

Principal: Richard Spencer



Downham Road, Ely, Cambridgeshire, CB6 2SH

t: 01353 667763

e: office@elycollege.co.uk

w: www.elycollege.com

6th March 2020

Dear Parent/Carer

SUMMER EXTERNAL EXAMINATIONS 2020

You will have received an email earlier today with your son/daughter's exam timetable for the Summer 2020 exam season.

It is very important that you and your child check the timetable very carefully to ensure that all the examination entries made are correct and that the correct level of paper has been entered, for example Foundation or Higher. Failure to do so may result in your child sitting the wrong tier of paper or missing an important examination. If you think your child has not been entered for an examination or has an incorrect tier of entry you should raise this by Monday 16th March 2020 so that I may contact you to discuss the appropriate amendments and inform the examination boards.

If your child has any questions regarding their timetable, please advise them to come and see me in the Exams Office. I am happy to go through the document with them and I am available most breaks, lunchtime and before school starts.

Please ensure that your child has the correct equipment to use for these examinations, e.g., black pens, pencil, ruler and the relevant maths equipment for the maths exams. I would be grateful if you could make your child aware that smartwatches, mobile phones, MP3/4 players and any other technological sources of information are not allowed in a student's possession in an examination room. Possession of unauthorised items is a serious offence and can result in disqualification from the examination and from the overall qualification. Please encourage your child to behave appropriately and to be respectful of each other during these important exams. Exam Board regulations clearly state that students must not talk or try to communicate with or disturb other candidates during an exam. Failure to adhere to this could result in your child being removed from an exam.

Wednesday 24th June will be a 'contingency day' for all exam boards in the UK. It will only be used in the event of major local or national disruption to summer 2020 exams, in which case it is possible that timetable dates could be affected up to and including the contingency day. We are obliged to inform students that they will need to make sure that they are available until 24th June 2020. If the contingency plan needs to be used, we will contact you directly.

I have attached a document detailing the rules and regulations to be adhered to by all students sitting public examinations. This document is issued by the exam boards and it is important that your child follows the instructions listed. If you have any questions please contact me by email: exams@elycollege.co.uk or on my direct dial number: 01353 652850.

Yours faithfully

A handwritten signature in black ink that reads 'Janine Osborne'.

Miss Janine Osborne
Examinations Officer





AQA

City & Guilds

CCEA

OCR

Pearson

WJEC



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

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

DISQUALIFICATION

**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.



AQA City & Guilds CCEA OCR Pearson WJEC

Information for candidates For written examinations - effective from 1 September 2019

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work .
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	