

Friday 7th June

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 third set of assessments will be taking place from **Monday 17th June until Friday 21st June**. A copy of the timetable has been enclosed with this letter.

Arrangements

As previously, during the assessment week, the school day will be split into three 90-minute sessions, with an early finish for students at 2:35pm. **If students are not completing timetabled assessment, they will be revising independently in allocated classrooms.** Please be aware some afternoon assessments will run after 2:35pm resulting in students leaving site after this time.

Year 10

For the first time, students will sit core subjects in the Sports Hall under formal exam conditions. This is a key part of their preparations for their GCSE exams in Summer 2025. Options subjects will be sat in allocated classrooms.

Year 12

Please note, some assessments will be completed in normal lessons outside the assessment week. Students will have been informed by their subject teacher of the date these assessments will take place.

Students will not be permitted to go home during assessment week and must attend revision sessions in their allocated classrooms when not in timetabled assessments. On Wednesday 19th and Friday 21st June students who do not have an afternoon exam or are not in supervised study will be permitted to leave school at 12:30pm.

Exams 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: 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.

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.

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://arthurtery.bham.sch.uk/students/exam-information/exam-notice/>

Please ensure your child is familiar with the regulations, particularly 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.

Further information on the exam process and other key information can be found here:

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

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 10 Team: Year10@arthurterry.bham.sch.uk

Year 12 Team: sixthform@arthurterry.bham.sch.uk

Yours sincerely

The Exams Team