

# SUMMER 2023 EXAMINATIONS NEWSLETTER

From: Justine Adams – Exam Officer

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## Examinations - Summer 2023



Welcome to the Summer 2023 Examinations Newsletter. In this publication, you will find information related to this summer's exam series and the processes that we, at Thomas Telford UTC, are required to

follow. The main block of examinations will commence on **Monday, 15th May 2023, and conclude on Friday, 23rd June 2023**. Please note that the afternoons of Thursday, 8th June and Thursday, 15th June, and the entire day of Wednesday, 28th June have been allocated as contingency days by Ofqual. These days will be used if there is a significant and unexpected event nationally or locally during the exam period, which results in no students (or many of them) being able to take an exam as scheduled. Of course, we hope that there will not be any such disruption, and the contingency days will not be needed. However, students must be available throughout the exam period, **including the contingency days, should their planned timetable be disrupted.**

We expect full attendance in the final build-up to these crucial examinations, and all students must attend timetabled classes for revision sessions until the examinations in that subject are complete. A condensed timetable will be produced, which your child needs to familiarise themselves with, and registers will continue to be marked in the usual way.

A copy of your child's exam timetable has been included with this newsletter, showing the examinations they have been entered for. Please check these with them and report any errors to their subject teacher or a member of the Examinations Team immediately - Tel. 01902 872180.

## Examination Timetables, Rooming, And Student Cards

All students should check the noticeboards in school for rooming before each exam. Exams this summer will primarily take place in **Theatre 1**. Therefore, it is crucial

that students know the exact location for each of their exams.

All students will be issued with their examination card, which will be placed on the desk they have been allocated for each exam. This card displays the student candidate number, their full name, and a photo of them. Our external invigilation staff do not regularly see these students and therefore, can quickly identify them in an examination room. It is important that students **do not deface or remove these cards from the examination hall as they are the property of Thomas Telford UTC**. Any writing on the exam cards may be considered malpractice by the awarding bodies.

**Email, telephone calls, and text messaging are our preferred modes of contact. It is important to check emails regularly and ensure that our records are accurate and up-to-date. Please notify us of any changes to your mobile number or email address as soon as possible as a matter of urgency. We have a small window of opportunity to sit each exam, and if the contact information we have for you is incorrect, it results in a waste of time trying to contact you. If a student misses an exam, they cannot retake it later in the year, but must wait until the following May/June to take the missed exam. Therefore, it is vital that every student attempts to sit each of their examinations in May/June of this year.**

Seating plans will be displayed outside Theatre 1 before each exam, allowing students to familiarise themselves with the arrangement. Please note that seating plans change from one examination to another, and it is essential that for each new exam, students review the seating plan before entering the examination room.

## Examination Clashes

Occasionally, a student may find that they have modules timetabled for the same session, creating a clash of exams. If the clash involves two or more exams totalling three hours or less, we will decide the order within the timetabled session in which to conduct the exams. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This will be conducted within the examination room, under formal examination conditions at all times and means that students **cannot use this time to revise**. If the clash involves exams totalling more than three hours, arrangements may be made by us to timetable one exam in a later or earlier session within the same day. We have worked hard to ensure that clashes are kept to a minimum this series, **but please do not**



**delay in notifying us of any clashes that you may have identified.** Where a clash has already been identified, students will have been notified of the arrangements that will take place, and a copy has been included in this newsletter, if applicable. If your child is one of those affected by a clash, please note that they will be supervised between examinations, and this may include lunchtime supervision. **If this is the case, they will not be allowed to come into contact with other students, have access to a mobile phone, IT (to include the internet or any form of social media) until the start of their next exam.**

## Exam Regulations

Thomas Telford UTC must implement a precise set of requirements in all public exams, and the importance of knowing, understanding, and applying these requirements must be stressed. They are largely common sense; however, everyone must ensure they get them right. During the exam period, we are inspected by the Joint Council for Qualifications (JCQ) to ensure that we, as an exam centre, are setting and abiding by the expected standards. A copy of the regulations can be found at [www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).

Other documents relating to examination practices and procedures have also been made available to your child in an examination pack along with their timetable. These documents set out information for candidates, for example, how they are expected to behave while under examination conditions and highlight the importance of not posting on social media during the exam period. Please take the time to read this pack with your child to ensure that you are both aware of JCQ and centre expectations.

## Exam Attendance

Punctuality is important. Exams are scheduled **to start at 9.00 am and 1.30 pm**; these are the **actual start times**. Students must **arrive at the exam venue 15 minutes prior to this time** - this is to ensure efficient preliminary administration, which includes submitting of any coats/mobile phones (normally, students will be expected to use their lockers), seating of students, distribution of materials, and reiterating exam instructions, etc.

## Equipment

It is important that your child is prepared for the examinations. **It is their responsibility to ensure that they have all the tools they will need to take the exams, i.e., black pens, pencils, ruler, eraser, sharpener, etc., in a clear pencil case/bag. Please encourage them to be prepared before every examination they are due to take.**

To ensure conformity to the JCQ regulations, all calculators taken into examinations must have had all memory cleared and when asked, students must be prepared to show this. **No calculator lids can be taken into the examination hall.** During the exams, invigilators will be checking that this rule has been followed.

**Please note that equipment for students who fail to come prepared is no longer available.**

## Mobile Phones, Other Electronic Devices, School Attire

Students will be asked to leave their mobile phones or any other electronic device in their lockers. They will not be allowed to have them on their person in the examination room. Anyone found in possession of any of this equipment during the examination, whether they



intended to use it or not, will be reported to the Examination Board, and **the student may be disqualified from that examination and any subsequent exams.** Students may be asked to prove they do not have these items on their person. The normal UTC dress code will apply, and all students must attend all exams in their regular UTC attire.

## Revision

Students should now be fine-tuning their revision programmes. Advice will have been given to your child about revision strategies, but it is worth restating some broad principles. Students should:



- I. Endeavour to revise in an active manner, i.e., rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flowcharts, diagrams, lists, cue cards, etc. to aid their learning and retention of material.



- II. Ensure they learn the more unfamiliar and harder parts of the work before the more familiar and easier topics.
- III. Seek to revise in short bursts of time followed by a break. None of us have the ability to concentrate for lengthy periods of time without becoming distracted!
- IV. The timing of revision is very important for many people. Some study best in the early morning, others late at night.
- V. Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are on target to complete a topic by a set date.



## Support and Guidance

Any student who is encountering any problem with their revision programme should seek the support of an appropriate teacher.

## Applications Through UCAS (Year 13)

For those students who have applied through UCAS, decisions should have been received. If any student needs any help or support with their application, please speak to Mr Clark. **If you have any specific concerns or difficulties regarding the A-level and AS-level exams, please do not hesitate to contact the tutors directly.**

## Illness

It is hoped that every student will be fit and well throughout the exam period. However, unforeseen illness can strike; in which case, we need to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. Students who miss any component of an exam without supporting medical evidence will not receive an exam result.

## Arrangements for the Receipt of Results

GCE/GCSE results will be available from the UTC in the main reception area on:

- **Thursday 17 August 2023 for GCE/L3 exams**
- **Thursday 24 August 2023 for GCSE/L2 exams**

**Results cannot be given out to a third party unless they have written authorization from the student giving us permission to release them.**

## RESULTS WILL NOT BE GIVEN OUT OVER THE PHONE.

Our aim is to hand out results as speedily as possible. We would ask, therefore, that you avoid telephone inquiries except in exceptional circumstances.

## Publicising results

Results are the personal property of individual students. Therefore, they will not be put on display.

**If the results are delayed**, clear guidance will be given to candidates along with details of any new arrangements. We do hope that these procedures will work well, and the very understandable anxiety will be minimal. On results day, staff will be available at the UTC to offer advice and guidance on the best course of action. It is essential that students come to college on their allotted day, especially if this is their final year of study.

## Arrangements for Receipt of Exams Certificates



Certificates are usually received from the awarding bodies in December and will be given out to students who are remaining with us.

If your child has left the UTC, a text will be sent out to advise that certificates can be collected. If students are unable to collect in person, then a third party may collect on their behalf, but ID and written authorisation from the student will be required before certificates can be released.

If collection is not possible during the working week, certificates will be available for collection at the next UTC Open Day. Dates of which are available from Reception or on our website. Please note that, due to limited storage facilities, we cannot keep certificates indefinitely and if no collection is made then they **will be destroyed**. Copies will need to be sought at a personal cost to you of approximately £40 per certified statement of results.



GOOD LUCK TO ALL OF OUR STUDENTS  
FOR THEIR UPCOMING EXAMS