

The Harefield Academy

Achievement through Active Learning

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April 2019

Dear Parent/Carer,

Exam timetables for students sitting public examinations during summer 2019

Please find enclosed a copy of your child's Examination Timetable.

You must take time to check this information thoroughly, in particular checking your child has been entered into the correct tier which has been decided by your child's teacher, an H represents the higher paper and F represents the foundation paper. Please also check the timetable to ensure that all subjects that your child is studying appear.

Should you wish to discuss a particular subject, tier change or examination, please contact the Head of Department in the first instance.

Please be aware that candidate names on certificates will be printed in their legal forename and surname. Make sure your child's name is correctly spelt and accurate. Should you wish for your child's name to be different on the certificates, or have any other general enquiries regarding examinations, please contact the Exams Office at The Harefield Academy on 01895 822108 or 01895 827990.

To ensure students are fully aware of the expectations and regulations that must be adhered to during the examinations, copies of the Joint Council for Qualifications (JCQ) **Information for Candidate guidelines** can be found on the Examinations page of our website. **It is extremely important that all students read and understand these documents.** Please spend time reviewing the regulations with your child.

Please be reminded of the following points.

- All students must read the JCQ exam regulations as **a breach of regulations could result in disqualification.**
- Exam seating plans will be displayed outside the Sports Hall daily during the exam season.
- It is the responsibility of **the student to register at the Sports Hall, at least 15 minutes before the published start time, in full uniform, with all the correct equipment needed for the exam.**
- **Students who arrive late may not be admitted into the exam room. The Examination Boards will not mark papers from students who are very late.**
- Students must bring ALL the correct equipment required for the examination and spare black pens. All pencil cases must be clear and see through.
- Only plain water bottles with labels removed will be allowed into the exam room.
- All mobile phones and watches are classed as unauthorised items and are banned from all examinations. Breach of regulations could result in disqualification.
- **Any student behaviour causing disruption or distraction during exams will be classed as a breach of regulations, which will be reported to JCQ and could result in disqualification.**



Contingency Day – Wednesday 26th June 2019

In the highly unlikely event that there is national disruption to a day of examinations in summer 2019, the awarding bodies will liaise with the qualification regulators and the Department of Education to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. The contingency day is Wednesday 26th June 2019.

Please be aware that if a student fails to sit an exam through illness or any other reason, you must contact reception or the Exams Office on 01895 822108 or 01895 827990 **urgently.** Without any documented evidence, it is very unlikely that any special consideration will be granted by the examining body. You will be charged examination fees unless you provide appropriate evidence such as a doctor's note, copies of which need to be sent for the attention of the Examinations Officer at The Harefield Academy.

Many thanks for your continued support.

Yours sincerely

Mrs Helen Howley
Senior Exams and Data Manager

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