



INDIVIDUAL GCSE EXAMINATIONS – BOOKLET

Please be advised that your child will be given their individual exams booklet this week.

The examinations commence on Wednesday, 1 May, up to and including Friday, 14 June. Please ensure that your child is familiar with this document and notices prior to the beginning of the exams.

Contained within the candidate pack are the following documents:

JCQ – INFORMATION FOR CANDIDATES FOR WRITTEN EXAMINATIONS

JCQ – WARNING TO CANDIDATES

JCQ – SUSPECTED MALPRACTICE IN EXAMINATIONS AND ASSESSMENTS – TABLE OF OFFENCES AND RANGES OF PENALTIES

This document is to make you aware of the penalties and sanctions in relation to malpractice. A full copy of this document is available online at <http://www.jcq.org.uk/exams-office/malpractice>

JCQ – INFORMATION FOR CANDIDATES USING SOCIAL MEDIA AND EXAMINATIONS/ASSESSMENTS <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ – INFORMATION FOR CANDIDATES: NON EXAMS ASSESSMENTS

JCQ - MOBILE PHONES/MP3/SMARTWATCHES POSTER

JCQ - PRIVACY NOTICE

MAHARISHI SCHOOL - EMERGENCY EVACUATION PLAN DURING EXAMS

Also included in their pack is a copy of the written exam timetable and the equipment and calculator required for exams. Please see list below.

EQUIPMENT

Students should bring the appropriate stationery to the exams including:

- **Black ballpoint pens** only (including spare pens)
- Pencils (including spare sharpened pencils)
- Ruler
- Set squares (45° and 30°)
- Protractor
- Pair of compasses
- Rubber
- Scientific Calculator (no cover)

All stationery should be kept in a see through pencil case. Please encourage your child to be prepared before every examination they are due to take.

Bottled water is allowed to be brought into the exam room but labels are to be removed.

EXAMS START TIME

MORNING exams start at 8.45am and the AFTERNOON exams at 1.45pm (Mon-Thurs) and **1.15pm (Fri)**. All students need to **arrive 15mins before each exam** e.g. 8.30am and 1.30pm/1.00pm accordingly.

STUDY LEAVE

All students are to attend school **full time** throughout the exam period and must bring their equipment for their lessons. Pupils will remain on roll until June 28th.

UNIFORMS

All students are to be in their full school uniform for their examinations as they are still an active pupil of the school.

ATTENDANCE TO THE EXAMS

All students must arrive **15 minutes before** the scheduled start time of their exam. Punctuality is important. This is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc. All examinations will be held in Room 5 at the Morris Birnbaum (secondary phase) building unless otherwise arranged.

RETURNING OF TEXT BOOKS

Please ensure that text books are returned no later than the day of your child's last exam for that subject.

SPECIAL CONSIDERATION

Just a reminder that you need to make me aware if you feel your child is affected by any of the below circumstances. Please contact me as quickly as possible for further instructions.

"Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations."

Students who are unwell during an examination must have this confirmed by a medical doctor. This confirmation will form the evidence for special consideration provided to the examination board.

For further details of the full criteria for special consideration, please see go to:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2017-2018>

RESULTS DAY

All students need to come to the Secondary phase site (Morris Birnbaum Building) to collect their GCSE results on **Thursday 22nd August between 9am-10am**.

If you have any queries, please contact me at the school.

Thank you,

Paula Webster, Examinations Officer.