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Meadowhead School

Academy Trust

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Kam Grewal-Joy

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Steve Bacon

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April 2022

Dear Parent/ Carer,

Year 11 Examination Information

As we approach the beginning of the summer examination process, we are writing to clarify a few very important points so that the process can be as smooth and stress-free as possible.

Students have recently received their finalised examination entry sheet. It is important that they check this carefully to ensure that they have been entered for all the examinations that they are expecting. If they are unsure of anything, they should contact their Head of Year (Mr Needham), their Pastoral manager (Mrs Brummitt), the Examinations Manager (Mrs Day) or the Assistant Headteacher i/c Assessment (Mr Heggs).

Morning Examinations

- All students are expected to be on site by 8:25am and in registration for 8:30am.
- Students then make their way to their examination room, with the morning examinations beginning at 9:00am.

Afternoon Examinations

- Lunch is at the usual time between 12:15pm and 12:45pm.
- Students then make their way to their examination room, with the afternoon examinations beginning at 1:00pm.
- Students will be allowed to leave school once their afternoon examinations have been completed.
- Some students may be sitting afternoon examinations that last for more than 2 hours. This should be taken into consideration when planning after school arrangements.

Mobile phones

It is extremely important that students **do not enter an examination room with a switched-on mobile phone** on their person or in their bags. In accordance with the national rules around examinations, if a mobile phone is heard or seen during an examination, this will lead to a candidate being barred from future examinations and their results being void. Our advice around mobile phones continues to be that students **do not** bring them to school.

Examination Study Leave

Your child may inform you that they only need to be at school when they have an examination. This is not the case. **All students should be in school, in full school uniform, until Monday 13th June 2022 at the earliest.** Up until this point, the vast majority of subjects have yet to have their final papers, and teachers will be providing invaluable advice and support ahead of the examinations using advanced guidance provided by examination boards relating to the specific content of each paper. We have to ensure that students receive as many hours in school to balance the lost teaching that has impacted all subjects during the Covid -19 remote learning and isolation.

After the 13th June, students will be invited to attend revision sessions for the subjects they still have remaining. These include Geography, design technology, history, French, Spanish, Food preparation and nutrition, GCSE music, further Maths, Chemistry and physics.

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Contingency Day

- This year there is a nationwide 'contingency day' built into the summer examination timetable. This is there in case of an emergency that requires students to take an examination later due to an unforeseen issue. This is not for students who miss papers but could be used by an examination board should there be concerns over papers being leaked in advance.
- All students **must ensure** that they are available on **Wednesday 29th June** should they be required to return to school.

Absence from examinations due to Covid – 19 related illness

- JCQ, the body responsible for standards in examinations have recently issued guidance relating to student absence due to Covid – 19.
- Parents should, wherever possible, encourage their children to attend their exams. However, there may be exceptional cases where this will not be possible, e.g., a temporary Covid related illness on the day of the examination.
- Those who have mild symptoms, such as a runny nose or sore throat, but are otherwise well, should be advised to attend school to sit exams.
- Students who live with someone who has Covid should attend school as usual.
- Students who miss exams will become eligible for "special consideration". New rules for this year, due to the "exceptional circumstances", mean grades will still be awarded where students have completed the assessment for "at least one whole component within the specification".
- A grade will not be issued to students where no exams or assessments have been completed.
- The guidance explains that an 'acceptable reason' for special considerations includes a student staying at home and avoiding contact with others, in line with UKHSA guidance, at the time of the exam. This could be because of symptoms in the guidance (e.g. a high temperature) or a positive COVID-19 test result.
- If a student:
 - Still wishes to attend their exam: they should follow the UKHSA guidance on how to reduce the chance of passing on COVID-19 to others. We will provide an alternative room for students with symptoms.
 - Doesn't attend their exam: you will need to fill in Form 14 (self-certification for candidates who have missed an examination) to enable us to process potential special consideration.

Important Year 11 dates

Following the conclusion of the examinations, we have a number of key dates that affect year 11:

- Record of achievement – Wednesday 29th June 2022
- The Year 11 Prom – Friday 1st July 2022
- Year 11/12 Transition Days – Monday 11th and Tuesday 12th July 2022
- GCSE Results day – Thursday 25th August 2022

Finally, we wish all Year 11s the very best. We are here to support them and to ensure that they are fully prepared for their examinations. We wish them all good luck and encourage them to keep working hard.

Yours faithfully

M Needham

Michael Needham
Head of Year 11

Jo Day

Jo Day
Exams Officer

e. Heggs

Chris Heggs
Assistant Head