

Dear Parent/Carer,

Please read and ensure your young person has read the JCQ “**Information for Candidates**” documents enclosed with this letter which give the examination boards instructions and regulations for written and on screen examinations, as well as NEA non-exam assessments such as coursework and portfolios of work.

Students MUST ensure they arrive at school in plenty of time for the exams. Morning exams start at 9.00am, students arriving after 9.30 am will not be permitted to take the exam. Afternoon exams start at 1.00 pm, students arriving after 1.30pm will not be permitted to take the exam.

No electronic equipment is permitted in the exam room. If students bring any electronic devices, including mobile telephones, smartwatches, iPods, MP3/4 players etc. these items must be handed in to a member of staff **before** the candidates enter the exam room and stored securely in the office. Any candidate found in possession of any unauthorised material in the exam room will be disqualified by the awarding body (exam board).

Students are not allowed to wear coats, hats or hoods in the examination room. Invigilators must be able to clearly identify all candidates, and that they do not have any concealed electrical equipment e.g. headphones etc. **Bags must be placed at the front of the examination room and not by candidates’ desks.**

Students MUST sit in their allocated seat according to the examinations seating plan. Any candidate who fails to sit in their allocated seat in the examination room will be disqualified.

On the back of this letter you will find a list of **exam times and dates** for 2020 - 2021, also listed are the date for Results day 2021 and the dates for Pre-Public Examinations (Mocks).

Yours faithfully,

Elizabeth Moore
Exams Officer Park Campus Academy

