

# Summer 2024 Exam Newsletter

March 2024

From: Miss Webster ( Examinations Officer)

*Dear Students*

*This is your Examination Newsletter, please take time to read this as it provides you with instructions and guidance on what will be required during the examination period. See details below.*

Head Of Centre : Mrs Edwards	SENco : Mrs Walters	Exam Officer : Miss Webster
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Centre Name: Maharishi School	Centre Number 46806
First Exam: Friday 10th May 2024 Last Exam : Friday 14th June 2024	

## CONTINGENCY DAYS

The awarding bodies have designated Wednesday 26 June 2024 as the 'contingency day' for examinations. The afternoons of Thursday 06 June and Thursday 13 June have been designated as 'contingency afternoons' for examinations.

Results Day

Exam day timings	What happens
8:45 - 9:00	<ol style="list-style-type: none"><li>1. Bag, pockets, watches, water bottle and equipment checks</li><li>2. leave bags at the back of room 1</li><li>3. toilet break before exam</li></ol>
9:00 - 9:10	Meditation in exam room
9:10	Examination start promptly
1:15	Be outside the examination room ready for: <ol style="list-style-type: none"><li>1. Bag, pockets, watches, water bottle and equipment checks</li><li>2. leave bags at the back of room 1</li><li>3. toilet break before exam</li></ol>
1:15 - 1:30 PROMPT	Examination starts promptly

***Late arrival to any examination will have major consequences to you, the other students, invigilator and the exams officer.***

The table above has been created to ensure we can get you into the room organised and ready to start the examination **PROMPTLY**. You will be expected to be in the room at 9:00 am and 1:20pm after the checks have been done. I have tried to build in 10 mins to allow for these checks where possible. Please don't be late for exams, if there is a problem with your arrival for an exam **you or your parents** must contact school immediately. 01695 729912 option 4, **please do not email.**

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## **Please note:**

- Late arrivals may only be allowed the full exam time if adequate supervision is available.
- Late arrivals will be reported to the examination board and they may reserve the right to not accept your script.

## **Illness/other Difficulties**

If you are ill during the examinations and cannot come to school, you must call Mrs Edwards, or Mrs Walters. The exams officer will check the regulations and advise what steps can be taken.

Sometimes students experience other difficulties apart from illness, during the examinations if you have any concerns or difficulties please let us know, We will check the regulations to see what *if any* arrangements can be made during your exams. We are unable to act retrospectively, so it's important to notify us of any issue before the exams.

## **Special arrangements**

All arrangements will be confirmed with the students individually. This includes Access Arrangements and reasonable adjustments.

### **Please note:**

If you have extra time awarded, you are free to leave the room with the candidates at the end of normal exam time, if **you** feel you don't need the additional time.

## **Before the Exam**

Check your own timetable, do not rely on your friends, you have an individual list of examinations and a copy of the general exam time table. The examination dates will be published on our website. Misreading a timetable is not an acceptable excuse for not attending an exam.

## **Silence at all times**

From 9:00 and 1:15 once you have entered the exam room **you must not speak**. If you wish to get the attention of someone please raise your hand. If you do not understand something being said to you, put your hand up and wait for the invigilator or exams officer to come to you, at this point speak very quietly: not to disturb others.

## **Equipment**

Only the essential equipment for your exam paper must be brought into the exam room in a clear plastic bag or pencil case.

Be prepared to be asked if you have your equipment, have anything on you that is not allowed, and if you need to go to the toilet.

*Students should bring the appropriate stationery to the exams including:*

Black ballpoint pens only (including spare pens)	Pair of compasses
Pencils (including spare sharpened pencils)	Rubber
Ruler	Scientific calculator without the cover

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Protractor	Clear pencil case or bag
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*Please don't rely on using school equipment that may not be available.*

## Exam room

Do not do anything that could be seen as cheating or communicating with another candidate, please do not have any unauthorised equipment with you in the exam room (see attached) if you are caught with unauthorised items all your exams could be cancelled.

## Scripts

All written work must be done in black ink, **no gel pens, no highlighters or tippex**. All mistakes must be crossed out with black pen. If you write outside the lines on your exam script or use gel pens on your script it will not be accepted by the exam board. You may use a highlighter on any additional handouts you have been given. If unsure, please ask.

Check the (script) paper you have been given, is it the correct paper for you, check the **title** and the **tier (higher or foundation)**. Read and complete the front of the script when you are told to do so by the invigilator. You must complete all the sections on the front of the script. This instruction also applies if you use a word processor, your typed work will be attached to the script when sent to the exam board.

## Word processors (access arrangement)

If at any point there is a problem with your laptop during an examination please raise your hand to bring it to the attention of the invigilator, who will contact the exams officer to replace the machine, any time lost will be added to the end of your examination. The laptops will be checked again before the start of the exam window.

Please be aware that you will need to stay in the exam room after extra time has finished to have your work printed, at this point you will be asked to check if the printed work is correct, you will number pages and add required information to the pages of your work. The exams officer will complete a small form to go with your work and script.

## During the exam

If you experience any difficulties during your exam - raise your hand and the invigilator will come to help.

If you become unwell during an exam please ensure you - raise your hand and the invigilator will come to help. Please make sure the exams officer is made aware of any illness/problems.

In the event of an emergency please follow the instruction of the invigilator, leave everything in the exam room, **you must not speak during the time you are out of the building. The exams officer will instruct you when you are able to return to the examination room..**

## Food/Drinks

Food is not permitted in the examination room.

Water bottles are allowed. Please see the acceptable bottles attached below..

## End of the exam

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When your allocated time is finished you may leave the room, please leave the room quietly in silence, other students will still be working, make your way quietly downstairs.

## JCQ Notices

\*\*\* Available on our website and exam google classroom

1. JCQ Information for candidates - written \*\*\*
2. JCQ Information for candidates - social media \*\*\*
3. JCQ Information for candidates - privacy notice \*\*\*
4. JCQ Malpractice \*\*\*
5. Acceptable water bottles in the exam room\*\*\*
6. Exam timetable\*\*\*
7. Individual exam entry list (in pack)
8. Access arrangement confirmation (if applicable/in pack)

## Special consideration

\*\*\* Available on our website and exam google classroom

*Finally Good luck and if you have any questions please do not hesitate to ask me.  
Miss Webster.*