



IMPORTANT INFORMATION FOR STUDENTS
Public Examination Timetable Summer 2024

Written examinations

Attached you will find your individual timetable for your external public examinations. This is unique to you and states your name and personal details.

- Check that ALL of the information is correct, including your personal information as this will appear on your certificates.
- If you notice an error or omission, come and see me immediately so it can be resolved.
- Keep this document in a safe place and show it to your parents/carers.
- Make a note of the dates and times of your exams along with the room and seat number.

These are public examinations and are set on a national level. They cannot be rearranged. You must arrive at your exam room at least 10 minutes before the exam is due to start, do not be late.

Emerson Park Academy has to abide by the rules laid out by the examining bodies and the Joint Council for Qualifications (JCQ).

Registration, attendance and absence

Attendance to all exams is compulsory. Students who do not attend without **supporting appropriate evidence** will receive 'No result' and may be expected to pay the cost of the entry fee which is determined by the examination board.

- You must arrive at the examination room at least 10 minutes before the start time on your timetable.
- Do not go to registration, you will be registered in the exam.
- We will call home if you do not turn up for an exam or arrive on time.
- If you are ill or an emergency has occurred on the day of an exam you must call the Academy main reception to let us know. Reception: 01708 475285
- You are NOT allowed to leave the exam until the full-time duration has lapsed.

Equipment and preparation for your exams

- You **MUST** wear full uniform for all exams.
- All exams will start on time so do not arrive late.
- Prepare yourself **before** entering the examination room by removing equipment from your bag/blazer. Remove labels from water bottles (water bottles must be clear/see through).
- Make sure you have **NOTHING** in your pockets.
- Bring the correct equipment with you at all times. This must be kept in a clear pencil case, including geometry sets. You must only bring equipment into the exam room that is needed for that particular exam. For example, do not bring a calculator for an English exam etc.
- Only **BLACK pens** can be used for exams, please make sure that you bring a spare! Do not use erasable pens or correcting fluid.
- Pencils, calculators are allowed for some exams; please ensure you bring these with you.
- Calculator lids, glasses cases, tissues etc. must not be brought to your exam desk.

You should have nothing in your pockets or about your person. Poor behaviour will NOT be tolerated during exams. You MUST abide by these rules.

Mobile phones, watches and electronic devices

All pupils are aware that **mobile phones, watches** or any other **electronic device**, such as **earphones** and **apple/android watches** are NOT permitted in any examination room. These are rules laid down by the examination bodies. Mobile phones and watches should be **switched off** and left in your bag on the day of the exam. Alternatively, you can hand these to an invigilator as you enter the exam room or drop them in the 'drop boxes' at the front of your row before you sit down.

If you are found to have a watch, mobile phone, an electronic device or anything about your person during an exam, this will almost certainly lead to disqualification, even if it is switched off.

THESE DEVICES ARE NOT ALLOWED UNDER ANY CIRCUMSTANCES.

Exam Guide and candidate information

As advised previously during assemblies, it is important that you read your 'Student Guide to Examinations and Assessments 2023-24' and the 'Information for Candidates' literature produced by the Joint Council for Qualifications (JCQ). You will be expected to abide by the rules laid out by the examining boards and the Academy during all examinations. This guide is on our website emersonparkacademy.org, along with exam dates and other important examination information, such as equipment lists, qualification information and the appeals policy. You can also refer to the exam information board in the school foyer for exam dates and other JCQ information.

Your individual timetable

Please note, your timetable is unique to you. Keep it safe and make a note of when you are sitting exams. You will be unable to re-sit a missed examination.

All exams will be conducted in the Sports Hall, Pavilion (support room) and sometimes in the Drama Studio.

Exam clashes

If you have two or more exams scheduled in the same session (sessions are AM or PM), you will see that these have been resolved on your timetable. You are permitted a short-supervised rest break in between exams. This will be under exam conditions and you are not able to revise or have access to any electronic devices.

We are aware that some students will be sitting three exams on 5th June. Unfortunately, JCQ rules state that as the combined duration of the exams do not exceed 5 ½ hours, we are unable to apply for 'special consideration'. We suggest that those students who are affected bring plenty of water and food on this day.

Results Day – provisional results

Results will be released to students, in person, on Thursday 22nd August 2024 between 9:30 and 10am in the school foyer. Please make a note of this date and time.

We are unable to give results to third parties, email them or tell you over the phone. Please arrive on time on results day or you may miss getting your results. You should be aware of the times that you will need to provide your sixth form or college with your results in order to secure your place.

If you are unable to collect your results in person, you can nominate someone to collect them on your behalf. You must email exams@emersonparkacademy.org by 1st July 2024 to inform us who will be collecting your results. Please clearly state your full name so that we know who the email is from. *This email must come from the student and not the parent/carer.* Your nominated person must bring ID with them on the day. If you do not collect your results on Thursday 24th, we will post them home at the end of the day on Thursday, once all results have been handed out. We cannot accept responsibility for any results not received via post.

Exam Certificates

Certificates are produced by awarding bodies in early December 2024 once all reviews have been completed.

Review of Results (ROR's)

On results day, if you are unhappy with a result, you can request a 'clerical re-check' or a 'review of marking'. All requests must be submitted via Emerson Park Academy. Awarding bodies charge for these services. You will receive information regarding post results services and fees in your provisional results envelope on Thursday 22nd August.

Exams Office

If you have any questions regarding your exams, please do not hesitate to come and see me, I am here to help. Exams are planned months advance of the actual exam day so please do not leave anything to the last minute.

I would like to wish you all the very best of luck!

Yours faithfully,

T Whiting

Mrs T Whiting
Examinations Officer