



16th May 2022 (by email)

Dear Students,

Now that we are within the main public exam period, I thought it would be a useful time to summarise some important information which should help guide you through the coming weeks if you have an exam of any kind – A level, BTEC, GCSE or Cache.

All your teachers want you to do as well as possible in your exams, and the things listed below are things that you might need to know as the weeks pass. Please read carefully and ask about anything which isn't clear.

Attendance & Punctuality

Check the date of your exams very carefully as it is easy to make a mistake if you have a busy timetable. You should be outside the correct exam room at least 15 minutes earlier than the start time of an exam. This means **8.45am** at the latest for a morning exam and **1.15pm** at the latest for an afternoon exam.

Please be aware that students arriving later than these published times may not be allowed to enter the exam room until a time determined by college staff. This could mean a lengthy wait, so please make every effort to arrive promptly.

Any member of college staff – your senior tutor, a member of the exams team or your teacher will be happy to discuss the good reasons for being punctual so please talk to one of them if you are unsure.

Understanding the rules

You can access the college exams handbook via Canvas or the website (student life > exams). The exams team, your teachers or your Senior Tutor will be happy to help with any queries you have about exams – no-one wants you to be unsure about anything at all.

You can also read the JCQ 'information for candidates' notice which is a summary of the key things that you need to remember and is available [here](#).

Special Consideration

If there are circumstances that you feel have affected your exams and you want us to let the exam board know, in the first instance you should make your Senior Tutor aware. You should then fill in the electronic form available [here](#).

The exam boards don't allow us to submit information in advance of exams, so you should make sure that you only apply once you have taken an exam. If more than one exam is affected, please fill in multiple forms.

There is more information about the Special Consideration process [here](#).

Absence

You should plan to attend all your timetabled exams. You do not need to take a lateral flow test before attending for an exam, even if you are the close contact of someone who has symptoms or has tested positive.

However, if you are ill yourself with Covid symptoms, or any other serious illness, please contact the exams department at college as promptly as possible. You should use the email exams@asfc.ac.uk. Do not email or speak to your teacher or your Senior Tutor first as the message may not be relayed by them to the exams team in time.

Exams staff will give you the relevant advice, but you can find more details about the regulations [here](#).

Contingency Day

The exam boards set a date every year which is reserved in case there is a national emergency. Students are asked to keep this date free in case the exam boards need to put their emergency plans in place.

The date this year is Wednesday 29th June.

Finally, just to say a big good luck to you all for the next few weeks, and we look forward to celebrating your achievements when the results are published. There will be a separate email about the arrangements for results days before the end of term.

Best wishes,

Lisa Richards
Deputy Principal