

25th April 2024

Dear Parents/Carers and Students,

Re: Summer Exams 2024

This term we are focused on preparing our students for the upcoming Summer Exam Season. We are incredibly proud of the commitment and effort every student has put into their studies, and everyone at S6C will be fully supporting them through their exam season. All classes will continue to run for all subjects until the final examination is taken for this subject, in order to provide continued guidance and support to our students.

Included in this letter below are copies of JCQ Regulations regarding unauthorised materials in exams, and warnings to candidates, which it is very important that students read before their exams. Attached is a copy of our Exam Handbook for your reference. Please read this carefully, and make note of the contingency days that the exam boards have allocated (6th, 13th, and 26th June).

Also attached is a copy of the summer timetable. Please note, students should be in the cafe area half an hour before the timetabled start time (8.30am or 1.00pm for morning and afternoon sessions respectively). For further information please see our website <https://www.salisbury6c.ac.uk/students/exams-2/> and the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

If you have any questions please email me at fchurch@s6c.mlp.college

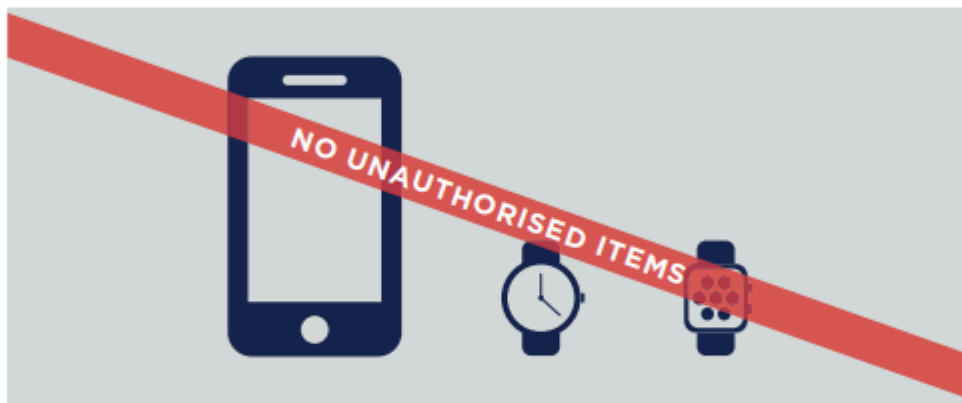
Yours faithfully,



Dr Francesca Church
Exam Officer

NO MOBILE PHONES NO WATCHES

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



**Possession of unauthorised items, such as a mobile phone
or any watch, 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
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

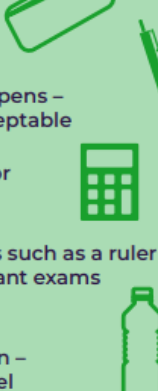
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents