



# CONNELL

CO-OP COLLEGE

7<sup>th</sup> January 2022

Dear Parent/Guardian of students sitting January exams,

Following the letter sent out in December, I can confirm that the exams in January are going ahead. There are a few important updates and some reminders of exam rules in this lesson. Each students' exam timetable has been sent to their college email address, along with their seat number.

Masks must be worn on entry to the exam room and exit, but it is individual choice during the assessment.

Students are allowed to have half a day of study leave before each exam provided that they arrange this in advance with their teachers and email [attendance@connell.ac.uk](mailto:attendance@connell.ac.uk). If they have an exam in the morning, they can leave at lunchtime the day before. If they have an exam in the afternoon, they are authorised to miss lessons in the morning provided that they have emailed attendance. Their teacher may request that they attend for revision within this depending on the situation.

As this is the first external exam series that they have been able to sit, we want to make sure that they understand the rules and requirements of the exams so that there are no problems on the day. Students have all had rules sent to them, as well as information from the Exams Officer. **It's extremely important that all students follow the rules as failure to do so can result in disqualification.** We strongly encourage all students to set off to college in plenty of time on their examination days, as public transport running late or traffic is not usually able to be compensated for. Please speak to your child about how they intend to get to college on the day of exams. A student who is late will not get the full time for their exam and may even be barred from taking the exam

All students are being given the guidance below. **Please read over these rules carefully, especially about what to do if your child is showing symptoms of Covid-19.** It would be greatly appreciated if you can spend some time in advance of the exams to make sure your child understands the requirements.

If you have any questions please ring reception to speak to our Exams Officer, Julie Howarth. If your child has a question, they are welcome to speak to their teacher, come to see me or ask reception if they can speak to the Exams Officer.

Yours sincerely,

Abi Mills-White



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0161 231 9200



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Senior Director of Quality

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Important rules for 2021-22 examinations. Covid guidance correct as of 16/12/21 but this may change. Please read government guidance for updates.

All exams are being held in the sports hall. This is at the end of the street on the left. Morning exams start promptly at 9am and students must arrive at college at 08.30am in order to be able to store their belongings in the secure area and be seated ready for the exams to start.

Students should enter college through the student entrance (turnstiles) as normal.

If you are too ill to attend, or unavoidably late, then you must ring college on 0161 231 9200 as soon as possible. Reception will be open from 8am when we have a morning examination.

Personal belongings including coats, bags, mobile phones and watches are not allowed in the exam room under any circumstances. If you take any of these items into the exam room it may lead to disqualification. If you do bring any of these items with you to college they will be stored securely in a locked room prior to entering the exam room. We will of course do our best to take care of your things but the college accepts no liability for loss or damage.

Please ensure you know your seat number. This can be found on your timetable and seating plans are displayed on the exam notice board adjacent to the sports hall. You must check the plan before entering the sports hall and sit in the place allocated to you. If you sit in the wrong seat you may end up sitting the wrong exam.

Please ensure you bring all the equipment you may need to complete the exam. If you have a pencil case it must be completely see-through. You must complete your exam with a black ballpoint pen, no other colour is allowed.

Food and drink is not allowed in the exam room. You may take in bottled water but only in a clear bottle with any label removed.

You must have your college ID (lanyard) with you. You will not be allowed in the exam room without it. If you do not have it you must see Sharon on reception to obtain a replacement at a cost of £5. You will need to attend college earlier than 8.30am for this to be processed in time for the start of the exam.

You must attend at the sports hall at least 15 minutes before the start of the exam. If you are late the exam will start without you and the exam board may refuse to accept the work that you do.

Once you have entered the exam room you must not communicate with any other students in any way.

If you need to speak to an invigilator during the course of an exam, raise your hand.



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Any student with symptoms of Covid-19 on an exam day must not come to college but must telephone for guidance.

Where a member of your household is symptomatic, you may attend college as long as you don't have Covid-19 symptoms and if a member of your household has tested positive you may attend college as long as you don't have any symptoms and have not tested positive.

Please follow latest guidance on Lateral Flow tests and ring us for advise if you need it.

If you feel unwell during an examination let an invigilator know immediately. Under no circumstances can we deal with any issues that are brought to our attention at the end of your exams.

All students must follow all the examination rules and instructions. Students that do not may not be allowed to sit the exam. These can be found on the college website.

Students are expected to return to lessons after their exams.