

Wednesday 31<sup>st</sup> January

Dear Parent/Carer

As you are aware as part of our preparation for the external summer exams, we are holding a series of assessments this academic year. The Assessment Series are designed to help prepare students by allowing them to experience sitting an exam in a more formal setting.

The second set of assessments will be taking place from **Monday 19<sup>th</sup> February until Friday 1<sup>st</sup> March**. A copy of the timetable has been enclosed with this letter.

### Key Dates

- **Assessment Series 2:** Monday 19<sup>th</sup> February – Friday 1<sup>st</sup> March
- **Summer Exams:** Thursday 9<sup>th</sup> May – Wednesday 26<sup>th</sup> June
- **Y12 Assessment Series 3:** Monday 17<sup>th</sup> June – Friday 21<sup>st</sup> June
- **GCE Results Day:** Thursday 15<sup>th</sup> August

### Summer Exams

The summer timetable can be viewed on the exams section of the school website: <https://arthurterry.bham.sch.uk/students/exam-information/summer-exams-2024/> Further information including individual timetables will be provided before Easter.

### Assessments Series

#### **Arrangements: Year 12**

Students will follow their normal school timetable and attend lessons during ***week commencing 19<sup>th</sup> February*** when not in assessments. However, as with Assessment Series 1, there will be a change to the normal school day ***from the 26<sup>th</sup> of February***.

For this week only, the school day will be split into three 90-minute sessions, with an early finish for students at 2:35pm. During this week, when students are not completing timetabled assessment, they will be revising independently. Please be aware some assessments may run after the end of the school day.

Please note, there are no assessments scheduled for Friday 1<sup>st</sup> March. Students must attend school as normal for Session 1 and 2 and will be dismissed to go home during lunchtime. Further information on the structure of the day will be communicated closer to the time.

## **Arrangements: Year 13**

Students will have lessons as normal when not in assessments, during week commencing 19<sup>th</sup> February. From week commencing 26<sup>th</sup> February, study leave will be provided when not in assessments.

This means that students will only be required in school when they have exams. Revision material will be available on Showbie and/or Teams. Students are encouraged to speak with their teachers prior to half term if they are unsure on where to access these resources.

## **Attendance**

It is vital that students are punctual and present for all their assessments. Any students that are absent may not have another opportunity to do so. Please note, students will not be permitted to leave the exam early and are required to stay for the full duration.

Failure to attend, be on time or complete the paper, may have an impact on their final assessment grade. Therefore we ask that you ensure your child is on time and fully prepared for their exams and any appointments are made after school hours or after the assessment period. If there are circumstances outside your control, please contact the attendance team.

## **Exam Timetable**

Please ensure your child checks the exam timetable carefully so they are aware of when and where their assessments will take place.

There will be three sessions taking place during the assessment period. Students will be required to line up outside the exam venue as follows:

**Session 1:** 8:50am

**Session 2: Week 1:** 11:25am/**Week 2:** 11:00am

**Session 3:** 1:00pm

**If your child has a clash on their timetable, please ask them to see Miss Mir (Exams Officer) in B3.9.**

## **JCQ Regulations**

All internal and external exams are conducted according to the procedures set out by the Examination Boards and the Joint Council for Qualifications (JCQ). A copy of the JCQ guidelines can be found here: <https://arthurterry.bham.sch.uk/students/exam-information/exam-notice/> 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 room:

- Mobile phones
- Headphones/Ear Buds
- Watches/Smartwatches (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.

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.

## **Equipment**

We require all students to bring the following items for their assessments. Please support us by ensuring that your child has the following equipment. Please note we will be carrying out an equipment check during the assessments, students who fail to bring in the correct equipment may be sanctioned.

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

### **Essential Items:**

- **Black** ink or ball point pens. Gel pens or any other coloured (blue, red etc) inks are **not permitted**
- Pencil (including pencil sharpener)
- Ruler
- Rubber
- Clear water bottle (no label)

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

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

During the assessment weeks, Year 12 students will also be required to bring in their fully charged iPad with a set of wired headphones which are compatible with their iPad, revision guides or materials to use during their revision time.

## **Exam Support**

The Arthur Terry learner sees learning as a journey, where taking an active approach to study, and reviewing work is a chance to learn and grow. The Assessment Series 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 have any concerns.

## **Contact Information**

If you have any further queries, please do not hesitate to contact us as follows:

**Exams Team:** [exams@arthurtery.bham.sch.uk](mailto:exams@arthurtery.bham.sch.uk)

**Sixth Form Team:** [sixthform@arthurtery.bham.sch.uk](mailto:sixthform@arthurtery.bham.sch.uk)

Yours sincerely

**Exams Team**  
**Sixth Form Team**