

Farmor's School  
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Dear Parents and Guardians,

Students have received their personal exam timetables 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. We 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 a copy of the following information:

[https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written\\_Examinations\\_2023\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf)

A visual aid that they have seen in assembly can be found here as a reminder:

<https://www.jcq.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.

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. Their final exam may finish after school.

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 external constraints on when we can start afternoon exams, some longer papers will also finish after school on Tuesday – Friday and students will need to arrange their own transport.

Study leave will commence from Friday May 12<sup>th</sup>. Although normal Y13 lessons will not be running, there will be a timetable of revision sessions from 15<sup>th</sup> to 26<sup>th</sup> May which will be shared shortly. In addition, throughout the exam period, students are very welcome to continue to use the Learning Resource Centre (LRC) for silent study. Students should continue to sign in/out if they are coming in to revise. They do not need to sign in if they are coming in for an exam only. 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 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 17<sup>th</sup> August**. Students are expected to collect their results in person from the LRC between 9am and 12pm where staff will be available for support. 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. Please email your Head of Year or Mrs Mundy if this is the case.

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 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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