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# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

St Mary's Lane, Upminster, Essex RM14 3HS

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May 2022

Dear Parent / Carer,

## Re: Summer 2022 examinations

I am writing to finalise details of the forthcoming written exams commencing Monday 16th May. Your child, has today, been provided with an updated individual exam timetable. It is important that your child reads, fully understands all exam protocols and reads the exam literature found on the [exams link](#).

If you, or your child, have a query about any of these arrangements please do not hesitate to contact the school. One of the following will be able to help you:-

- Your child's Form Tutor;
- Mr. Bonnett - Head of Year;
- Mr. Duncan – Head of Key Stage 4;
- Mrs. Titley / Mrs. Butler – the Exams Office.

The personalised timetable will give your child, an opportunity to see the dates, times and locations of each written examination. This should assist with planning the final stages of their revision and I encourage them to make full use of the remaining time, effectively using the many resources available to them. It is important that you read through the timetable together, place it in a central location and anything that is unclear needs to be discussed with their form tutor and/or the Exams Office.

Attendance to all examinations is **compulsory**. Students who do not attend and fail to provide **appropriate supporting evidence**, will obtain 'No Result' and may be expected to pay the cost of the entry fee.

Students are expected to bring their own equipment required for every exam and they are expected to **arrive at least 20 minutes before the stated start time**. Students will not be allowed to leave the exam until the full-time duration has lapsed. As these are public exams, start times or sessions cannot be changed to suit the school or individual students.

### Exams Protocol

Whilst I have made reference to exam protocols in my opening paragraph, I need to emphasise the importance for all students to abide by the exam regulations that are set by the exam boards. Malpractice in exams means any act of practice which is a breach of the exam regulations, which compromises the integrity of the exam. The awarding body will make a decision based on the information given to them, which could result in a student's disqualification from the exam as well as all previous and future examinations. For example, if a student tries to communicate to another candidate in the exam room by speaking, signalling or any other way, this is classed as malpractice.

Having unauthorised materials in an exam room constitutes malpractice.

Electronic devices in your pocket (this includes mobile phones, watches, ear pods etc), even if switched off, constitutes malpractice. If found in possession, it is highly likely that a student will be disqualified from the paper.

The invigilator will write a report and the exams team will notify the awarding body.

**Whilst we have communicated this to students during assemblies and throughout the exam process, the school cannot make this any clearer.**



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## Results and certificates

Whilst it may seem a long way until Results' Day on Thursday 25<sup>th</sup> August, we would like to invite students into school to collect their GCSE results, celebrate their exam success, discuss 'what's next' options and possibly discuss any results enquiries. Given that Results' Day will be during the school's summer break, we understand that some of you may have already planned a well-deserved summer holiday and therefore your child will be unable to attend on this day. Whilst we are unable to email individual students their results, non-attendance on Results' Day is easily resolved by either posting out the results or nominating someone to collect these on your child's behalf. To assist with the logistics for this day, we kindly request for you to complete the [google form](#). In addition, this form also covers the distributing of exam certificates once they become available from the exam boards. Given these circumstances, we request all parents (regardless whether your child is available to collect their results on Results' Day) to complete this form by no later than Friday 24<sup>th</sup> June 2022.

Thank you for your continued support and we wish all the students well in this stage of their academic career.

Yours faithfully,

**Mrs. A. Titley**

Examinations and Data Manager

Encs.