

IMPORTANT EXAMS INFORMATION FOR STUDENTS AND PARENTS/CARERS – RULES AND REGULATIONS

Please ensure you familiarise yourself with the following information regarding rules and regulations for exams. These are extremely important documents that outline everything you need to know about the conduct and behaviour that is expected from you when taking your exams

JCQ DOCUMENTS

These rules are defined by the Joint Council for Qualifications (JCQ), which is an organisation comprising of the seven largest providers of qualifications in the UK. They determine the guidelines that we need to follow as a school and as a student to ensure that exams are conducted in a fair and responsible way.

Please be aware that any breach of these instructions can constitute malpractice and may result in the Examination Board disqualifying the student from that particular exam. In more serious cases of malpractice, the Examination Boards reserve the right to remove a student from all existing exams that were due to be taken.

PLANNING A SUCCESSFUL JOURNEY THROUGH EXAMS

- Become familiar with the way that each exam course is taught.
- Be clear about what is being examined and how.
- Know when examinations are due to take place.
- Look ahead and see how the programme being studied has been prepared.
- Look ahead and anticipate times when work has to be complete and passed on for assessment.

When students receive a full examination timetable check the dates and add them to calendars and planners.