, we will enquire of the other candidates if they know of any reason for non-attendance. Then attempts will be made to contact you by telephone at your home. We will use the telephone number on our records. Please take this opportunity to check that this is correct on the Arbor Parent Portal.

Parents/carers may also be contacted at their place of work. Again, we shall use the information on our records.

We will **not** delay the start of the examination - we have to be fair to all the other candidates. A candidate who arrives after the starting time of the examination may be allowed to enter the examination room, and sit the examination. The examination board will be informed of the late arrival and the circumstances involved.

SHOULD YOU ARRIVE MORE THAN THIRTY MINUTES AFTER THE START OF THE EXAMINATION, YOU WILL NOT BE ADMITTED

Absence

Should you miss the start of an examination then you should report to Mrs Jerham in the Exams Office. Do not go directly to the exam venue.

Illness

If you are self-isolating or displaying symptoms of Covid19 on the day of your exam, then please contact Mrs Jerham as soon as possible.

Should you become unwell during an examination, raise your hand. The invigilator will make the necessary arrangements.

Should you be too ill to sit an examination and you are at home, then you or your parent/carer must telephone the school and leave a message for Mrs Jerham. **You must provide a medical certificate from your doctor within 48 hours of your absence that will explain your illness. The medical certificate must be in an envelope and addressed for the attention of Mrs Jerham. The envelope can be posted, or given personally to Mrs Jerham.**

EXAMINATION RESULTS

Results will be available to collect from the Exams Office from 8.30am on Thursday 10th March 2022.

Please check that your results are complete, if you have any concerns in this respect, please speak to Mrs Jerham on results day.

If you cannot collect your results personally, they will be sent to you by first class post. Students who wish to have their results posted to an address other than that which is held on school records, must hand in a stamped, addressed envelope to the Exams Office before 26th February. Please state your candidate number on the top left corner of the envelope.

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UNDER NO CIRCUMSTANCES WILL YOUR RESULTS BE GIVEN TO ANYONE ELSE EXCEPT FAMILY MEMBERS WHO YOU HAVE MADE A PRIOR ARRANGEMENT WITH THE EXAMS OFFICE. THIS ARRANGEMENT MUST BE AGREED BEFORE 25th FEBRUARY 2022. PHOTO ID IS REQUIRED ON RESULTS DAY. WE ARE UNABLE TO EMAIL YOUR RESULTS TO YOU OR GIVE THEM OUT OVER THE PHONE.

EXAMINATION CERTIFICATES

Certificates may be collected from the Exams Office after school on Friday 10th June 2022.

EXAMINATION POLICY

The school's examination policy is available on the school website.

POST RESULTS SERVICES

The deadline for any post-results services (e.g. review of marking and access to scripts) is 28th March 2022. Please speak to Mrs Jerham for further information if you wish to use these services.

Finally, we would like to take this opportunity to wish you all the very best of luck in your January exam.

Yours faithfully,

Mrs K Lovewell
Assistant Headteacher

Mrs R Jerham
Data & Exams Manager
01895 671041
exams@bishopramsey.school