



March 2019

Dear Parent/Carer

I write to advise you of the arrangements for the GCSE examinations during the summer term.

Accompanying this letter is your son/daughter's exam timetable. Students will be issued with a further **personal** timetable after the Easter holidays showing the location and their seat number for each exam. Where there are two or more exams at the same time, the personal timetable will address this clash and show the start time of each exam. Students affected will be given a short, supervised rest break between exams whilst remaining under exam conditions.

The written exams begin on Monday 13th May 2019. The last day of exams is Friday 21st June 2019. The morning exams have a 9.30am start and the afternoon exams commence at 1.00pm. Students can attend school from 8.30am and must go to the Learning Centre. For morning exams students must meet on the Boulevard at 9.15am and for afternoon exams students must meet on the Boulevard at 12.45pm.

The JCQ (the body which oversees public examinations in the UK) has produced contingency plans should any exams be affected by local or national disruption. In the unlikely event that school cannot be opened for any scheduled exams, the relevant exam board will provide guidance regarding the options for re-scheduling the exams. This may include the use of a 'contingency day' for re-scheduled exams which is designated as **Wednesday 26th June 2019**. It is therefore essential that students remain available until Wednesday 26th June 2019 should this contingency day be required.

Full academy uniform should be worn for all exams and students will not be allowed to sit their exam if this is not adhered to. Students should bring all equipment needed for each exam in a clear plastic wallet or see-through pencil case. It is essential they bring a **black** pen for all exams. Drinks must be non-fizzy and in a **clear unlabelled bottle**.

Students will be required to remain in the exam hall for the full duration of each exam unless they have special prior agreement from Mr Yarwood or myself.

Possession of any unauthorised material could constitute malpractice and bring with it the **risk of disqualification from the qualification as a whole or that particular paper**. Students should refer to the warning notices in the Year 11 Exam Booklet received in November 2018. Copies of these notices are also available on the academy website and will be on display in school. These include the very strict rules in connection with mobile phones, 'smart' watches, MP3/4 players and other electronic devices.

Your son/daughter's **legal** name is shown on the exam timetable, as it will appear on their GCSE certificates. If this is not correct, please contact our Exams Manager, Mrs Maxwell, as soon as possible.

If you have any other queries regarding these arrangements, please do not hesitate to contact Mrs Maxwell.

Yours sincerely

Mr P. Marsden
Senior Assistant Principal
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