

29 April 2022



**Saffron Walden  
County High School**

Saffron Academy Trust

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Dear Students, Parents & Carers,

### **Exam timetable, handbook and special consideration**

Attached to this message you will find a copy of your **individual exam timetable**. Students will also be given a paper copy of this next week. Please keep it safely and make a note of the times and location of your exams.

Also attached to this message is the latest copy of the **examinations handbook**. It is important that students and parents read this carefully.

#### **Special consideration**

The Joint Council for Qualifications (JCQ) has published updated [guidance](#) on the special consideration process this year. There is a summary of this guidance in the latest version of the examinations handbook. The key messages are these:

- Special consideration only applies to issues experienced **at the time of the assessment**
- The **maximum allowance** given by the boards would be 5% of the total raw marks available and this is not cumulative.
- **Applications** for special consideration must be made **by email to the exams officer, Miss Price ([aprice@swchs.net](mailto:aprice@swchs.net)) within 2 days of the relevant assessment.**
- **If a candidate is experiencing an issue during an exam, it is vital they tell the invigilator immediately.** If they do not raise the issue at the time, it is unlikely that any consideration would be given, if the matter could have been resolved (eg headphones not working during a listening exam). **If a candidate feels they have experienced a significant disruption while they were taking the exam, they must inform the invigilator at the time and before leaving the exam room.**
- The guidance explicitly says that special consideration **cannot be given due to staff shortages or for difficulties during the course.** The JCQ explains that other arrangements (such as the advance information exam boards provided and the proposed changes to grade boundaries) have been put in place in recognition of the Covid disruption that students have faced.
- **Results can be withdrawn, or candidates can be disqualified, if they provide false information on eligibility for special consideration.**

#### **Missing exams due to illness**

The JCQ guidance now says that a candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent



from the examination for an acceptable reason. This includes candidates who are displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.

The exam boards will require **self-certification** for candidates who have missed an examination. In the event of a student missing an examination, we will expect parents/carers/guardians and candidates to complete the relevant sections of the self-certification **form, which will be available on the school website in the examinations section** when the exams begin.

### Results days

**A level results day is Thursday 18<sup>th</sup> August and GCSE results day is Thursday 25<sup>th</sup> August.**

Further information will be provided by the respective year teams next week about arrangements for the distribution of results and the support that will be available for those progressing to sixth form or university.

We hope this information is useful. Teachers will continue to prepare students for their exams and the pastoral team will continue to support students in the lead up to, and during, the exams.

Further information will be provided by the year teams about celebrating the end of the year and further details will be provided to year 11 students next week about timetable adaptations at the beginning of the exam season. If you have concerns or questions, please contact the year team or get in touch with us.

We wish students all the best as they enter this phase of final preparations.

Yours sincerely,



**Mr M Norman**  
Deputy Headteacher



**Miss A Price**  
Exams officer

