

Friday 18th November

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 exams in a more formal setting.

The first set of assessments will be taking place from **Monday 4th November until Friday 15th November**. A copy of the timetable has been enclosed with this letter.

Key Dates

- **Assessment Series 2:** Monday 24th February – Friday 7th March
- **Y12 Assessment Series 3:** Wednesday 18th June – Friday 27th June
- **Summer Exams:** Thursday 8th May – Wednesday 25th June
- **GCE Results Day:** Thursday 14th August
- **GCSE Results Day:** Thursday 21st August

Further information on key dates including the summer exams timetable can be found here:
<https://arthurterry.bham.sch.uk/students/exam-information/>

Assessments Series

Arrangements

During **week commencing the 4th of November**, Y11 and Y13 students will follow their normal school timetable and attend lessons when not in assessments. Y12 students will have lessons as normal but may have some assessments taking place during lesson time. Your child's teacher will notify your child of any assessments taking place in lessons.

There will be a change to the normal school day during **week commencing the 11th of November**. 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 assessments, they will be revising independently.

Please be aware some assessments may run after the end of the school day. During the main assessment week (11th to 15th November) if the scheduled assessment finishes 15 minutes before the end of the school day students will be dismissed straight from the hall and can leave school site. Please refer to the timetable for the length of each assessment.

As we try to replicate the 'real' exams some assessments have extended the time needed which may result in some assessments running over into break. If there are any assessments during Session 1, that are over 90mins students will be given an extra break but may not have access to the snack shack for food/drinks. Therefore, on days when your child has an assessment which lasts 90 minutes or longer please provide them with a snack for breaktime if needed. Lunch time will run as normal for each year group.

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 complete their assessment. 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.

Assessment Week 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

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, students will also be required to bring in their fully charged iPad with a set of wired headphones which are compatible with their iPad, PE kit on the day they have a PE lesson and revision guides or material 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@arthurterry.bham.sch.uk

Year 11 Team: Year11@arthurterry.bham.sch.uk

Sixth Form Team: sixthform@arthurterry.bham.sch.uk

Yours sincerely

The Exams Team