

Monday 24<sup>th</sup> April 2023

Dear Parent/Carer

As part of our preparation for the GCSE summer exams, we will be holding a series of Progress exams in Year 10 and Year 11. The Progress exams help prepare students by allowing them to experience sitting an assessment in a more formal setting.

The first set of Progress exams will be taking place from **Tuesday 9<sup>th</sup> May until Wednesday 17<sup>th</sup> May** and will be for Core and MFL subjects. A copy of the timetable has been enclosed with this letter. Students will be expected to wear their full school uniform and attend lessons as normal during the exam period.

### **EXAM ARRANGEMENTS**

All internal and external exams are conducted according to the procedures set out by the Examination Boards and the Joint Council for Qualification (JCQ). A copy of the JCQ guidelines can be found here: [JCQ Exam Notices](#)

Please ensure your child is familiar with the regulations in particular, the Information for Candidates for Written Examinations.

The following devices are not permitted in the exam hall:

- Mobile phones
- Headphones
- Watches (including stopwatches and countdown watches)
- Any other technological devices or web enabled sources of information.
- Revision notes and textbooks

Other items not permitted in the exam room include food, fizzy and coloured drinks. We would encourage students to bring their own water bottle in a clear, unlabelled bottle, which should be kept under the exam desk.

We require all students to bring the following items for their exams. Please support us by ensuring that your child has the following equipment:

### **ALL EQUIPMENT NEEDS TO BE IN A SEE-THROUGH PLASTIC BAG OR TRANSPARENT PENCIL CASE**

#### **Essential Items**

- **Black** ink or ball point pens (**no** gel pens or any other coloured (blue, red etc) inks are permitted

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CEO Richard Gill, NPQH, NLE, FRSA

- Pencil (including pencil sharpener)
- Ruler
- Rubber
- Clear water bottle (no label)

#### **Additional Items that may be required dependant on exam**

- Calculator (scientific)
- Compass
- Protractor
- Set square

It is important that the regulations outlined by the exam boards and JCQ are adhered to as failure to do so can result in disqualification from the examination and the overall qualification. Therefore, we would ask for your support to ensure your child is fully prepared for their external and internal examinations.

Further information on the exams process including key dates, can be found by here:

<https://arthurterry.bham.sch.uk/students/exam-information/>

#### **EXAM SUPPORT**

The Arthur Terry learner encourages students to see learning as a journey, where taking an active approach to study, and reviewing work is a chance to learn and grow. Progress exams are an important opportunity for students to test out their current revision techniques, identify topics that need more practise and refine exam technique.

Furthermore, the experience of preparing and sitting assessments helps students build resilience through the exam period. In tutor time students have been provided with materials to support their revision and wellbeing. Further advice can be found at:

<https://arthurterry.bham.sch.uk/students/how-to-revise-effectively/>

<https://arthurterry.bham.sch.uk/students/wellbeing/>

We understand and recognise that the pressure to do well in exams can be overwhelming for students. If your child is struggling or the stress is becoming too much, help and support is available. Please do not hesitate to contact your child's tutor, progress leader or the exams team, if you do have any concerns regarding the exams.

If you have any further queries, please do not hesitate to contact us at

[exams@arthurterry.bham.sch.uk](mailto:exams@arthurterry.bham.sch.uk)

Yours sincerely

**The Exams Team**