

February 2022

CENTRE NO: 20510

Dear Parent/Candidate,

## Summer Series 2022 Examinations

Your Son/Daughter/Candidate has been entered for the examinations listed on the accompanying '**Individual Statement of Entry**'. Please check the statement for accuracy, paying particular attention to personal details (Legal surname, Legal first name(s) and date of birth). This will be what appears on their final certificates. If there are any discrepancies please clearly correct them on the statement. If you make any corrections to the personal information, it must then be returned to the college reception for amendment and re-issue. Incorrect information reported after examinations have passed will incur costs.

The next part of the 'Statement of Entry' lists all the exams that your son/daughter has been entered for. Candidates should know which exams they are taking, however, if they have any queries, they should direct them to the Head of Department or Subject Teacher.

Our website has a link under Academic Support to '**Coping with Exam Pressure, a guide for students**'. We fully support all our students in preparation for exams and urge you and your Son/Daughter to read this information, to help understand and work with their preparation process.

- **Failure to attend examinations**

Unless we receive any amendments as detailed above, it is agreed that your son/daughter has been entered for the examinations listed on the exam statement, that failure to attend an examination without a medical certificate to support absence will result in parents covering costs of the examination to College.

- **On the reverse of the Statement of Entry is your Son/Daughter's 'Examination Timetable Summer 2022.**

- **Examination Conduct:-**

Candidates are expected to follow the regulations of the examination from the moment they enter the examination room. See '**Information for Candidates**' booklet attached and on our website. If a candidate is found to have any material with them that is not allowed for that examination even if they do not intend to use it, they will be reported to the awarding body and their decision to enforce sanctions could result in the disqualification of the candidate from the paper, subject or all examinations entered with that Board. **Banned materials include; notes, electronic devices any kind of wrist watch or mobile phones.** Ideally candidates are advised not to bring mobile phones into

Principal. Richard May BSc Hons

Bishop Milner Catholic College, Burton Road, Dudley, DY1 3BY

T. 01384 889422 E. info@bmilner.dudley.sch.uk www.bmilner.dudley.sch.uk



school on exam days; however, they will be provided with their own plastic phone/device wallet before the exam period begins and it will be your child's responsibility to allow time to hand this into the reception before their exam starts. **Under no circumstances** should a candidate carry their mobile phone into an examination room whether or not switched on. Candidates must not talk to or disturb other candidates once in the examination room.

- **Examination Equipment**

During the examination series it is essential that all candidates come to their examinations at least 15 minutes early and be suitably equipped. The centre does not have to provide spare items of equipment to candidates. All candidates should have in their possession for an examination the following items:

**Black ballpoint pen, a spare pen, a HB pencil, a ruler, a rubber, a pencil sharpener, mathematical instruments and a calculator; all equipment should be contained in a see-through pencil case or bag. Highlighter pens are allowed for the sole purpose of highlighting the question papers only, it must not be used in your answer booklet. Calculators are permitted for all exams unless specified as a 'non-calculator exam'.**

**A drink of water or squash is allowed in a clear preferably with a sports cap bottle with all labels removed. No fizzy drinks or food is allowed.**

If there are any other enquiries concerning the examination entries for your Son/Daughter, please put in writing to the Examination Officer with your specific enquiry to [tcadman@bmilner.dudley.sch.uk](mailto:tcadman@bmilner.dudley.sch.uk). A written response will follow your enquiry.

Yours sincerely



Examinations Officer