



27 April 2023

Dear Parents,

With the date of the first exam fast approaching, I wanted to take this opportunity to bring your attention to a number of regulations that will affect your son or daughter over the exam period. Before the first exam, all students will receive a full exam briefing from Mr Tindall, our exams officer and senior staff. I also believe it is essential that parents are also aware of the expectations to prevent any misunderstandings. Some of this may seem blunt, but I am attempting here to prevent an instance of any student being involved in malpractice and/or the disruption of external exams, which must be conducted with absolute integrity.

### **Arrival at the exam room and exam timetables**

It is the responsibility of the student to know when their exams take place and in which venue. Students should arrive at the venue no later than fifteen minutes before the start time. The process of bringing students into the room will begin at this time, so they will need to be ready to listen to instructions. Any student who is being disruptive to the extent that the integrity of the exam is brought into question will be removed and may not be permitted to sit that exam.

It is essential that students sit in the order that is shown on the seating plan. Rearranging the room to match the seating plan will waste valuable time at the start of the exam and therefore it is essential that students have identified from the plan their seat number prior to entering the room.

Students should check the correct exam card is on their desk. This includes their name and candidate number. Writing the incorrect candidate number on the paper, or no candidate number at all, may result in the paper not being marked. Exam markers use the unique candidate number to identify the candidate, not their name.

Students should be in school uniform for all exams. Failure to adhere to this may result in them being denied entry to the exam room.

### **Communication in the examination room**

Students are not permitted to communicate in any way during the exam room. This includes, but is not limited to talking. Any behaviour that is construed by invigilators as communication (for example, gestures, looking around the room, tapping in patterns) will be reported immediately to the exam board as malpractice. The likely outcome in this event is that the student would be disqualified by the board for that exam and often additionally to any other exams under their control. Students should face the front at all times.

Please note that this covers the entire duration that the students are in the exam room, including before the exam has started and at the end when the papers are being collected. The consequence will be the same for any communication in this time as during the exam itself.

### **Disruption in the exam room**

Any student deemed to be causing a disruption in the exam room will be removed immediately and may not be permitted to complete the exam.

### **Mobile phones and other electronic devices**

Students cannot have a mobile telephone or any other electronic device (iPods, MP3 players, etc.) with them in the exam room. Possession of one of these items, even if the intention is not to use it to cheat will result in the student being reported immediately to the examination board for malpractice. The outcome would be the same as detailed above for communication in an exam.

Students wishing to hand in their mobile phone before the exam should turn it off and it will be collected in at the start of the exam. There will also be a room available for Year 11 students' possessions and this will be locked during the exam. It is the student's responsibility to ensure that their possessions are either safely handed in or stored in the locked room.

### **Watches**

Students are not permitted to wear a watch in exams. Large digital clocks have been bought for the hall to allow all students to see the accurate time. Clocks will also be provided in all other exam rooms. Watches should therefore be left at home; any student found in possession of a watch, particularly digital watches, smart watches or similar devices such as Fitbits, will be reported for malpractice as above.

### **Bottles of water**

Students are permitted to bring a bottle of water into the exam room. **All** labels must be removed before entry into the room. Invigilators are within their rights to confiscate any bottle where the label has not been removed. Please note that **no other food or drinks** (including cough sweets etc.) are permitted inside the exam room.

### **Equipment**

Students are expected to bring all of the required equipment to their exams. A black pen should be used for all exams, as the papers are scanned and other colours may not show up for the marker. For some subjects other equipment is required and students should check with their teachers what is required. This list may include a pencil, rubber, pencil sharpener, 30cm ruler, protractor, compass, coloured pencils and a calculator. Any calculator case that includes formulae should be removed and should not be brought into the exam room.

A small stationery store will be kept in each exam room for use by the students. However, we do not have enough for all students and it is the responsibility of the student to ensure that they are fully prepared. We cannot guarantee that equipment will be available and the student may have to do the exam without the equipment they need if they are not fully equipped. Students should raise any concerns about a lack of equipment with a member of staff **before** entering the exam room.

Stationery should be brought in a transparent pencil case or sandwich bag. Other pencil cases will not be permitted in the exam room.

### **Writing on hands, etc.**

Students should not write on their hands, arms, etc before or during the exam as this could be construed as malpractice and would need to be reported to the exam board.

### **Toilets**

All students should go to the toilet before the time they are needed outside the exam room. Students should not use the toilet during an exam due to the disruption this can cause to the concentration of others, unless there is a previously discussed medical need.

### **Leaving the exam room**

When dismissed, students must leave the exam room in silence and must not make unreasonable amounts of noise until they are far away from the room. In the majority of cases other students will still be working and due consideration will be required for their ability to concentrate.

Students will not be allowed to leave the exam room before the end of the published length of the exam. Students who have an access arrangement for +25% additional time may use as much or as little of this time as they wish; however, no student is allowed to leave the room without permission. Once a student has left the exam room, they will not be allowed back in.

### **Illness, lateness and absence from exams**

As stated above, it is the responsibility of the student to know when and where their exams will take place. If a student is late, every effort will be made to contact them, but the school does not guarantee that this will always be possible. If an examination is missed, it cannot be rescheduled – this is the national position and not a school decision. The decision to admit any latecomer into an exam lies with the exams officer; in the majority of cases this will depend on the time of arrival and the length of the exam.

If a student is ill on the day of an exam, it is best that they attempt to sit the exam. If an exam is missed, an application for special consideration as an absent candidate can in some cases be made to the exam awarding body, but in the majority of situations the student will be awarded no marks for that paper. If a student is ill, contact must be made with the school at the earliest convenience to allow the examinations officer and the invigilation team to support the student in every way possible.

In the event of illness or extenuating circumstances (for example a bereavement or domestic disturbance), an application for special consideration can be made by the examinations officer to the awarding body. Please make Mr Tindall aware of any incidence that you believe will have had an impact on your son or daughter's performance in the exams. Parents should be aware it is usual for medical evidence to be required by the awarding body to support applications for illness. All issues raised will be treated with complete confidentiality.

If a student simply fails to attend an exam without any contact with school, then the entry fee for that exam may be charged to parents.

If you have any questions about any of the information contained above, please feel free to contact school via [post@eskdale-school.co.uk](mailto:post@eskdale-school.co.uk) with the subject Y11 exam enquiry.

I will close by referring back to what I wrote in the opening paragraph, so apologies for the formality, but I am sure you will agree it is important for the exams to be conducted in a fair and proper manner.



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