



## WRITTEN EXAMINATIONS

### Summary of Regulations and Important Information

*The following information is very important: please read carefully*

- For external exams, it is essential that you read all the **JCQ** notices which are available on the school website:  
<https://thirskschool.org/curriculum/exam-information/> (and exams' notice boards)
- Exam starting times** for external written exams in this centre are, normally, 9:00 a.m. and 1:30p.m.:  
Arrive outside the exam room 15 minutes before the exam starting time. (N.B. Internal p.m. exams start at 1:00p.m.)
- Talking:** you must not talk to, attempt to communicate with or disturb other candidates whilst in the exam room.
- Questions:** if you have any questions or problems in the exam room, **put your hand up to talk to an invigilator.**
- Malpractice** - You must not become involved in any unfair or dishonest practice in any part of examinations.
- Unauthorised materials:** you must not take into the exam room any unauthorised materials such as: notes, iPod, mobile phone, AirPods, earbuds, bags, coats, electronic devices, watches. (check "Information for Candidates" jcq)
- Pencil cases:** must be transparent and you must write your answers in **BLACK ink/pen** (unless instructed otherwise)
- Calculators:** must NOT have information storage, language translators, symbolic algebra manipulations, symbolic differentiations or integration or external communication capability. (This is the responsibility of the candidate)
- Drink:** do NOT take any type of drink into the exam. However, if you feel that you must, then it should be still/uncarbonated and uncoloured **water** in a plain, **transparent, un-labelled plastic bottle.**
- Food:** do NOT take into the exam room any food. If you feel that you need sweets (e.g. throat/cough sweets) then you must ask the invigilator for permission as you enter the room. Sweets MUST be without any wrapping.
- Equipment** - Ensure you bring the necessary equipment, and spares, to each exam (e.g. **black pen(s)**, calculator, ruler, pencil, protractor, etc.). Invigilators cannot supply you with items that you have forgotten. (N.B. Highlighter and gel pens are NOT allowed in writing your answers).
- Exam question paper:** do not start writing anything until the invigilator tells you to fill in the details on the front. Do not open your question paper until you are told the exam has begun.
- At the end of the exam:** do not leave the room until told to do so by the invigilator. Do not take any exam materials provided by the invigilator out of the room with you.
- "FIRE" ALARM.** If the school "fire" alarm sounds while you are in an exam room, whilst sitting an exam paper, you must follow these instructions –
  - stay in your seat to wait for detailed instructions** which will be given by the exam invigilator.
  - Do NOT speak** to or communicate with anybody else in any way (exam conditions remain in force).
  - Follow all instructions** given to you **exactly.**
  - If you are told to exit the exam room, do NOT go to the usual emergency assembly points (e.g. bus park / front yard) to line up in tutor groups. (Instead, you will probably be told to assemble close to the exam room from which you exited, maintaining a distance of >2 metres between yourself and any other candidate).
  - You must **continue NOT to speak** or communicate with anybody else in any way.
  - When you are relocated to resume your exam, you will be allowed the full exam time and, for external exams, applications for Special Consideration will be made for all candidates, owing to the disruption in the exam.

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### EXTERNAL EXAMS ONLY

- CONTINGENCY PLAN:** Summer exam candidates must **remain available** on the afternoon of **11<sup>th</sup> June 2025** as well as all day on **25<sup>th</sup> June 2025** should an awarding body need to invoke this.
- SPECIAL CONSIDERATION** (for illness, etc):
  - If you are unwell on the day of an exam (or the day before), and your preparation for and/or your performance in that exam is compromised, you should inform the Exam Officer or the Head of Upper School / Sixth Form College.
  - If you become unwell during an exam, you must put your hand up and tell the exam invigilator. You should also inform the Exam Officer or the Head of Upper School / Sixth Form College as soon as possible after the exam.
  - If you have a chronic medical condition or illness the symptoms of which compromise your performance in an exam, you should inform the Exam Officer or the Head of Upper School / Sixth Form College as soon as possible.
  - During the exam season, if you suffer any traumatic experience such as bereavement, domestic crisis or accident, you should inform the Exam Officer or the Head of Upper School / Sixth Form College.
- NON-EXAM ASSESSMENT – Review of Marking**
  - Your teacher will tell you your marks for NEA centre-assessed units. If you wish to consider a request for a review of your centre assessed marks, you may request copies of relevant materials from your teacher.
  - The deadline date by which you should submit a written review request is - 1<sup>st</sup> May (18<sup>th</sup> May for Art exams).
- EXAM RESULTS**
  - Access to Exam Scripts and Marking Reviews are available post-results services. See the school website, exams notice board or the Exams Officer for further information.