

IMPORTANT EXAM INFO

Year 11 Final Exam Arrangements – Must Read for Families

24th April 2024

Dear Families,

We are now entering the exam period with the first GCSE exam taking place on Thursday 9th May.

This is now a vital time for your child to prioritise revision and preparation for what is a challenging time during the exam period. Students have received their individual timetables and this is also available on the website. Please also familiarise yourself with the study guide sent out weekly over the last month in the Headteacher's Newsletter with tips on independent study resources for each subject.

- Students conducted themselves well during the mock exams. Feedback from exam invigilators has been very complimentary but has also raised the issue of a large number of students going to the toilet during the exam. While they can access the toilets in an emergency, it is extremely important that they avoid taking up valuable exam time and disrupting the exam for others by planning accordingly.

In the run up to each exam your child will be following a personal revision timetable in place of their usual lessons. We expect our students to continue to attend school until their final exam and make the most of this support in school. A reminder:

- The personal timetable is in place to maximise each student's potential across their full range of qualifications; students must attend the session on their timetable.
- We also expect students to attend period 6 sessions (3pm-4pm) which will be tailored to the exam calendar.
- We continue to have high expectations of student behaviour and attitude to learning to ensure they achieve their best and allow others to do so. Should any student persistently defy our behaviour policy then sanctions will be in place.

Staff continue to go above and beyond to ensure the very best for your child so expect to see this effort reflected from students so that they achieve their very best in the Summer.

Daily Routines during the exam period:

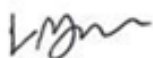
- Your child should attend school as usual (8.30am - 4pm) in full school uniform until they have completed their final exam. There is a bespoke programme of revision sessions timetabled to support final preparation for every subject. Your child will benefit from continued support from their teachers throughout the exam period. Please also encourage your child to take full advantage of the extra sessions available after school, on Saturdays and during the holiday.
- It is essential that your child arrives at school by 8.25 on the days they have a morning exam as they must start promptly at 9am. The start times are set by the exam board nationally and not the school. If a student arrives after the exam has started, they may not be admitted to the exam room and will not have the opportunity to sit this exam again. Please see the exam calendar your child received. This is also available on the school website.
- In the unfortunate event of your child being taken ill, please ring the school at the earliest possibility to advise us. If they are deemed unfit to sit the exam, please send official medical supporting evidence, e.g. a Doctor's Letter into school as soon as you can without this, they will receive no marks for the paper.
- There are strict guidelines set by The Joint Council for Qualifications (JCQ) to which students must adhere during every exam. Failure to adhere to these instructions can result in disqualification from the exam in

question and all exams from that exam board. Please remind your child of the importance of following all instructions given by exam invigilators.

- Students should come to the exam with a BLACK pen and pencil. They may use a clear pencil case. No other equipment will be allowed in the exam. Any other required equipment will be provided by the invigilators.
- Students may take water into the exam room in a clear bottle with the label removed.
- Any form of written notes and mobile devices including phones and smartwatches are strictly forbidden. If a student is found with any notes or devices during an exam, it can result in disqualification from the exam. Students are always reminded about this before they enter the room.
- Students should not cause any disruption to the exam. Any form of disruption will be taken very seriously as this could also have a detrimental impact on the performance of other students. In extreme circumstances the student in question may not be eligible to sit any further exams at school.
- Timing in exams is critical. Please discuss with your child the importance of using their time effectively. Only in exceptional circumstances should a child leave the exam room during an exam, this includes going to the toilet. Once all questions are completed, your child should be using any remaining time to check, review and improve their responses. If your child has additional time, please stress the importance of using this fully.

We appreciate your continued support as we strive to ensure your child achieves their very best and we look forward to seeing them reap the benefits of their hard work and dedication on Results Day.

Yours faithfully,



Leanne Morgan

Deputy Headteacher Achievement