

April 2024

Dear Exam Candidate

Please find attached a copy of your “**Individual Candidate Timetable**” for the June 2024 exam series with details of your exam rooms and seat numbers. Please take a photograph of it and save it as a document on your mobile phone so that you can refer to it throughout the exam season. All exams are scheduled by JCQ and the Awarding Bodies and can ONLY be taken on the dates and times stipulated. (For those candidates with a CLASH exam please refer to your separate letter attached.) If you are absent from an exam there will NOT be another opportunity to take it, so you are expected to attend all your exams on the dates and times stated on your timetable. If you are feeling unwell on the day of an exam you will be expected to come in to school and take the exam. Please speak with a member of the Exams Team upon arrival so that the appropriate provisions can be made.

Please note ALL candidates MUST remain available for the four exam contingency sessions in case JCQ and the Awarding Bodies need to invoke their contingency plans and reschedule any of your exams in the event of a national or significant local disruption. The four exam contingency sessions are: **Thursday 6 June 2024 pm, Thursday 13 June 2024 pm and Wednesday 26 June 2024 am and pm**. All Y11 students remain on roll until the last Friday in June, so no holiday will be authorised until after you have COMPLETED your last exam.

You must familiarise yourself with the JCQ rules and regulations by reading and understanding the “JCQ Information for candidates’ documents” which can be found via a link in the “EXAMS” section of the school website or directly from the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

- Information for candidates – coursework – 2023-2024
- Information for candidates – non examination assessments 2023-2024
- Information for candidates – written exams 2023-2024
- Preparing to sit exams
- Information for candidates – Privacy Notice
- Information for candidates – Social media

You must familiarise yourself with, read and understand the “JCQ exam room posters” which will be displayed outside your exam room and are displayed on the Exams Office noticeboard:

- Unauthorised items poster
- Warning to candidates poster

Please read and understand the “**Exam Day Instructions**” attached to this letter. You MUST arrive to school at least 20 minutes before the start time of your exam so that you can leave your belongings in the designated storage area and are ready to be sent to your exam room 10 minutes before the start time of the exam (to ensure you are seated, registered and have been given the instructions by the Invigilators before starting your exam on time). The designated storage areas include the Upper School bays for those of you who are seated in the DWG (Dave Walker Gym), the USH (Upper School Hall), G1 or G2. For those of you who are seated in C7, C8 or C9 you will need to leave your belongings on the Business corridor. For those of you who are seated in X1, X2, X3, X4 or X5 you will need to leave your belongings on the Exams Hub corridor. Please ensure you empty EVERYTHING out of your pockets.

Results, Post-results and Certificate collection information will be made available in the “EXAMS” section of the school website and in a separate communication emailed to students and their parents/carers later this term.

If you have any queries please speak to the Exams Team as a matter of urgency or email: exams@myton.co.uk

Kindest regards

Katie James
Exams Manager

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