

Dear Parents and Students,

As we enter the exam season, it is important that all students are prepared for their assessments and understand the regulations concerning the administration of public examinations. Some key information is included in this letter below, which has been shared with students through assemblies.

- a) Equipment: Students must have the correct equipment in a clear pencil case, including a calculator and geometry set before examinations. All equipment should be visible to the invigilators at all times, which is why pencil cases must be transparent (or in a clear plastic bag). No items may be borrowed from another candidate.
- b) Name: Candidates are registered using legal names, not preferred names and are required to be the same as their birth certificates and passports; names must be written in full.
- c) Candidate number: each candidate has a four-digit candidate number. This is the number which will need to be entered on examination papers. It appears on exam timetables.
- d) All students must read the exam regulations carefully and please note that to break any of the examination rules or regulations could lead to disqualification from any or all subjects. The school has to report any breach of regulations to the awarding body. This information will be on the final exam timetable.
- e) Attendance at examinations: Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform (year 10 & 11) and fully equipped. Candidates must arrive at least 15 minutes prior to the start time of their examination. Morning session exams start at 09:00, afternoon session exams start at 13:00. Students should go to the examination room entrance and wait quietly until escorted into the exam room by a member of staff. Students must not attempt to communicate with, or distract, other candidates and will be under exam conditions as soon as they walk through the door of the exam room. Candidates who arrive late for an examination may still be admitted but a form will have to be sent off to the exam board and they will decide if the paper is marked or voided.

- f) Pens should be black ink or ballpoint - no gel pens, erasable pens or correction pens are allowed. This is because exam papers are scanned electronically in black & white before being shared with examiners, so gel inks and light colours will not show up in the final version of the document presented for marking.
- g) Mobile telephones will be collected-in as candidates enter the exam room. If a mobile phone (or any other type of electronic communication or storage device) is found in the possession of a candidate during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate examination board.
- h) No exceptions can be made. Glasses cases and all types of wrist watches are NOT allowed and must also be handed-in upon entry to the exam hall. Examination regulations are very strict regarding items that may be taken into the examination room; candidates who break these rules may be disqualified from the examination. No food is allowed in the examination rooms, and only water may be consumed, which must be in a clear, unlabelled, see-through bottle.
- i) Candidates must not draw graffiti or write comments on examination papers – if they do, the examination board may refuse to accept the paper. Do not draw graffiti or write comments on examination desks.
- j) Candidates must listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the examination paper that candidates need to know about.
- k) Candidates should read all instructions carefully and number answers clearly, ensuring name, exam number and school information is clearly written on the examination answer book and every other piece of paper being handed in, in black ink.
- l) Candidates must stay in the examination room for the duration of the examination. Candidates will not be allowed to leave an examination room early. If any candidates finish the paper early, they should endeavour to use any time remaining to check over answers and ensure all details are completed correctly.
- m) At the end of the examination all work must be handed in and any rough work crossed through. Candidates using more than one answer book or loose sheets of paper should ask for a tag to fasten them together in the correct order. Invigilators will collect examination papers before candidates are allowed to leave the room; absolute silence must be maintained during this time as candidates are still under examination conditions until they have left the room. Candidates must be seated in silence until told to leave the examination room, which they should do in silence and showing consideration for other candidates who may still be working.

- n) Absence from Examinations: candidates who experience difficulties during the examination period (e.g. illness, injury, or personal problems on the day of the exam), should inform Mrs Page immediately so we can help and advise. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Page, without delay. A doctor or nurse must have signed the documentation. Please note that examination bodies will not accept "misreading the timetable" as a satisfactory explanation for absence.

GCSE and level 2 results for summer exams will be available on 24th August 2023 from 10am in the school hall. If any other person (including family members) is to collect results on behalf of a candidate, candidates must give written authorisation to Mrs Page before the school summer break. I would like to take this opportunity to wish all students at Codsall High success in their upcoming examinations.

Yours faithfully,

Mrs S Page
Examinations Officer

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