

Our ref: DHO/NIN

Date: 25.04.24

Student:

Dear

It is our aim to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, the informative below will prove helpful for you.

The examinations that students are about to sit are external exams and as such are governed by strict regulations from JCQ (Joint Council for Qualifications) with which we, and students, must adhere to. The following link provides you with all details regarding the rules and regulations; please ensure your son/daughter reads them carefully.

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

All students have been given a copy of their exam timetable. It can also be accessed via the Edulink app.

A reminder that ALL students need to arrive for their exams in full academy uniform and have with them all equipment needed for the examination. Students must write in black pen and have a clear pencil case for other equipment. Mobile phones and smart watches must be turned off and handed in or left outside the exam hall - they must not be on a candidate's person. For morning exams, students should arrive by 8.35am, for afternoon exams (after the 12<sup>th</sup> June) students should arrive by 12.30pm.

In the event of a major disruption to the exam process - advised by the government - a couple of contingency days are also in place. Students should be available on these days in the event of a major disruption. The days are Thursday 13<sup>th</sup> June 2024 and Wednesday 26<sup>th</sup> June 2024.

Results day is Thursday 22<sup>nd</sup> August 2024 - 9am to 10am at the academy. Should you wish that someone other than the student collects their results, we require written consent from the candidate (ie the student).

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – Miss Phillips  
The Academy telephone number is: 01787 375131

Remember – we are here to help.  
GOOD LUCK!



Mr D Howkins  
Vice Principal  
SENCO  
Ormiston Sudbury Academy