

Friday 13th October

Dear Parent/Carer

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

The first set of assessments will be taking place from **Monday 6th November until Friday 17th November**. A copy of the timetable has been enclosed with this letter.

Key Dates

- **Be Ready Day:** Friday 27th October
- **Assessment Series 1:** Monday 6th November – Friday 17th November
- **Assessment Series 2:** Monday 19th February – Friday 1st March
- **Summer Exams:** Thursday 9th May – Wednesday 26th June
- **GCE Results Day:** Thursday 15th August
- **GCSE Results Day:** Thursday 22nd August

Assessments Series: Arrangements

Attendance

It is vital that students are punctual and present for all their assessments. Any students that are absent or refuse to sit their papers 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 exam 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 exams will take place. There will be three sessions taking place during the exam period. Students will be required to line up outside the exam venue as follows:

AM: 8:50am
P3: 11:25am
PM: 1:00pm

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

Further information on the Assessment Series structure will be provided by your child's tutor on the Be Ready Day.

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-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 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.

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)
- 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

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 on the exams section of the school website: <https://arthurterry.bham.sch.uk/students/exam-information/>

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. 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 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

Year 13 Team: sixthform@arthurterry.bham.sch.uk

Yours sincerely

The Exams Team