



# SIR THOMAS FREMANTLE SCHOOL

A CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

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17<sup>th</sup> March 2022

Dear Candidate,

## Re your examination entries

In this pack, you will find your timetable for the summer 2022-examination series and two copies of your *examination entry summary*, which confirms your examination entries and therefore should list each examination for which you have been entered.

### **Please check the following carefully:**

- Your name and date of birth: these are the details which will appear on your certificate. Are they all correct? Are they spelt correctly?
- The examinations for which you have been entered: are they the right subjects? Is there any missing?
- Exams timetabled at the same time: do you have any? Have you been told what will happen if so?
- Unique Candidate Identifier: is this correct? If you have taken exams before, has your original UCI been carried forward?

### **Make sure that you:**

- Report any problems, errors or omissions to me immediately.
- Have read and understood the JCQ 'Notice to Candidates' displayed at your centre.

If you are satisfied that all details are correct, both you and your parent/carer must sign, date and return one copy of the GCE examination entry summary to me **by Monday 28<sup>th</sup> March 2022**.

If you need to make amendments, these should be noted on one copy of the examination entry summary, which both you and your parent/carer must then sign, date and return to me **by Monday 28<sup>th</sup> March 2022**.

There are some instances where students may have an 'exam clash' or 'double exams', this will be highlighted on their individual timetables. Typically, this will affect yr13 students only.

### **Exam clash:**

This is where two exams are scheduled to take place within the same session, on the same date and the total exam duration exceeds 3hrs. On these occasions, the exams will be scheduled for the student(s) to sit one exam in the morning session and one in the afternoon.



In this instance, the student will be required to isolate between the two exams and supervised by an invigilator. Candidates are permitted to revise between exams, but must not be in possession of an electronic communication/storage device or have access to the internet; have contact with any candidate who has sat the examination.

**Double exam:**

This is where two exams are scheduled to take place within the same session but the total duration of these exams is 3hrs or less the centre decides which order within the timetabled session in which to conduct the examinations.

Candidates will be given a supervised rest break of no more than 20 minutes between papers, but this is conducted within the examination room, under formal exam conditions. Candidates cannot revise during this time.

Every year the exam boards set a contingency date, whereby all students must remain available. The contingency date is in the event of national or significant local disruption to examinations in the UK. It is therefore imperative that students are available up to and including **Wednesday 29<sup>th</sup> June 2022** should the awarding body need to invoke its contingency plan.

**If you have any queries or require further clarification, please come and speak to me straight away!**

If you do not return your form to me and/or do not ask me to make any amendments, I will assume that all the information is correct and will be used for the purposes of finalising your examination entries; it will also be used by the examination boards when generating your examination certificates.

Yours faithfully,

Chloe Jones

Examinations Officer [exams@sirthomasfremantle.org](mailto:exams@sirthomasfremantle.org)

