



Harmonize Academy: Centre Number 34334

## GCSE Examinations Summer 2023 Guidance for Students and Parents/Carers



If you have any queries before, during or after the examinations, please contact  
Mr Carl Parkinson, Vice Principal or Mr Gerard Tiernan, Assistant Principal/SENCo T 0151 203 1934.

**Contingency Days: Thursday 8 June, Thursday 15<sup>th</sup> June, Wednesday 28<sup>th</sup> June 2023 – Save the dates**  
Students should be available throughout the exam period, including on Contingency Day, in case their planned timetable is disrupted. Contingency Day will be used if a significant, unexpected event arises nationally or locally during the exam period such that no students are able to take an exam when planned.

### Before the Exam

- Check your exam timetable and report any discrepancies immediately to the school office.
- Make sure the school has an up to date contact number for you.
- Check the date and start time of all your exams.
- If you usually get a taxi to school or home, this will be arranged for you but please let reception know if you do not require your taxi.
- If you have any appointments on exam days, medical or otherwise, please re arrange these as exam dates and times cannot be changed.
- **You should make every effort to attend ALL of your exams.** If you are not able to attend owing to illness or another reason, please ring school as soon as possible. Special consideration for absence will only be given in exceptional circumstances and you will be asked to provide medical evidence for illness.

### On Exam Day

- Ensure that you arrive in school at least 15 minutes before the start of your exam.
- You must hand your mobile phone in at reception.
- Wait in the Dining Hall until a member of staff takes you to the exam room.

### During the Exam

- Once you are in the exam room, you must obey the rules of conduct which you will find on display. These are requirements of the exam boards and must be adhered to at all times.
- The following items are not allowed to be taken into the exam room:
  - ~ Electronic devices including mobile phones, iPods, MP3/4 player or similar device; or any watch.
  - ~ Your own drinks or food
  - ~ Correction fluid
  - ~ Your own calculator
- You must leave your coat and bag at the front of the exam room.
- Your pockets must not contain any written materials.
- You must sit at the desk allocated to you.
- Stationery and equipment will be provided during the exam but please inform school beforehand if you need any special equipment such as, an overlay.
- Invigilators will be present to supervise the conduct of the exam. They will distribute and collect the examinations papers, tell candidates when to start and finish the exam. If you need attention, put up your hand and do not call out. Candidates must follow invigilator instructions at all times.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the exam room.
- At the end of the exam, please leave the exam room quickly and quietly.

**GCSE Results Day: Thursday 24<sup>th</sup> August 2023**

Harmonize Academy will be open between 10.00 am and 2.00 pm for you to collect your results.