



1 March 2024

Dear Parents/Carers and students,

As we continue our preparations for the Summer 2024 Examination series we just want to draw your attention to a few key messages.

Entry checking

Entries have now been made with the relevant exam boards for all qualifications due to be awarded this summer.

In tutor time students have seen a copy of their entries and have been asked to check and sign to say that the following information is correct:

- Their legal name which will then be printed on certificates is correct
- They have all the subjects listed they would expect
- Tiers of entry are as they anticipate for GCSE Maths, Science and MFL

They will not be able to bring home but tutors have emphasised the need to give this their full attention so that in the unlikely event there are any issues these can be rectified.

Decisions around tiers of entry are made by the relevant Subject Leader based on the work students have done during the year, mock examination data and the latest exam board advice. They will always advise the tier that gives the student the best chance of maximising their outcome. It is the case for some students particularly on the grade 4/5 borderline that given the above information a better grade can be achieved at Higher, and for others at Foundation. If you have a concern regarding the tier of entry please contact the Subject Leader directly using the information on the [Meet the Team page](#) of our website.

Exam regulations

As part of our mock examination preparations, students are already very familiar with the exam rules and regulations that they must adhere to and they have revisited the latest video guidance and updates from JCQ through assembly. As part of the preparations we have to ensure are in place, students in tutor time are signing a document to say they understand the information they have been shown and are given opportunity to raise any questions. The key information is condensed into the attached [NLS instructions for Exam Candidates document](#), and if you wish to read further detailed information direct from JCQ on various aspects of Exams this can be found in the [Exams Policies](#) section of our website or from JCQ directly

Examination dates

As previously advised, all examination dates are available on our website in the [Summer 2024 Examination Timetable section](#).

Students will receive an individualised document with all exams and seating on early next term. A reminder that regardless of their individual examination dates, all candidates **must remain available** at the following times, which are the designated contingency dates for any regional or national issues.

- **6 June PM**
- **13 June PM**
- **26 June all day**

In the eventuality a student has two exams at the same time, they will usually have to sit these one after the other, but the Exams office will be in touch over the coming weeks to discuss specific arrangements.

If a student is due to finish an exam after the end of the school day, please ensure alternative transport arrangements are made if they usually catch a school bus.

Results Day

Year 13

Results day for Year 13 is on Thursday 15 August.

Results are available between 9am and 10am. Students must collect their own results and for any students not able to attend results will be e-mailed to their school e-mail address later that day.

Year 11

Results day for Year 11 is on Thursday 22 August.

Results are available between 9am and 10am. Students must collect their own results and for any students not able to attend results will be e-mailed to their school e-mail address later that day.

On results day we will also be enrolling students to the Sixth Form, more information regarding this will be sent by the Sixth Form Team in due course.

Year 10

GCSE Results day for Year 10 is on Thursday 22 August.

We will post home all results that day however, if any students would prefer to collect their result in person they can do this at 9:15am from school. Results can only be collected by the student themselves.

What happens if there is an unforeseen circumstance affecting my child during exams?

In the unlikely event there is a situation where a student cannot attend an exam or is experiencing difficulties then we ask:

- Parents/Carers to phone into school before 8:30am if a student is unable to attend on the day explaining the reason why.
- Where a student is able to attend exams but is impacted by something such as injury, family bereavement etc. please inform the exams team as soon as possible by emailing exams@northleamington.co.uk

The Exams team will then be in touch to discuss how we can support and to liaise regarding any paperwork and evidence that would be needed if it was appropriate to make a request for special consideration to the awarding body, in line with the guidance.

The awarding of special consideration for circumstances at the time of the assessment is at the discretion of the awarding body, in line with the [JCQ Guidance for Special Consideration](#) and only goes a small way if any to compensating for any situation rather than replicating necessarily the student's full capability. Wherever possible it is usually in the best interest of a student to sit the examination. We have no way of knowing if any special consideration will be awarded until results day, and the maximum adjustment is still very small.

All examinations measure what a student knows and can do at the time of the assessment, and awarding bodies do not consider longer term circumstances that may have prevented a student from reaching the standards they may otherwise have done.

In the unlikely event your child is unable to attend an examination, the examboard will work in line with the JCQ guidance. Where it is not possible at the last moment for a student to sit an examination, due to temporary illness, injury etc. or there is some other circumstance where a student can sit the exam but is adversely impacted by something beyond their control **at the time of the assessment** then the awarding body **may** make some form of special consideration.

If you have any queries please email exams@northleamington.co.uk.

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