



Dear Parent/Carer,

I am writing to you with an update on the public exams taking place in May and June 2023.

There are a number of key pieces of information contained in this letter so please take the time to familiarize yourself with the details.

Firstly, I hope you and the family have a good Easter break. I hope your child manages to get the balance right between work, rest and relaxation. The school is running a series of revision classes over the Easter break, we will be contacting you again to capture your child's plans about attending these sessions.

When we return to school, the countdown to the summer exams will well and truly be underway. All lesson and homework will be focusing the students on the final elements of preparation. This could be finishing off content, revising key ideas or completing practice exams. Every minute now counts so students should be fully engaged and preparing themselves to be 'exam ready'.

Please be aware of the following four key points.

### **Point 1: Contingency date**

The Joint Council for Qualifications (JCQ) have declared that **Wednesday 28th June** will be the contingency day for the Summer 2023 examinations. This is the last date that any exam can take place, should it have to be moved from its original time/date. All exam students should be available on this date, 'just in case'. Whilst this day is rarely used, there was one case relatively recently where an exam was 'leaked' online. The exam board took the decision to postpone that particular exam until the contingency day to give them time to rewrite and distribute a new paper.

### **Point 2: JCQ regulations**

Under JCQ regulations we have to be confident that every student has understood the rules under which public exams are run.

Today, your child will have received a paper copy of the rulebook (they signed to demonstrate they had this). Please take some time reading this with your child. They have had many sessions on this in school, but it is important that everyone is completely understanding of the rules. Any discrepancy can result in removal from an exam series and ignorance is not an excuse. A copy of the booklet is included with this email.

### **Point 3: Timetable**

Attached to this email is the school exam timetable. Every subject being offered this summer is on this timetable. When we return after Easter, the students will get their individual timetables. It is essential this document is scrutinized to check for accuracy.

The student conduct in the build up to the public exams has been exemplary. All of the mocks and PPE's exams have been run by the exams office in order to ensure that the students are fully prepared for the exam experience. Their conduct must be fully JCQ compliant throughout the exam season. This includes:

- 1) Being properly equipped for their exams, including subject specific requirements.



- 2) Being on time and in full school uniform (school uniform is one way the school can demonstrate identity compliance to any exam inspection team)
- 3) Conforming to all JCQ exam board rules and regulations whilst sitting their exams.

I have already had some communication from concerned parents who have flagged up 'clashes' on the exam timetable. Please be aware that these are public exams and the exam timetable is completely independent of The Emmbrook School. JCQ clearly state there is a maximum amount of time that a student can be expected to sit exams in any one day. Where there is a 'clash', the student will be advised of the new timings by Mr Weeks. We have no option to change the date of exams. Should a student be too ill to sit an exam, the exams officer (Mr Weeks) must be contacted at the earliest opportunity (before the start of the examination). A doctor's note may be requested by the Exam Board. Due to the nature of public examinations, there will be no opportunity to take any missed exams at a later date within this exam window. Clearly, missing an exam has serious implications for the final awarded grades.

Once an exam has started, students are not permitted to enter. If you feel your child may be late for the start of their exam, please contact the exams officer as a matter of urgency. Please note that a 'missed bus' or 'bad traffic' cannot be accepted as reasons for missing the start of examinations. My advice is to ensure that every student is planning to arrive on site at least 30 minutes before the start of each exam.

#### **Point 4: Guidance for students**

JCQ have published their own document called 'Information for candidates'. Please spend some time with your child familiarizing yourself with this document.

All the documents attached are also located on the Emmbrook website (<https://www.emmbrook.wokingham.sch.uk/page/?title=Information+about+Exams&pid=1180>)

Despite their superb attitude, conduct and positivity, we are all too aware that this is a potentially intense time and the pressure that students are currently under could be triggering some negative emotions. Well-being is our top concern and we are keen to ensure that every student feels fully supported. If you feel your child is struggling, please do not hesitate to contact their tutor or Head of Year.

I would like to take this opportunity to wish all of our students the very best of luck as they enter their final exams. If you have any questions around the upcoming exams, please do not hesitate to contact me at the school.

Yours faithfully,

P Whitehouse (Assistant Headteacher)



## JCQ rules for students:

1. You must be on time for all your examinations.
2. Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You must follow the instructions of the invigilator.
5. You must not sit an examination in the name of another candidate.
6. You must not become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

## Forbidden items:



AQA

City & Guilds

CCEA

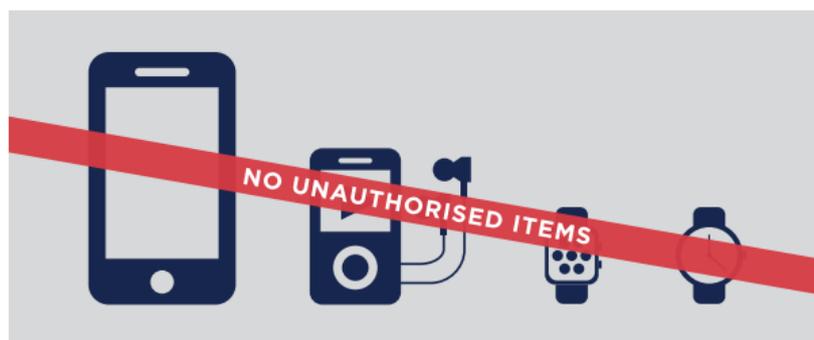
OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.