



17<sup>th</sup> April 2024

Dear Parent / Carer,

## Year 11/13 Examinations

I am writing to inform you of our plans for students sitting their examinations this summer. Students will be expected to attend lessons when they are not in examinations. There will be sessions that students will be expected to attend before each major exam, details of which will follow. These will be run by their subject teachers and will help them achieve to their potential.

As you are aware, students recently sat their mock examinations; these grades will be published on Go4Schools soon and students have spent time reviewing them in class. It is imperative that students are continuing/starting their revision and that it is not left until the last minute. To assist with revision, teachers have provided students with a bank of resources for each of their subjects.

Please find attached the timetable for the GCSE, A Level and BTEC exams this summer. The timetable has been set by the Exam Boards and we are unable to change the day or time of any exam. Your child will receive an individual exam timetable in the coming weeks, which will also include other information such as the exam room and their seat number. Individual timetables can also be viewed on Edulink One. Like all the information we provide to our students, it is important that they read this and arrive to their exams prepared, knowing where they are sitting.

### Missed exams

It is imperative that your child attends all of their exams. If your child misses an exam, they will be unable to sit that paper at any other time. If your child is unable to attend an exam, there are a few circumstances where we can apply for special consideration to the Exam Board. This is a post-examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other disposition (e.g a bereavement) at the time of the examination. All illness will require a doctor's note. Please be aware that special consideration equates to between 1% and 5% of the total marks available, even in the most extreme circumstances.

### Lateness to exams

It is important that all students arrive in plenty of time for the start of their examinations. Students who arrive late may be allowed to enter the examination room and sit the examination, but this is entirely at the discretion of the centre. Students who arrive more than an hour after the awarding body's start time (10.00am for a morning examination or 2.30pm for an afternoon examination) will be considered very late. They may be permitted to sit the exam but should be aware that the awarding body may not accept their script.

### Timetable clashes

Inevitably, there may be a small number of students who find they have a clash of examinations. This is not a problem and the School will deal with these as per JCQ (Joint Council for Qualifications) guidelines. If the total exam time for that session is 3 hours or less, then students will sit the examinations one after the other, with a supervised break of no more than 20 minutes in between. If the total exam time is more than 3 hours, then one of the examinations can be moved to a later / earlier session. If this is the case,

the student will need to be supervised for the period between the two exams. They may use this time to revise but will not be permitted access to unauthorised items e.g. mobile phones. If your child is affected by timetable clashes, they will have already been contacted individually and their timetable altered accordingly.

### **Equipment and unauthorised items**

All students are responsible for ensuring they are suitably equipped for their examinations. It is not acceptable to turn up to an examination without so much as a pen. All equipment must be brought in a clear plastic bag or pencil case. Calculators will also be needed for a number of examinations. If your child is in doubt as to the equipment needed for a certain examination, they should speak to their subject teacher. We also have exam 'packs' available from Reprographics for £4. These packs contain everything they need for their forthcoming exams (calculators, priced at £10 each can also be purchased from Reprographics should your child need one).

Students also need to be aware of the list of unauthorised items - mobile phones, watches (of any kind), MP3/4 players, headphones/ear pods. Possession of these is a serious offence and could result in disqualification, even if they are switched off. We have a duty to report all cases of malpractice to the Exam Boards. To try and avoid this from happening, we do scan our students prior to them entering the exam hall, as has been the case for all mock exams this year.

Information for candidates for written exams 2024, which is attached, should be read carefully so that students understand all the examination rules and regulations. Also included attached is a document entitled 'JCQ Preparing to sit your exams 2023-24'. Please ensure that you adhere to the information included on this document. Further information from Ofqual on the summer examination series can also be viewed here: <https://www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024>

### **Results days**

Results days this year are 15<sup>th</sup> August for A Levels and BTEC Nationals (Level 3) and 22<sup>nd</sup> August for GCSE and BTEC Level 1/2 qualifications. Students will be invited into School 9.00am - 12.00pm on these days and must collect them in person, unless prior authority has been given by the student for their results to be collected by someone else.

If you have any questions regarding the upcoming examinations, please email myself, our Exams Office at [exams@buckinghamschool.org](mailto:exams@buckinghamschool.org) or contact your child's subject teacher.

Yours faithfully,

### **Mr P Toovey**

Assistant Headteacher, Progress and Attainment  
[ptoovey@buckinghamschool.org](mailto:ptoovey@buckinghamschool.org)