



15<sup>th</sup> May 2023

Dear Parent / Carer,

## Year 11/13 Examinations

As you are aware, the main examinations for Year 11 and 13 students start this week. Students already have individualised exam timetables and they should check them very carefully to ensure they are on time for all exams. Please do support your child with this and if you are unsure about anything please get in touch.

Students will be expected to continue to attend School each day until May Half Term, whether they have examinations or not. Teachers will be carrying out revision sessions in classes and feedback from previous years is that they have been very useful. After May Half Term, students will only be expected to attend school for exams, although we also have a series of optional Booster Sessions taking place; details of which can be found below. We would very much like for as many students as possible to take advantage of these sessions. Details of rooms and names of teachers running each session will be made available on the day on the Exams Noticeboard which is located next to the lockers as well as in subject department areas.

### Booster Session Timetable

Key – Yellow – Year 13

Green – Year 11

Date	AM revision	PM Revision
6/06/2023	GCE Maths 11:00am – 12:00pm GCE Biology 11:00am – 12:00pm GCSE History 11:00am – 12:00pm	GCSE Maths 2:10pm – 3:10pm
7/06/2023	GCE Eng Lit - 8:40am – 9:40am GCSE PE 11:00am – 12:00pm GCSE Further Maths 11:00am-12:00pm	GCE History 2:10pm – 3:10pm
8/06/2023	GCSE Biology 11:00am – 12:00pm	GCSE Geography 2:10pm – 3:10pm GCE History 2:10pm – 3:10pm
9/6/2023	GCE Chemistry 12:00pm – 1:00pm GCSE English Lang 9:40am – 10:40am GCSE Business 11:00am – 12:00pm GCSE Geography 11:00 – 12:00pm	
12/6/2023	GCSE Chemistry 11:00 – 12:00pm GCE Maths 11:00 – 12:00pm	GCE History 2:10pm – 3:10pm
13/6/2023	GCSE Spanish 11:00am – 12:00pm	

14/6/2023	GCSE History 12:00pm – 1:00pm	
15/6/2023	GCE Biology 12:00pm – 1:00pm GCSE Geography 12:00 – 1:00pm	GCSE Physics 2:10pm – 3:10pm
16/6/2023		GCE Chemistry 2:10pm – 3:10pm
19/06/2023	GCSE Food Prep 8:40am – 9:40am	GCE Maths 2:10pm – 3:10pm GCSE Further Maths 2:10pm – 3:10pm
20/06/2023	GCE Chemistry 9:40am – 10:40am	GCE Biology 2:10pm – 3:10pm

### Examination Day Plans

On the day of exams, students will need to be in school for 8:30am for exams that start at 9:00am and 12:30pm for exams starting at 1:00pm. Students will need to store bags in S1, which will be locked during examinations. Students should then line up by the locker area ready to go into their exam no less than 15 minutes before the start time of the exam.

On examination days, breakfast will be available in the canteen before 8:30am. We recommend that all students enter their exams with full stomachs, which will help to fuel them to perform to their best.

### Missed Exams

It is imperative that your child attends all of their exams. If your child misses an exam, they will be unable to sit that paper at any other time. If your child is unable to attend an exam, there are a few circumstances where we can apply for special consideration to the Exam Board. This is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other disposition (e.g a bereavement) at the time of the examination. All illness will require a doctor's note.

### Lateness to exams

It is important that all students arrive in plenty of time for the start of their exams. Students who arrive late may be allowed to enter the examination room and sit the exam, but this is entirely at the discretion of the centre. Students who arrive more than an hour after the awarding body's start time (10.00am for a morning exam or 2.30pm for an afternoon exam) will be considered very late. They may be permitted to sit the exam but should be aware that the awarding body may not accept their script.

### Timetable clashes

Inevitably, there may be a small number of students who find that they have a clash of examinations. This is not a problem and the School will deal with these as per JCQ (Joint Council for Qualifications) guidelines. If the total exam time for that session is 3 hours or less, then students will sit the examinations one after the other, with a supervised break of no more than 20 minutes in between. If the total exam time is more than 3 hours, then one of the examinations can be moved to a later / earlier session. If this is the case, the student will need to be supervised for the period between the two exams. They may use this time to revise but will not be permitted access to unauthorised items e.g. mobile phones. If your child is affected by timetable clashes, they should have already been contacted by the examinations officer.

### Equipment and Unauthorised items

All students are responsible for ensuring that they are suitably equipped for their exams. It is not acceptable to turn up to an exam without so much as a pen. All equipment must be brought in a clear plastic bag or clear pencil case. Calculators will also be needed for a number of examinations, including all six Science GCSE papers. If your child is in doubt as to the equipment needed for a certain exam, they should speak to their subject teacher.

Students also need to be aware of the list of unauthorised items - mobile phones, watches (of any kind), MP3/4 players, headphones / ear pods. Possession of these is a serious offence and could result in disqualification, even if they are switched off. We have a duty to report all cases of malpractice to the exam boards.

More details on unauthorised items can be found by clicking on this link:

<https://www.icq.org.uk/exams-office/exam-room-posters/>

### **Inset Day**

Please be advised that Monday 5<sup>th</sup> June 2023 is an INSET Day and closed to all students. However, the following exams are scheduled to take place on this day and will go ahead as planned:

9:00am - GCSE English Language Paper 1

1:00pm - GCE Psychology Paper 3

1:00pm - GCSE French Writing

Students sitting the above exams are expected to attend, however, they only need to be on site for the duration of their exam/s and are free to leave once their exam is over.

For all other students, this is an INSET Day and are therefore, not to attend School.

### **Staying at School after Exams**

After Half Term, students will only be requested to be at School for their exams and can leave site afterwards by signing out at the Student Office. However, some students may wish to stay on site after an exam in order to get a School bus home. Where this is the case, Year 11 students will be able to use the Library for silent study and Year 13 will be able to use the Sixth Form Study Room.

If students are not in either exams, booster sessions or supported study, they are strongly encouraged to bring with them any learning resources they need so they can use the time between exams effectively. This may include flip cards, note books or appropriate IT equipment.

### **Results Days**

Results days this year are 17<sup>th</sup> August for A levels and BTEC Nationals (Level 3) and 24<sup>th</sup> August for GCSE and BTEC level 1/2 qualifications. Students will be invited into School from 9:00am – 12:00pm on these days and must collect them in person, unless prior written authority has been given by the student for their results to be collected by someone else.

If you have any questions regarding the upcoming exams, please email either myself, our Exams Officer at [exams@buckinghamschool.org](mailto:exams@buckinghamschool.org), or contact your child's subject teacher.

Yours faithfully,

### **Mr J Dunckley**

Assistant Headteacher – Curriculum

[jdunckley@buckinghamschool.org](mailto:jdunckley@buckinghamschool.org)