



Dear Parent/Carer,

I am writing to you with an update on the public exams taking place for all of year 13 in May and June 2022.

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 all had a good Easter break. I hope your child managed to get the balance right between work, rest and relaxation. The school ran a series of revision classes over the Easter break, I will be contacting you again to capture your child's feedback about these sessions.

As we return to school, the countdown to the summer exams has well and truly begun. All lesson and homework will be focusing the students on the final elements of preparation. This could be going over 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 three key points.

Point 1:

The Joint Council for Qualifications (JCQ) have declared that **Wednesday 29th June** will be the contingency day for the Summer 2022 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:

Exam leave. Please note that this used to be called 'study leave', and is the term given to the time period during exams where lesson attendance is optional. The school has decided that the first date of exam leave for year 13 will be Monday 6th June. Up until this date, all students are required to be either in the scheduled exams or timetabled lessons. From **Monday 6th June** students have the choice whether to stay at home to work and only come in for their exam or be in school and in their timetabled lessons. All year 13 teachers will be available in their year 13 lessons all the way up to 29th June to support students. If your child chooses to be in school from Monday 6th June, they **MUST** remain in their timetabled lessons. This is a safeguarding requirement.

Point 3:

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 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 Mrs Guinn. We have no option to change the date of exams. Should a student be too ill to sit an exam, the exams officer (Mrs Guinn ext. 299) 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. 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.

The school is aware that the exam timetables distributed just before the Easter break had some subjects missing and some 'module/unit' errors on them. We know there are many issues with EdExcel and we also know that other exam boards are having problems matching codes to modules. Please do not worry, the exams team have been working over the Easter break to go over each individual student and their qualifications and modules to ensure the exam board are using the correct information. I have been in contact with other centres and the Twittersphere is alive with centres suffering similar issues.

As soon as we are confident that each student has the correct statement, we will reissue all timetables. The important thing is that the exam boards know which subjects each student is sitting, this is more of an admin issue rather than an actual entry issue.

Despite their superb attitude, conduct and positivity, we are all too aware that this is an unprecedented 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 Mr Constable.

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

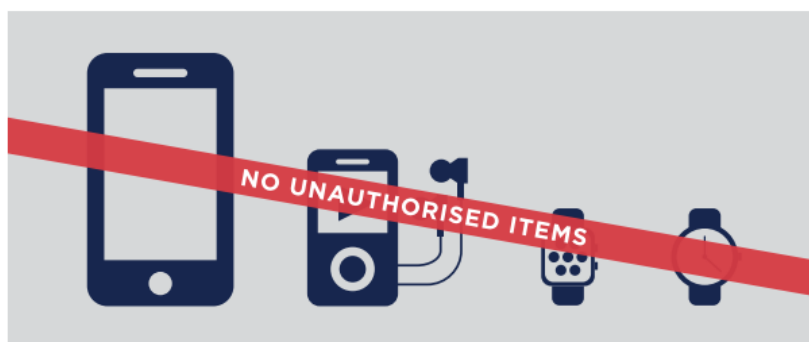
OCR

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.