



7th March 2024

Dear Parent/Carer

EXTERNAL EXAMINATIONS: SUMMER 2024 (Year 13)

The A level exam period takes place from **Thursday 9th May to Wednesday 26th June**. Please be reminded of the “contingency day” on Wednesday 26th June; this is the final date that students could be asked to attend if any issues arise at a national or local level.

Study Leave

Year 13 students taking A level examinations will, as usual, be granted leave of absence during the period of public examinations in order to revise at home. The examination leave is as follows:

- Monday 13th May to Wednesday 26th June [last day of lessons - Friday 10th May]

Some departments may wish to hold special revision classes in the leave of absence period and will expect their candidates to attend on these occasions (in uniform).

Throughout the period of study leave any sixth former who wishes to use the Octagon or LRC for revision may do so. By prior arrangement with the staff concerned some students will attend occasional classes. Uniform will be necessary during the school day.

Examination Timings and Regulations

It is the responsibility of each individual student to attend every examination as notified on the timetable. Students should arrive by **8.30am** for morning exams and **12.50pm** for afternoon exams and should wait in the designated holding area. The location of the examination will be posted on the noticeboard in the Sixth Form area. In addition, students will receive a personalised exam timetable showing the location of each exam and seat number at the beginning of next term. Students must know and remember their official candidate number.

Exam Regulations

- Normal school rules, including uniform requirements, apply to students attending for examinations.
- If students wish to use a pencil case, it must be a clear case or plastic bag with no writing on it.
- Students must write in **black** pen, as examination boards do not permit the use of blue pens.
- Calculators must have any lids/cases removed.
- Calculator with exam mode must have this enabled prior to entering the exam room.
- Students are allowed to take a clear bottle of water into examinations if they wish, but all **labels** must be removed, and no writing or logos can be printed on them.
- Mobile phones, watches, ear buds or other electronic devices are not allowed to be taken into the examination room. No special arrangements will be made with regard to the security of these items during the course of the exam. If students do bring them in on exam days, they must be left with the remainder of their belongings and they **must be switched off**.

- This is different from the mock examinations; **belongings will not be taken to the examination desk with the student.**
- Students must not communicate in any way in the examination rooms.
- Students must stop writing at once, when told to do so.
- A student who needs the invigilator's attention should raise their hand.
- Students are not allowed to go to the toilet (unless for medical reasons) in the first 45 minutes or last 30 minutes of an exam.
- **No student may leave until the end of the examination.**

Any student who is unable to attend for an examination must produce a medical certificate immediately. This must be done for there to be any possibility of credit being given by the exam board in that subject, as credit **may** be given if a sufficient amount of the course has been completed. The medical certificate is to be handed to Mrs Keeley (Exams Officer) within 24 hours.

A copy of '[JCQ Information for Candidates](#)' has already been emailed to students and can be found on the [school's website](#). This has been produced to help the students understand the examinations process. Please ensure that your child reads the information carefully before the examinations begin.

Returning school books and other resources

All material on loan from the school (principally, although not exclusively, textbooks) must be returned when the examinations are over.

All items will be collected by individual departments. To facilitate this, students should bring to school all items on loan for any given subject on the morning or afternoon session **when the final examination in that subject takes place**. This material should then be handed in to the sixth form office. If students have any additional exam resources that they would like to donate to the sixth form these will be greatly received.

Results

Examination results are expected on the following dates:

- **Thursday 15th August** A/AS/Applied Level 3 results
- **Thursday 22nd August** GCSE & BTEC results

Results will be emailed to all students at approximately 8.00am (to their school email address); collection in person is not a requirement but is an option should a student wish to do so. Students can collect their results in person (**not via a relative/friend**) from East Hall on the morning of results day.

Results will not be given over the phone. When collecting exam results, **students will need to know their exam candidate number.**

Advice

The Heads of Sixth Form will be available in school to give advice to post-A level candidates on Thursday 15th August between 8.00am – 12.00pm. We would advise students to attend in person if they have any questions.

Appeals & Access to Scripts

Occasionally students or their parents/carers believe that the mark awarded for a particular exam is wrong. Mistakes have occasionally occurred in the past, although it is fair to say that over the years the instances of scripts being wrongly assessed have been few. If, however, after careful consideration and perhaps discussion with an appropriate member of the school staff, you wish to ask for a review of marking, please go to the Exams Office where they will advise the different types of post result services available, deadlines and costs involved, and the process required. It should be noted that exams are never remarked. This information will also be available on the school website.

Certificates

All GCSE, BTEC, AS and A level certificates will usually have arrived at school by the end of November. On **Thursday 19th December 2024**, we will be holding a presentation evening to enable this year's leavers to collect their certificates. More details will be given out with the results in August.

Those unable to attend this event and collect their certificates will receive a post card home advising on how and when the certificates can be collected. All certificates must be collected by the end of January at the latest, the school will only keep the exam certificated for 12 months.

Yours sincerely



Mr J Hillier
Assistant Headteacher
Head of Sixth Form