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Dear Parents and Guardians,

Students have received their personal exam timetables from Tutors today, giving them dates, room locations, start times and seat numbers. They need to keep this information safe. An electronic version is attached for your reference. Please note that the tier of entry is indicated for Maths, Languages and Science, with either "F" to indicate Foundation tier, or "H" to indicate Higher tier. Tutors will hold onto any timetables not yet collected and distribute after Easter. Students need to be aware of the exam board regulations and adhere to them- they have been given the following information: [https://www.icq.org.uk/wp-content/uploads/2023/02/IFC-Written\\_Examinations\\_2023\\_FINAL.pdf](https://www.icq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf)

A visual aid they have seen in assembly can be found here as a reminder: <https://www.icq.org.uk/wp-content/uploads/2022/08/JCQ-Preparing-to-sit-your-exams.pdf>

Students are aware that mobile phones are not allowed in the exam room and they will be faced with possible disqualification if they are found to be in possession of a phone in the exam room, even if it is switched off. Wrist watches of any kind are not permitted, including web-enabled/smart or analogue wrist watches.

The main exam rooms are the Sports Centre, Sports Centre gym and BS1 (Business Studies Room 1). Other classrooms are also being used- students should see Mrs Mundy if they are unsure of a room location. Students need to be outside of their exam room 10 minutes before the start of their exam. For Sports Centre rooms, they should wait in the cordoned off carpark, as they did for their Mock Exams.

A small number of candidates have a clash, where exams from different exam boards are due to happen at the same time. This is normal and happens each year. We have spoken to any students impacted and their timetable has been amended accordingly. They will be supervised between exams and have received a reminder letter with their timetable.

Students will need to arrange their own transport home on Monday afternoons if they have exams, as they will finish beyond the normal school day. Due to exam board constraints on when we can start afternoon exams, some students with extra time may finish after the school day on Tuesday – Friday and will need to arrange their own transport home. This will be flagged to those students concerned.

Study leave will commence after the May half term. The timetable of revision sessions before half term from 15<sup>th</sup> to 26<sup>th</sup> May will be communicated shortly. If students are in school during the examination period from 5<sup>th</sup> June, they are expected to either be in an exam or in a supervised study room. Students will be registered in the study rooms if they are coming in to study- the study rooms will be displayed in student services, put on Satchel One and displayed in the Sports Hall. If students leave part-way through the day, they should sign out at Student Services as usual. They do not need to sign in if they are coming in for an exam only. Students are expected to wear full school uniform when in school for all exams or study sessions. Leavers Hoodies are not to be worn. Please be reminded of the Exam Board contingency date of **28<sup>th</sup> June** where students need to be available up to and including this date, in case an exam needs to be rearranged nationally. Two other contingency dates are during the exam period are the afternoons of Thursday 8<sup>th</sup> and Thursday 15<sup>th</sup> June. Please ensure students are available at these times also.

Results day is **Thursday 24<sup>th</sup> August**. Students are expected to collect their results in person from the LRC between 9am and 12pm. If this is not possible, please speak to Mrs Mundy before the end of term to agree an alternative method of communication (email/ post or designated person to collect on their behalf).

If a student's performance is affected by circumstances beyond their control, such as a recent bereavement, illness or extreme hayfever on the day of an exam, it is important to let us know by the deadline of **23<sup>rd</sup> June** in case the Exam Board needs to be informed for special consideration purposes. This should be communicated via email to Head of Year or Mrs Mundy.

Further exam related information can be found on the Farmor's website (academic/exam information), including our internal appeals protocol, FAQs and the exams booklet distributed in hard copy format to students in year 10 which includes further details on post results and Certificates.

Any exam related queries should be directed to Mrs Mundy in the Exams Office (LRC)

[rmundy@farmors.gloucs.sch.uk](mailto:rmundy@farmors.gloucs.sch.uk)

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