| **March 2025** | **From: Miss Helen Melling ( Examinations Officer)** |
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***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 Lisa Edwards** | **SENco : Mrs Lisa Walters** | **Exam Officer : Miss Helen Melling** |
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| **Centre Name: Maharishi School** | **Centre Number 46806** |
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| **First Exam: Monday 12th May 2025**  **Last Exam : Friday 17th June 2025** | |

**Results Day:**  **21st August 2025**

**Uniform**

You will need to wear your school uniform throughout your exams, sport wear/ Leaver hoodies on a Friday.

| **Exam day timings** | **What happens** |
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| **8:30 - 8:45** | 1. **Bag, pockets, watches, water bottle and equipment checks** 2. **leave bags at the back of room 1** 3. **toilet break before exam** |
| **8:45 - 8:55** | **Meditation in exam room** |
| **9:00** | **Examination start promptly** |
| **1:15** | **Be outside the examination room ready for:**   1. **Bag, pockets, watches, water bottle and equipment checks** 2. **leave bags at the back of room 1** 3. **toilet break before exam** |
| **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 on 01695 729912 option 4, **please do not email.**

**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 compases** |
| --- | --- |
| **Pencils (including spare sharpened pencils)** | **Rubber** |
| **Ruler** | **Scientific calculator without the cover** |
| **Protractor** | **Clear pencil case or bag** |

***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**

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.

**CQ Contingency Afternoon/Day for GCSE Exams**

The awarding bodies have designated Wednesday 11th June PM, 25th June 2025 as ‘contingency days’ for examinations. The designation of ‘contingency days’ is in the event of national or significant local disruption to examinations in the UK. It is part of the awarding bodies’ standard contingency planning for examinations. Therefore, all students must ensure they remain available for exams up to and including Wednesday 25th June 2025. In the event there is disruption to a day of examinations, the awarding bodies will decide the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Where students choose not to be available for the rescheduled examination, they will be awarded zero marks for that exam.

**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\*\*\*

## 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 Helen Melling.***