



10<sup>th</sup> November 2023

Dear Parent / Carer,

## Equipment for exams

It is the responsibility of each and every student to be properly equipped for their exams. To aid with this, we are putting together Exam Pencil Cases, which students will be able to purchase from our Reprographics Office, during break or lunch time, for £4 (to be paid in cash). Students will be notified when these become available. These pencil cases will be clear (to meet JCQ requirements) and will contain the following equipment:

2 x black pens (only black ink is accepted by the exam boards)

2 x pencils

1 x eraser

1 x pencil sharpener

1 x highlighter (students can use these to highlight important information in the questions but must not be used in their answers)

1 x 15cm ruler

1 x compass and pencil

1 x protractor

Students will also require a calculator for Maths and Science exams and for some other subjects such as Psychology and Computer Science. The Maths Department recommends the Casio Fx-85gtx, which can also be purchased from Reprographics for £10.

In order to assist our Pupil Premium students, we will provide an Exam Pencil Case for them which will be kept in school and placed on their desk before each exam. This equipment will be solely for use in exams and will remain the property of the School.

As a reminder, the following items are not permitted in any exam room:

- Mobile phones
- iPods
- MP3/4 players or similar device
- Watches (of any kind)
- AirPods
- Earphones / earbuds
- Revision notes

*'Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification'* - (JCQ - Instructions for Conducting Examinations)

To try and support our students in remembering not to have these items on them during their exam, all students will be scanned using a portable wand-style scanner externally. If a student has forgotten to remove a prohibited item from their person, they will be asked to return to their bag and place the item/s securely in them prior to entering the exam room.

Thank you for your co-operation and please do not hesitate to get in touch should you have any questions.

Yours faithfully,

**Mrs S Mills**

Exams Officer

[exams@buckinghamschool.org](mailto:exams@buckinghamschool.org)