

24 April 2024

KS5 Summer Examinations – Exam Rules and Regulations

Dear Parent / Carer,

I am writing to you regarding the upcoming summer A-Level / BTEC examinations for Y13 students. These exams are the culmination 2 years of hard work for our students, and it is important that students are as prepared as possible to ensure they achieve the grades they deserve.

Whilst revision and exam preparation are obviously critical, it is also important that students are aware of the structure and rules regarding external examinations, and how they are different to internal High Storrs trial examinations.

The summer examination timetable is set by the JCQ, in consultation with the main examination boards. This timetable is the same for every secondary school in England, and High Storrs School has no control over this.

JCQ regulations around examinations are very clear and apply to all schools. During trial exams, we follow JCQ regulations as closely as possible, but will allow some flexibility to support students in what are really practice exams for the real thing. This includes “catch up” sessions if a student misses a paper, or negotiating a personalised exam timetable if a student faces challenging circumstances. These adjustments are to allow students to get used to the process of examinations, but are not available to use in the external examinations.

Exam information for candidates about exam board regulations can be found on the High Storrs website under [Learning / Exams](#).

Rules relating to external A-Level / BTEC examinations

Date and time of examinations – the examination must take place in the timetabled session, and there is no adjustment for this. If a student misses an examination for any reason, they will be marked as absent and awarded zero for that paper. A copy of the summer exam timetable can be found on the High Storrs Website under [Learning / Exams](#).

It is the responsibility of each student to know when each of their exams takes place, and to ensure they turn up on time.

Start times – morning examinations must start at 9am and afternoon examinations must start at 1pm. There is no adjustment to this. If a student arrives late for an examination, this must be reported to the exam board, and the exam board may choose not to accept the paper, in which case the candidate could receive zero marks.

Rest breaks / extra time – these must have been agreed with the SENDCO and formally applied for with the exam boards prior to Easter. Additional time cannot be awarded on an ad hoc basis. Although supervised toilet breaks are permitted, students are not permitted to have a “rest” in the middle of the exam and then return to exam room.

Multiple exams on the same day – it may be the case that your child has two exams on the same day in the morning and then in the afternoon. If this is the case, they will have to prepare appropriately for this situation – the timings of the exams cannot be moved to accommodate individual students.

Exam clashes – where an exam clash occurs (i.e. two exams are timetabled to take place at exactly the same time) arrangements will be made in line with exam board guidance.

Completion of examinations – students are expected to remain in the exam room and use all of the time to complete the paper to the best of their ability. Students are not permitted to leave the exam room before the end of the exam.

Banned items – *mobile phones / headphones / all types of watches* are banned for the examination room, and, if found on a student during an exam, will result in disqualification from that paper, and potentially the full subject. Unfortunately, students have previously been caught with banned items in summer examinations, and those students have received zero marks for that paper. High Storrs has no discretion on how this is dealt with.

As a JCQ approved examination centre, High Storrs must comply with the rules and regulations specified. While there were some adjustments to these rules during the pandemic, these adjustments are no longer in place, and we have very little say in the procedures that students have to follow.

I understand that all students will now be starting to feel the pressure of examinations, and this will be unsettling for some students. However, it is important that students understand that these exams are not internal exams, and the JCQ rules must be followed by all students without exception.

Yours Sincerely,

Mr A. Walton-McBain
Deputy Headteacher