

EXAMINATION CANDIDATES

Dear Parent/Carer,

Your son/daughter has been entered for external examinations. The written examinations timetable begins on 29th April ending on 24th June 2024, though some practicals and orals will take place before these dates.

Please note: The Thur. 6th June, Thur. 13th Wed. 26th 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 (by email). 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 exam location at least **30 minutes** before the start of the examination.

Morning examinations start at 9.00am (Candidates should arrive at their exam room by 8.30am)

Afternoon examinations start at 13.30pm (Candidates should arrive at their exam room by 13.00pm)

2. Candidates should read [JCQ Information for Candidates](#) about 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.**
3. Pupils must attend all examinations wearing appropriate clothing (smart casual) and will be debarred if improperly dressed. Closed footwear must be worn, no sandals or flip flops, no hats or caps.
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 document wallet (no polly pocket or plastic bags). The pencil case must be labelled with the exam centre number: 68803 and your 4 digit candidate number. Calculators may be used in exams (unless otherwise stated in the rubric), provided that;
 - They are silent.
 - They do not have facilities for use as data banks, dictionaries, language translators, symbolic algebraic manipulation, differentiation, integration, or retrieval or manipulation of text.
 - They are not capable of communication with each other.
 - A Level calculator will not be permitted to be used in the GCSE exams.

Failure to comply with the above will constitute **malpractice**.

7. If a candidate is ill, the illness must be reported to the centre as early as possible on the morning of the examination and must be followed up by a medical certificate by email. 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.
8. Pupils who have clashing examinations where the total duration is more than three hours should contact exams office 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. Clashes between schools, you must inform both exams office and the schools will devise a plan and you will be informed by either school.
9. AS and A Level results will be made available to candidates from 8:00 am - midday on **Thursday 15th August 2024** from the office.

GCSE results will be made available from 8:00am – midday on **Thursday 22nd August 2024** from the office.

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. All post exam requests must be made by the candidate with the school Exams office by email.

10. **Certificates gained during these examinations will be available for collection from school by candidates during late November. 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. Wishing you the best of luck as you take your examinations!

Exams Office
Swansea College