

Friday 12<sup>th</sup> May

Dear Parent/Carer

As you will be aware, the forthcoming GCE examinations period commences on **Monday 15<sup>th</sup> May 2023**. Teaching staff will still be available during study leave and students are encouraged to liaise directly with their teachers if they wish to receive support in school during this time.

### **Summer Exams: Arrangements**

#### **Attendance**

It is vital that students are punctual and present for all their exams as the date and time cannot be changed. Any students that are absent or refuse to sit their papers will not have another opportunity to do so and any that are late (after the exam has started) will need to be reported to the exam board. Please note, students will not be permitted to leave the exam early and will be required to stay for the full duration.

Failure to attend, be on time or complete the paper may have an impact on their final 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 exam period. If there are circumstances outside your control, please contact the sixth form team in the first instance.

If a student has a morning exam, they will be expected to be on site by 8:40am and should arrive to school through the green gates from 8:35am. If a student has an afternoon exam, they will be expected to be on site by 1:00pm and should arrive to school through **reception** from 12:30pm.

Students should take into consideration travel time and checking of seat numbers, arriving to school with plenty of time to spare. Students will be able to leave the school site through reception after their exam.

#### **Exams Timetable**

Students have been provided with their individual timetable. Please ensure personal details (**LEGAL NAME, DATE OF BIRTH**) and the list of exam entries are checked, any students with a query should see the Exams Officer as soon as possible. Any change to personal details notified to us **AFTER** the certificates have been prepared by the exam boards, will result in you being charged for replacements.

Please note, Students with a clash of exams that **exceed 3 hours** in the same session will need to see the Exams Officer to discuss the arrangements. Any students with a clash of exams that **total 3 hours or less** will sit their exams back-to-back, in accordance with the JCQ regulations.

A copy of the summer timetable can be found here: [Summer Exams 2023](#)

## Exam Contingency Days

The Joint Council for Qualifications (JCQ) have announced contingency days for the summer exams series 2023. The dates that have been set aside as the 'contingency days' are:

- Thursday 8<sup>th</sup> June (PM)
- Thursday 15<sup>th</sup> June (PM)
- Wednesday 28<sup>th</sup> June (AM and PM)

The contingency days for **ALL** external examinations have been put in place *“in the event of widespread, sustained national or local disruption to examinations during the June 2023 examination series”*.

Therefore, in the event of a major disruption, JCQ and/or the relevant Awarding Bodies may decide to postpone an exam to another date in the June 2023 exam series. This means that any students sitting external examinations in June 2023 **must** be available up until and including Wednesday 28th June to sit any exams that had to be postponed.

## JCQ Regulations

All external exams are conducted according to the procedures set out by the Examination Boards and the Joint Council for Qualifications (JCQ). Please ensure your child is familiar with the regulations in particular, the Information for Candidates for Written Examinations.

A copy of the JCQ guidelines can be found here: [JCQ Exam Notices](#)

The following devices are banned in the exam hall:

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

Other items not permitted in the exam room include food, fizzy and coloured drinks. However, water can be brought 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 examinations.

## Special Consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury, or some other event outside of their control at the **time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration also applies if a student is absent from an exam for an acceptable reason. Parents/Carers are advised to read the full guidance released by JCQ which can be found [here](#).

## **Further Information and Support**

### **Well-Being Support**

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.

Pastoral support and Personal Development remain a high priority and we continue to offer support with Careers guidance, well-being, enrichment and much more through our Tutor Time programme, PSHCE lessons as well as wider support from the pastoral teams.

Further advice can be found at:

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

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

### **Uniform**

Please can you remind your child that they are expected to follow the Sixth Form Dress code for all GCE examinations and must also have their **lanyard**. As an Examination Test Centre, we reserve the right to refuse entry to examinations if students are not dressed appropriately.

Most importantly, we would like to thank you for your support over the last two years and we wish your child the best of luck with their revision and for the forthcoming GCE examinations.

If you do have any further questions regarding your child's GCE examinations, please contact [sixthform@arthurtery.bham.sch.uk](mailto:sixthform@arthurtery.bham.sch.uk).

Yours faithfully

**The Sixth Form Team**