

Apr 2024

A number of students have been entered for an exam in Spring and Summer. These students should check their exam timetable on EduLink under 'Exams'. Rooms and seat numbers will appear nearer the time of the exams and any changes to a room or seat will also show on EduLink so students should continue to check this up until their exam day. **If a student thinks that there is an error in their exam entry or timetable, they must report this to a member of the Examinations Team (S37) - Tel. 0114 262 5724 / 5770 ASAP.**

Email and text messaging are the preferred mode of contact with students, so it is important that students check their emails regularly. If students change their mobile phone number, they must inform the 6th Form immediately.

IMPORTANT Information for students

Information that students **must** read before entering an exam can be found on the Sixth Form website - [Revision + Exams - Longley Park Sixth Form](#)

Exam Regulations

The 6th Form must implement a very precise set of requirements in all exams. The 6th Form can be inspected by the Joint Council for Qualifications (JCQ) at any time throughout an exams series, to ensure that the 6th Form is setting the expected standards. Therefore, students **must** familiarise themselves with the required JCQ documents before their first exam, these can be found on the website here - [Revision + Exams - Longley Park Sixth Form](#)



Attendance During Exams

Punctuality is important. Exams start at **9.00am or 1.30pm** (unless stated otherwise). **Students must arrive at least 15 minutes prior to this time.** Students not in their seats at the official start time will be marked as late and may not get the missed time for their exam. Students arriving over 30 minutes after the start time of the exam **will not be allowed into the exam.** Once the exam is over all students must go immediately to their next lesson.

All students **must** bring their student card with them for all exams; invigilation staff do not regularly see these students so cannot identify them in an examination room.

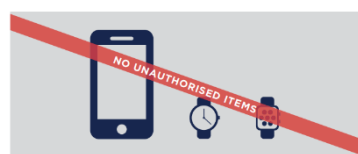
Equipment

It is a student's responsibility to ensure that they have all they will need for their exams, i.e. **Black** Pens, Pencils, Ruler, Rubber, Sharpener, Calculator, etc in a clear pencil case.

Where the use of a calculator is required, all students should have been given a security sticker by their subject teacher to confirm that their calculator meets the JCQ regulations. If students do not have a sticker, the calculator will be confiscated.

Water is allowed in the exam but must be in a **transparent bottle, with all labels removed.**

Unauthorised Items



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

Mobile phones, watches (of any kind), notes and any other electronic devices (including headphones) will not be allowed in the examination room. Anyone found in the possession of these items during the examination, whether they intended to use it or not, will be reported to the Examination Board and may be disqualified from that examination. The sixth form will do random spot-checks to ensure students have no unauthorised items in their pockets. Secure cages are available for students to lock away any personal items.

Only headwear worn for religious and medical reasons can be left on during the exam, if we suspect a student of wearing headphones, we may ask to check under the headwear, this can be conducted in private (by a female member of staff if required) to ensure headphones are removed. **Sports caps and woolly hats etc. will not be allowed.** Refusal to observe

staff requests may result in a student not being allowed into the examination room and could constitute malpractice which could be reported to the examining board.

Toilet Breaks

Students should go to the toilet before entering an exam. This is to ensure that other students in the exam room are not being disturbed. And to make sure that students get their full allocated time for their exam as missed time will not be added on. Therefore students will NOT be allowed to go to the toilet (unless they have a medical/toilet pass):

- Within the first 90 minutes of an exam
- Within the last 30 minutes of an exam

Entering the Exam Room

Students will now be asked to enter the exam room and sit straight down, instead of the invigilator checking the student card and seat number on arrival, this will be checked once the exam has started. It is very important that students know exactly what seat they are in as we may have to move those in the wrong seat.

Illness

Students should make every attempt to attend an exam, however if a student is too unwell to attend, they should report this in the usual way to the 6th Form.

Timetabled Examinations during Bad Weather / Other Adverse Conditions

The 6th Form always operates on the basis that it will OPEN unless overnight weather / other conditions are so extreme that there would be significant risk to students and staff getting here. If a decision not to open is made, information will be released as early as possible on the relevant morning. The 6th Form website is the best source for up-to-date information regarding closure.

Emergency Evacuation

If either the fire alarm or lockdown alarm is sounded during an exam, then students should await further instructions from the invigilator. Exam students should be separated from non-exam students during this time but all exam students must remain silent as they are still under exam conditions and any suspected malpractice will be reported to the exam board.

Results Days

- Level 3 and A-Level – 15th August 2024
- Level 2 and GCSEs – 22nd August 2024

Information about Results and Post Results Services will be available to students nearer the time.

Thank you and good luck in your exams.