



2nd November 2020

Dear Parents and Students,

All the entries for the January 2021 external exams have now been finalised. Therefore, as parents, I would like to make you aware of the examination regulations and that it is the sole responsibility of the students to follow them.

Please find attached the following:

Statements of entry

Please check your personal details and subject entries and report any errors to the exam's officer immediately.

Exam timetable

Please make sure you are aware of the dates and times of the exams. If there are any clashes, **it is your responsibility to inform the exams officer of these.**

Oral examinations will take place in November 2020 and the timetable of these can be found outside the exams office.

Students with access arrangements have a separate timetable and these are labelled with their candidate numbers.

I need to stress how important it is to follow the rules set by the exam boards. Failure to do so will result in students not being able to sit any external exams and consequently not gaining any qualifications.

Exam Rules- For Students

So let's run through the exam day... (Please note there will be additional COVID protocols in place.)

Firstly, you must learn your 4-digit candidate number. As you will be called into the exam room by this number, and asked to sit at the relevant desk with your candidate card.

All candidates must familiarise themselves with the relevant examination rules. These are found on the reverse of the statement of entry.

All times on the exam timetable are the actual start times, so you must be in situ 15 minutes before to allow for additional COVID protocols, such as temperature checks and hand sanitising. Please wait outside the exam room until the invigilator comes to collect you. From this point, you must be **silent!** Candidates are under formal examination conditions from the moment they enter the room until the point they are permitted to leave. **Candidates must not**

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THE LADY ELIZABETH SCHOOL

talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

Any candidate whose examination starts or ends after the school day (Monday-Thursday 09:00 to 16:10/ Friday 09:00 to 15:15) must make his/ her own travel arrangements to and from school.

It is the student's responsibility to bring the relevant stationary to all the exams (Black ink pen only, pencil, ruler, rubber, sharpener, highlighters and protractor.) These must be stored in a **transparent pencil case** or a plastic wallet. It is forbidden to share materials in the exam room. If you need to use a calculator, you must not bring the lid of the calculator into the exam room. Tippex, correcting pens/ fluid are also forbidden. Wifi headphones will also be prohibited for listening exams.

You are allowed to bring a small bottle of water into the exam room. But all labels must be removed.

No bags will be allowed in the exam area, but must be stored in lockers. As you are entering the exam room the invigilator will ask you to hand in your mobile phones, watches, digital devices, bracelets, or watches, or leave them in your bag. These will be available from the exams office for collection after the exam.

If you are late for an exam you may be refused entry depending on the examination. Also the examination board may not accept your script for marking.

The examinations office can be found in the blue building, first floor, opposite Mr. Davidson's office. All exam timetables are posted here, along with weekly updates. **You must check the notice board or the school website regularly for any late changes to your exam timetable.** (<https://en.laudeladyelizabeth.com/exam-centre/>)

If you are absent for an exam please notify the exams officer in advance.

If you have any questions regarding the exams, please do not hesitate to contact me.

Kind Regards,
Maria Thurston
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