

Dear Students

I am pleased to confirm that you have been entered for your chosen subject(s) for the Autumn Series of exams. The exam series runs from Monday 4th October until Friday 22nd October 2021 and the full timetable can be found on the college website.

College email/portal access

- Your access to the college portal will remain beyond 30th September when leavers' access ends, and you will continue to be able to receive and send emails via your college account.

Exam timetable, rooming, access arrangements

- You can now see your exam timetable on your portal via Exams/Timetable.
- The duration of the exam does not reflect any extra time allowance you may have under Access Arrangements, however any arrangements you are entitled to, including extra time, are confirmed for this exam series. You can check your access arrangements on your portal and if you have any questions about them please speak to Tom Webb, Learning Support Manager, twebb@esher.ac.uk.
- The rooming information will be given via your timetable once arrangements have been finalised.

Exam preparation and revision

- As you have now finished college you will need to study and prepare for these exams independently, around any other commitments you have made since leaving Esher. Information regarding exam papers and their content can be found on the exam board websites. Our college teaching staff have full teaching timetables and are unfortunately not available to assist with revision or mark any practice papers you might complete in preparation.

Withdrawal, refund, attendance

- If your circumstances change or you decide you no longer wish to take an autumn exam(s) you are able to request a withdrawal and be refunded your deposit up to Thursday 30th September 2021. After that date a refund will not be available for an entry withdrawal.
- Your deposit will be refunded automatically once you have attended all your exams. The deposit will only be retained in the event that you do not attend one or more of your exams without notice, or notification is after the withdrawal deadline of 30th September 2021.

Exam day

- If you are going to be absent from your exam due to illness on the day, please contact Reception before 8.30am on exam day.
- Please bring ID with you on exam day and sign in at main Reception. You should wear a mask whilst moving around college and in all communal areas. Once you have signed in please make your way directly to the exam venue advised on your timetable.
- Morning exams start at 9.00am prompt, and afternoon exams at 1.30pm. Please ensure you arrive in college in plenty of time and are seated in the exam venue at least 15 minutes before the published starting time as there are a number of checks and announcements to be made.
- Bring with you minimal belongings as they will have to be stored away from the exam venue. Any electronic devices, particularly phones, have to be switched off not just on silent, and watches are no longer allowed in exam venues. Any pencil case brought into the exam room must be see-through. You may bring a small bottle of water in a transparent bottle with the label removed.

- Whilst exam regulations will be read to you at the start of each exam, it is your responsibility to ensure you know what is expected of you and what you are and are not allowed to bring into an exam room. You will find the JCQ *Information for Candidates – Written Examinations* in the exam section on the college website. Please familiarise yourselves with those and any other guidance documents available before attending your exam(s).

Special Consideration

- Special consideration is a post examination adjustment to a candidate's mark or grade to reflect *temporary* injury, illness, or other disposition at the time of an examination/assessment. Please speak to the Examinations Officer, Sarah Cassel-Gerard, after your exam if you feel your performance may have been affected by circumstances beyond your control and wish to discuss whether an application for special consideration would be appropriate. All requests should come from you, the student.

Results

- Results will be released to you via the college portal, as they were this summer. Results Day is Thursday 16th December 2021. You will retain the higher of the two grades achieved from Summer 2021 and Autumn 2021. Exam boards will offer Post Results Services, such as copies of exam scripts and reviews of marking, for the Autumn Series and details will be provided nearer the time.

If you have any questions about these exams please contact exams@esher.ac.uk.

Kind regards,

Examinations Office

Centre 64785

0208 335 2531

www.esher.ac.uk

