



21 April 2023

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Dear Parents and Carers

I hope you are well, had a good Easter and that the information below around Year 13 Prom and exams proves of use.

Year 13 Prom approaches!

We have booked the Woodland Grange, Old Milverton Lane, Leamington Spa CV32 6RN from 19:00 until 23:00. This is on Friday, June 30th. Ticket Prices are £38 – this is inclusive as we could make it without compromising quality of experience. The places are available one each and the event is open to Year 13 only – sorry but no partners or friends. A place can be secured on Parent-pay, please go online to www.parentpay.com to pay.

Circumstances Affecting Students in Examination Season

Our students have demonstrated throughout this year that they are well prepared for the Summer exam season, which has now returned to pre-pandemic standards and arrangements. We just wanted to take this opportunity to share some key points from the Joint Council for Qualifications (JCQ) guidance which we have to follow in the unlikely eventuality that a student is unable to attend an exam or is impacted by circumstances beyond their control, and to highlight some of our school specific procedures to support this.

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 circumstances 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.

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 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.

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.

If there is a situation where a student cannot attend 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 e-mailing 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. If you do have any queries please contact exams@northleamington.co.uk

By early next week students will have received a copy of their examination timetable including seating numbers, and any queries should be sent to exams@northleamington.co.uk

Results Day Year 13

A reminder that results day for Year 13 is on Thursday 17th 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.

The Sixth Form Team will be on hand to both celebrate with students and to support as required with any results and next-step queries.

Exam Expectations

These are the expectations which have been shared with students:

- DO learn your CANDIDATE NUMBER, EXAM ROOM and SEAT NUMBER - which is shown on your individual candidate timetable
- DO bring all your own equipment to the exam – depending on the examination you will need:
- CLEAR PENCIL CASE (see-through) with no markings or writing
- 2 x BLACK INK PENS – no erasable or gel pens, no correcting pens, fluid or tape
- HIGHLIGHTER PENS – are not allowed for your answers, but can be used on question papers to plan your answers
- 2 x HB PENCILS
- PENCIL SHARPENER
- ERASER
- RULER (cm/mm)
- PROTRACTOR
- PAIR OF COMPASSES
- SCIENTIFIC CALCULATOR (with no lid) when permitted for use in the exam

It is the student's responsibility to bring the correct equipment to every exam.

- DO bring DRINKING WATER in a clear bottle with a SIP/SPORTS CAP lid and with all labels removed – no other drinks are allowed
- DO NOT bring any food into the exam
- DO arrive to school as normal and make sure you go to the exam meeting area at least 15 minutes before the start time of your exam

- If you are ILL or going to be LATE, your parent/carer must contact the school before 08:30 and advise Reception as usual, but specifically tell them to inform the Exams Officer
- If you feel UNWELL or have a PERSONAL ISSUE before the start of the exam, you must tell the Exams Officer before you go into the exam room
- DO remember to take your glasses (no cases allowed), inhalers, EpiPen or any other medical equipment to the exam - which will be checked by the Invigilators before the exam starts
- DO remove everything from your pockets (including tissues) and put in your bags
- DO ensure all electronic devices are switched off, and all watches removed, and are all put in your bags - which must be left in the bag store room assigned to your exam room
- You will be called to your exam room by your SEAT ROW NUMBER – proceed to the bag store room assigned to your exam room, then under the instruction of the Invigilators you may enter your exam room in a quiet and orderly fashion
- DO NOT talk as soon as you enter the exam room and REMAIN SILENT as you will be under formal exam conditions
- DO NOT touch anything on your exam desk until you are instructed to do so by the Invigilators
- DO NOT make eye contact or talk to any other student and face the front at all times
- DO NOT borrow any equipment from any other student – if you have forgotten something please raise your hand and one of the Invigilators will assist you

Incidents of malpractice will be reported to the Exam Board and could lead to disqualification.

- LISTEN CAREFULLY to the instructions given by the Lead Invigilator at the start of the exam
- DO NOT write anything until you are instructed to do so by the Lead Invigilator
- Only when instructed to do so, fill in your details on the front cover of the answer booklet or the top of line of the A4 lined paper you are given – you must write your FULL NAME (first name and surname) and candidate number, you may also be instructed to include the centre number (31155) and your subject teacher’s name
- If you have a QUERY during the exam – e.g. faulty pen or calculator, need a tissue, need to go to the toilet, feeling unwell – raise your hand and one of the Invigilators will assist you
- If you complete the exam early you will not be allowed to leave the exam room – please check through your work and sit quietly at your desk (you may put your head on your desk) and DO NOT disturb others who are continuing to work
- At the end of the exam you must REMAIN SILENT as you are still under formal exam conditions until you leave the exam room
- The Invigilators will collect the exam papers and you will be dismissed a row at a time to collect your bags

- RESPECT other students when leaving the exam room, REMAIN SILENT and DO NOT attempt to communicate with anyone until you are outside the exam room

If you have any queries please see the Exams Officer as a matter of urgency.

General

Preparation is key - students should recall and put in to practice all the study skills and advice communicated to them.

We in the Sixth Form Team, and the wider school are aware that this can be a challenging period for students and families. If we can help in any way, please do contact us so we can arrange support: sixthform@northleamington.co.uk

We wish students every success in these and future examinations.

I hope you have a restful and pleasant weekend.

Yours sincerely



S A Taylor (Senior Assistant Head-teacher – including Head of Sixth Form).