



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

Tel: 01280 812206

Fax: 01280 822525

Email: office@buckinghamschool.org

Website: www.buckinghamschool.org

Headteacher: Mr A McGinnes

31 March 2022

Dear Parent / Carer

YEAR 11/13 EXAMINATIONS

I am writing to inform you of our plans for students taking examinations this summer. Students will be expected to attend lessons when they are not in examinations until May half term. After May half term, students will be granted study leave, although we will be offering some optional revision sessions before each major exam, details of which will follow.

As you are aware, students recently sat their mock examinations. These grades will be published on Go4Schools soon and students have already spent time reviewing them in class. It is imperative that students are starting their revision now and that it is not left until the last minute. To assist with revision, teachers will be providing students with a bank of resources for over the Easter break. Furthermore, Winchmore Camps will be running a GCSE Revision Camp at Buckingham School that our Year 11 students would benefit from. A letter was sent out last week regarding this.

The Exam Boards have given some guidance to help students understand which sections of the syllabus in each subject has been adjusted due to Covid-19. Full information can be found on the Exam Board's website, but we have summarised and attached.

Please also find attached the exam timetable for the GCSE, A level and BTEC exams this summer. The timetable has been set by the Exam Boards and we are unable to change the day or time of any exam. Your child will receive an individual exam timetable in the coming weeks, which will also include other information such as the exam room and their seat number.

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.

With regard to Covid-related absences, this year, the Exam Boards have timetabled all subjects with at least 10 days between the first and last paper. This is so that any student that is off with Covid should be able to sit at least 1 paper for every qualification. The school would then be able to apply for special consideration for any papers missed due to a Covid-related absence. In addition, it is expected that Government guidelines will only expect students to stay off school with Covid if they are too ill to attend and there will be no requirement to isolate for 10 days, or provide proof of a negative result, before returning.

The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to finance@buckinghamschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.



Lateness to exams

It is important that all students arrive in plenty of time for the start of their examinations. Students who arrive late may be allowed to enter the examination room and sit the examination, 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 examination or 2.30pm for an afternoon examination) 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 will be contacted individually and their timetable altered accordingly.

Equipment and Unauthorised items

All students are responsible for ensuring that they are suitably equipped for their examinations. It is not acceptable to turn up to an examination without so much as a pen. All equipment must be brought in a clear plastic bag or pencil case. Calculators will also be needed for a number of examinations. If your child is in doubt as to the equipment needed for a certain examination, then 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.

Appendix 5 (Information for candidates for written examinations), which is attached, should be read carefully so that students understand all the examination rules and regulations.

Results Days

Results days this year are the 18th August for A levels and BTEC Nationals (Level 3) and the 25th August for GCSE and BTEC level 1/2 qualifications. Students will be invited into school from 9.00am - 12.00pm on these days to collect their results. These must collect them in person, unless prior authority has been given by the student for their results to be collected by someone else.

If you have any questions regarding the upcoming examinations, please email myself, exams@buckinghamschool.org or contact your child's subject teacher.

Yours faithfully

Mr J Dunckley
Assistant Headteacher – Curriculum
jdunckley@buckinghamschool.org

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