

May 2023

Dear Parent(s)/Carer(s),

The final examinations for Year 11 start on 15th May. In advance of this, the information below outlines some key arrangements to be aware of during this period.

Students have been given a timetable for their examinations and should arrive no later than 8.30am for morning examinations so that they can enter the exam hall by 8.45am. Students will need to be lined up by 12.45pm for afternoon examinations so that they can start by 1pm. On the days when there is an afternoon exam, Year 11 will have an early lunch at 12.10 to accommodate the timing of the session. Once an afternoon exam has finished, students will be expected to leave the school site. Any students who are waiting for school transport can study in the library until the end of the normal school day.

Staff will continue to support students through lessons, via show my homework and in after-school sessions before and during the examination period. If students are staying on site for a revision session, they should wait in the library for this so as not to disturb lessons taking place around the school.

In addition to the work that we have done to prepare students for their final exams, we will be running pre-exam briefings in most subjects. These are short, sharp 15-minute sessions before the beginning of exams to outline key points ahead of each one, such as which sections to answer, how long to spend on each part of the exam and other key information. They are not formal revision sessions and won't be used to add additional stress ahead of the exam – quite the opposite – the briefings will offer last-minute guidance and reassurance to students. Morning briefings will start at 8.30am and afternoon briefings will start at 12.30pm – they will be in Lees Hall unless stated otherwise on the timetable on the school website. Due to the short timeframe of the sessions, late arrivals will not be admitted.

Students have had a range of assemblies during the year to support them in making preparations for their final exams and a variety of information, including the exam timetable and revision support materials, can be found on the school website here: <https://chaseterraceacademy.co.uk/our-school/exams/> and here: <https://chaseterraceacademy.co.uk/school-life/revision/>

In advance of the examinations, it is vital that all students familiarise themselves with the information on the JCQ website regarding examination procedure and conduct. This can be found at the following link: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

It is important to remember that these exams do not run by the school's rules – the rules are laid down by the Exam Boards. This means that we have to follow them to the letter and, if they are broken, then the student will be disqualified from an (or even multiple) exam.

During the exam period we have external inspections to ensure everything is as it should be and this is why we need the following basic rules followed at all times:

- Arrive for the exam on time (as outlined above)

- No notes, phones, smartwatches, or other mobile devices are allowed in the Exam Hall – they **must be left outside** in bags or not brought in at all.
- No 'normal' watches are allowed either – there are clocks displayed in each exam room. We also have a new large, digital display in the main hall.
- Follow all invigilator instructions at all times.
- Water bottles must be clear, have all labelling removed and contain only water.
- No leaving the exam room without an invigilator, or permission.

Students are expected to attend school full time and as normal during their examinations up until at least May half term. After May half-term, week beginning 6th June, students are only expected to continue to attend for lessons where they have not yet completed their final exam in that subject. Students will need to sign in at main reception when they arrive for lessons and out upon leaving for fire evacuation and safeguarding reasons.

Students are expected to wear full uniform throughout the exam period. Our high expectations for good conduct around the school site remain in place before and after examinations to ensure that lessons for all other year groups are not disturbed.

Please note that the 9th June is an INSET day. The exams for this day will take place as scheduled and students will be able to access the site through the pupil gates. Please note that there will be no school transport running on this day.

Where students have an exam in the morning and one in the afternoon, they can go home in between exams after the half term break. For students who continue to use school transport, the library will be available in between exams for quiet study.

Please note that the contingency dates for the 2023 examinations are Thursday 8th and Thursday 15th June in the afternoon only and Wednesday 28th June all day. The contingency days are for use in the event of national or significant local disruption to exams in the UK.

Further details regarding prom and a leavers' assembly will be released by the Year Office in due course.

GCSE results day this year is on Thursday 24th August and the school will be open at 9am. Students should go to the library to collect their results and further details with all arrangements will be sent out towards the end of term and will be posted on our school website.

We are tremendously proud of the levels of application and determination that each and every one of our Year 11 students has shown in completing their studies. There is still lots of hard work and preparation to come, however, I am sure that you will join us in wishing of them the very best in their final exams.

Your faithfully,



Mr J Cain
Deputy Headteacher