

Olchfa School
Gower Road
Sketty
Swansea
SA2 7AB

Headteacher: Hugh Davies

March 2022

TO PARENTS OF ALL 2022 AS/A LEVEL EXAMINATION CANDIDATES

Dear Parent/Carer,

Your son/daughter has been entered for external examinations between the 3rd May and 29th June 2022, though some practicals and orals will take place before these dates.

Please note: The 29th June is a contingency day set by awarding bodies, in case of sustained local or national disruption within the exam timetable. Candidates must therefore remain available until this date, should an awarding body need to invoke its contingency plan.

Your son/daughter has been issued with a personal exam timetable. Please read this letter carefully, so that you and your son/daughter are familiar with the regulations which will apply.

1. It is the candidate's responsibility to ensure that they arrive at the correct examination room at least **15 minutes** before the start of the examination.

Morning examinations start at 9.00am (Candidates should arrive at their exam room by 8.45am)

Afternoon examinations start at 1.30pm (Candidates should arrive at their exam room by 1.15pm)

2. Candidates have also been issued with a 'JCQ Notice to Candidates' (by email) about the conduct required in examinations. They should read the information carefully. It is the **responsibility of the student to note the dates and times of their examinations.** Timetables detailing exam venues will be issued to pupils in April.
3. Pupils must attend all examinations wearing the **correct school uniform** and will be debarred if improperly dressed.
4. Candidates are to stay in the examination room for the whole duration of their examination.
5. No books, bags or coats are permitted in the exam room. **No mobile phones, i-pods, MP3/4 players, Watches are to be taken into the exam room.** If a candidate's phone rings during an examination, even if not on their person, they will be subject to penalty and possible disqualification by the exam board.
6. Each candidate must provide their own pens, pencils, rulers, calculators etc. These must be in a **transparent/clear** pencil case or plastic bag. Calculators may be used in exams (unless otherwise stated in the rubric), provided that;

- i) They are silent.
- ii) They do not have facilities for use as data banks, dictionaries, language translators, symbolic algebraic manipulation, differentiation, integration, or retrieval or manipulation of text.
- iii) They are not capable of communication with each other.

Failure to comply with the above will constitute malpractice.

- 7. If a candidate is ill, the illness must be reported to the school as early as possible on the morning of the examination and must be followed up by a medical certificate. The absence may then be taken as genuine and the awarding body notified in line with current regulations. Otherwise, the candidate will be considered absent without proper cause, and the school will request the fees for the examination from the parent/carer of the pupil.
- 8. Pupils who have clashing examinations where the total duration is more than three hours, should contact Mrs N Morris to confirm arrangements. Pupils should already have received an email detailing clash arrangements. Those candidates will sit one of their clashing examinations in the morning and the other in the afternoon of the same day. They will remain supervised in between exam sessions and will require a packed lunch from home on this occasion.
- 9. AS and A Level results will be made available to candidates from 8.45am - midday on **Thursday 18th August 2022** from the Main Hall.

GCSE results will be made available from 8.45am – midday on **Thursday 25th August 2022** from the Main Hall.

If pupils wish to receive their results by post, they should supply a stamped addressed envelope to Mrs N Morris (results will be posted on results day). No results can be given over the telephone and no results can be handed to anyone other than the candidate, unless prior authority has been arranged.

Please check the results slip with your son/daughter and note grades awarded. They will also receive a notice of post results services offered by the awarding bodies – all requests must be made by the candidate with the school Exams officer.

- 10. **Certificates gained during these examinations will be available for collection from school by candidates during late November 2022. It is important that pupils collect these as centres are only required to keep certificates for 12 months.**

Finally, revision should now be well in hand. Good luck with your examinations.

Yours sincerely

Mrs N Morris
Examinations Officer