



### **COVID**

All exams will be conducted in line with the school's COVID policy, exam board regulations and government guidance.

February 2023

### **Examinations in June 2023**

This letter confirms details and arrangements for the June examinations and contains important information which candidates and parents/guardians need to be aware of.

The exam boards have issued 'Warning to Candidates' and 'Information to Candidates' notices, which all candidates should read to familiarise themselves with the rules and regulations required of them. These are displayed outside the Main Hall and can be viewed under the Information Menu on our website at [www.hphigh.co.uk/curric/examinations](http://www.hphigh.co.uk/curric/examinations)

The exams will take place in the Main Hall, Small Hall, C5 and Careers Hub. It is important that students look at the Timetable displayed on the Exams Information Board in the Foyer and opposite the Exams Office on a regular basis throughout the exam period for any changes.

**Please be aware that no bags or personal belongings, except for necessary equipment, will be allowed inside the exam room and will be left outside of the room or separate room. There is CCTV operating within the school, however we suggest that no valuable items be brought in on the day of an exam.**

### **Start Times**

- **Morning Session** Starts 8.45 am – arrive no later than **8.30am**
- **Afternoon Session** Starts 1.45pm – arrive no later than **1.30pm**

The Academy buses will start / return at usual times.

### **Illness**

- Students who are unwell and cannot attend an examination should telephone the school on 01452 301381 and leave a message with details of the absence for the immediate attention of the Exams Office.

### **What happens if I am late for my exams?**

Late candidates must report to Reception and must NOT enter the exam room without a member of staff present.

#### **After the exam has started**

- If you arrive up to 1 hour after the published starting time you may be allowed into the exam room and providing the school is able to arrange adequate supervision arrangements you will be allowed the full time of the exam. Otherwise the remainder of the published exam time will be allowed.
- If you arrive more than 1 hour after the published starting time you may be allowed into the exam room and the remainder of the time allowed. You will be informed that the script will be sent to the exam board but the awarding board has the right not to accept the script.

#### **After the exam has finished**

- If you arrive after the scheduled finishing time, you will not be able to take the exam. You will be marked as absent.

## Exam Clashes

Any candidates who have exams timetabled for the same session will be given a separate sheet with more detailed information. If you still have any concerns, please do not hesitate to contact the exams office for further guidance.

## Name and Date of Birth on Certificates

- Your personal exam timetable shows how your name and date of birth will appear on certificates.
- This should be your legal name so please check carefully and inform us immediately of any amendments.

## Reminder to all Students:

- Study your exam timetable carefully and note the dates and times of all your examinations (am or pm?) Any changes to the exam timetables already issued will be reprinted and issued to students via their Head of Year. Remember to look at the Exams Information Board regularly.
- The correct Holmleigh Park uniform must be worn throughout the exam season.
- Ensure you have the necessary equipment **BLACK ballpoint pens ONLY (No gel pens allowed)**, pencil, ruler, rubber, calculator (if permitted) etc. Students can purchase stationery from school if needed.
- Any **pencil cases** taken into the exam room **must be clear and see-through**. Available to buy from school.
- **Transparent bottles containing water (with all labels removed)** are permitted for hydration purposes. No cans / fizzy drinks allowed.
- Personal belongings **will not** be permitted in the Exam Rooms. All belongings will be kept outside the room. We therefore suggest that any valuable items remain at home on the day of the exam.
- **Mobile phones / Watches / MP3/4 players / iPods / Other electronic devices must not be brought into the exam room.** Exam Boards and the school take a breach of this ruling extremely seriously. Possession of unauthorised items is a serious offence and could result in **DISQUALIFICATION** from the current examination and the overall qualification. Such items need to remain at home or be given to a friend for safe keeping during the exam
- **Wristwatches must be left outside the exam hall.** Digital and analogue clocks are on the walls within the exam room.
- Students will be called into each exam, in exam number order. A card with individual candidate number / centre number / candidate name will be placed on each desk.
- Good behaviour and co-operation with Invigilators is essential before exam entry, during the exam and dismissal in a quiet, orderly manner after the exam has ended. Please help us to help you.
- Any and all incidents and/or misdemeanours will be reported to the Exams Office/ Leadership team and could lead to a malpractice report being sent to the Exam Board.

Students should help themselves by thorough preparation, revision and by attention to the guidelines given in this letter.

Please do not hesitate to contact the school if there are any points which you are uncertain about and do remember to look at the Exams Information Board regularly.

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