



Wednesday 11th May 2022

Re: Exam update for Y11/13 students and families

Dear Families,

I am writing to provide you with details about the run up to the examinations this summer, as well as the exam period itself.

We are now approaching the start of the exam season with the first exam beginning on Monday 16th May 2022. Students will have 2 weeks of exams, then a half term break, then back for the final 3 week run of exams. A copy of the timetable is available on the TGAK exams website.

Below you will find some key operational aspects of the forthcoming exam season which all students will be made aware of:

- The exam period window begins from 16-05-22 until 29-06-22. Although most exams will be completed by 24-06-22, there is a contingency day on 29-06-22 in case an exam is moved from its original time. Students need to be available for the whole exam period.
- Morning exams will start from 0900, with afternoon exams expected to start no later than 1315.
- Daily morning briefings- From 16-05-22, Y11 students will have a daily briefing in the hall at 0830. This is to prepare them for key messages for the exams for the day and for subject leaders to provide any final key information. Students are expected to make their way to the hall in the morning. Students can also drop into the hall from 0800 daily, for breakfast revision club where staff will be available to offer support and guidance.
- Afternoon exams- when students finish afternoon exams, with the earliest being 1420, they will be expected to go home instead of period 5. If students have a scheduled period 6 on their timetable, they can wait in the IC supervised, Y13 can go back to the common room. Students should not be on site after this time if they have no period 6 lessons and have completed the afternoon exam. Please check your child's exam timetable to see when they are likely to finish as exams will be of differing lengths. The exam timetable can be found here: [Exam Timetable](#)
- Completing coursework- There may be some students required to attend the academy to complete any outstanding coursework. If this is the case, students and families will be informed by the subject teacher in advance and students are expected to come in uniform and complete this work.
- Study leave- Due to number of exams taking place in the final, Y11 will be in the academy until the end of their final exam which takes place on Thursday 23rd June. After this date, students will not need to attend. Y13 will be not need to attend once their final exam has been completed and will receive further information from the sixth form team.
- Fire alarm during exams- If there is a fire alarm during an exam, students must follow the normal procedures which is to stay calm and wait for instructions. Students must not take



anything with them and will then make their way to the designated area, in silence and without communicating with anyone as they would be under exam conditions. Students with exams in the hall will make their way to the back of the sports hall and line up in the rows they are seated. Students in other rooms/K2 will make their way out to the front of K2 and line up in the rooms they are located in. A senior leader will coordinate this but it is vital that students do not communicate or take anything with them. All rooms will be locked until students can return to the exam venue and will be provided the full allocated time.

- Students will have a leavers' assembly on Friday 24th June. Y13 have their final Biology exam in the morning. We will send out further details closer to the time for final day arrangements but the general plan will be for Y11 and remaining Y13 students to come in for an assembly in the afternoon. After this, there will be a BBQ where we will also have Ice cream for students to enjoy. Students will not need to be in uniform.
- Exam absence- if your child is absent from a scheduled exam, the academy will continue to contact you and a text sent home. Students have been issued with individual exam timetables and must be on time to all their exams.
- A-Level results will be released to candidates on Thursday 18th August 2022, whilst GCSE results will be released a week later on Thursday 25th August 2022. Arrangement details for these days will be shared soon.

If your child has been issued with an academy laptop, please can this be returned to reception by no later than July 1st 2022.

Examination special consideration update

Please see information below re exam special consideration update from JCQ

The JCQ policy for this can be found here:

<https://www.jcq.org.uk/wp-content/uploads/2022/04/A-guide-to-the-special-consideration-process-202122-%E2%80%93-General-and-Vocational-qualifications-Updated-8-April-2022.pdf>

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

There are minimum requirements for enhanced grading in cases of acceptable absence (see Chapter 4, section 4.3).

Where long term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment.

Candidates should adhere to the UKHSA guidance as it applies on the day of the candidate's examination(s).

If your child has symptoms of respiratory illnesses, please also refer to the guidance below:

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>



Special consideration when a candidate is absent for an acceptable reason

The awarding of a grade through the special consideration process can only be made where they are absent from an examination or non-examination assessment component for an acceptable reason. A candidate who is staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the examination, is considered to be absent from the examination for an acceptable reason. This includes candidates who are displaying the symptoms described in the UKHSA guidance as advising them to stay at home (e.g. a high temperature for those aged 18 and under) as well as those with a positive COVID-19 test result.

Where a candidate still wishes to attend an examination, despite having symptoms (e.g. a high temperature) or a positive COVID-19 test the, we would encourage the candidate to follow the UKHSA's guidance.

Evidencing candidates' eligibility for special consideration

The JCQ awarding bodies will be adapting Form 14 -JCQ/ME - Self-certification for candidates who have missed an examination to assist centres in dealing with candidates who are absent from an examination for an acceptable reason in line with the UKHSA guidance. Parents/carers/guardians and candidates will need to complete the relevant sections of the form.

There is no requirement for a candidate to complete a COVID-19 test to provide evidence of their absence from an examination.

Minimum requirements for a candidate to receive a grade through the special consideration process

Section 4.3. page 8 of the JCQ special consideration document outlines the minimum requirements for an adjustment to be made to the grade where a candidate is absent for an acceptable reason.

We do need to make clear that if there is questionable validity of the authenticity of the details provided by a candidate within Form 14, we would then investigate this using the standard JCQ policy and procedure. Any false or inaccurate information could lead to the examination result to be withdrawn, or for the candidate to be disqualified. The decision for this would be decided by the examination boards.

I would ask that you discuss the points above with your child over the next few days to ensure clarity and contents of this letter. Can I also thank you for your continued support this year. Please contact the academy if you have any further questions.

Yours sincerely,

Mr. Gulfam Shahzad
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