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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

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

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

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

April 2024

Dear Parent / Guardian,

Re: Summer 2024 examinations

We are writing to finalise details of the forthcoming GCSE exams commencing Thursday 9th May.

In an attempt to reduce our carbon footprint, we have a new system which enables us to send electronically, a student's exam timetable to both the student (school email) and parent/guardian. You will shortly be receiving an email from School WorkSpace with a copy of your child's personalised exam timetable. The 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 we encourage them to make full use of the remaining time, effectively using the resources available to them.

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;
- Ms. Rondeau - Head of Year;
- Mr. Dudley-Hart – Head of Key Stage 4;
- Mrs. Titley / Mrs. Butler – the Exams Office.

Exams Protocol

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.

Whilst we have referred to exam regulations in previous communications, we need to emphasise the importance for all students to abide by the protocols that are set by the exam boards; details of which can be found on the [school website](#).

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 (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.

We have communicated these regulations to students on multiple occasions during assemblies and throughout the exam process; the school could not have made these regulations any clearer.



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Results and certificates

Whilst it may seem a long way until Results' Day on Thursday 22nd 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 holiday and therefore your child will be unable to attend on this day. Non-attendance on Results' Day is easily resolved as we will automatically email results via your son / daughter's school email account. Furthermore, we also offer the facility for results information to be posted or a nominated person 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 17th May 2024.

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