

## Exams – Information for Candidates Summer 2020



As an exam candidate you must ensure you are fully prepared and on time for every exam you are taking. You need to fully understand the rules and what will happen at the time of your exam(s). The following information will help you with this.

The rules and regulations relating to exams are laid down by the JCQ (Joint Council for Qualifications) and the various examination awarding bodies. St Matthew Academy is legally obligated to conduct all external examinations in accordance with these instructions.

Each year the JCQ issues information for all examination candidates. It is essential that you read this information thoroughly and fully understand your responsibilities relating to it. The information covers the following areas and has been emailed to you at your Academy email:

- Coursework
- Non-examination assessments (NEA)
- On-screen tests
- Privacy Notice
- Social media
- Written Examinations

These documents can also be located at:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

### Exam Entries

You will have received your candidate statement of entry, which shows the external examinations you have been entered for this summer. Please check this carefully and speak to Ms Heywood if you believe that an incorrect entry has been made.

You will be issued with your individualised exam timetable before the beginning of the exam season in May 2020.

### Exam Day Expectations

All candidates are expected to:

- Arrive in plenty of time for their exams – awarding bodies will be notified of very late arrivals which could result in candidates not being able to sit their exam, or the awarding body disqualifying them
- Be in full school uniform
- Be fully equipped – pencil cases and maths set cases must be see through
- Only bring clear water bottles into the exam room, no food is allowed
- Not be in possession of any unauthorised materials – this includes mobile phones, smart watches and notes
- Follow the exam room rules

### Exam Contingency Day

Each year, one day is set aside as a contingency day by the awarding bodies – this day is only used in the event of national or local disruptions to examinations. This year's contingency day is **Wednesday 24<sup>th</sup> June 2020**. Please ensure you are available on this day.

For further information regarding examinations at St Matthew Academy, please refer to our exams policies on the Academy website.