

Important Notice: Forthcoming Examinations

Dear Parents/Guardians,

I am writing to inform you of the arrangements and expectations for the forthcoming end-of-term assessment period. This is an important time for all students to demonstrate the knowledge and skills they have developed over the academic year.

Phase 1: In-Class Assessments (Years 8-10)

For students in **Years 8, 9, and 10**, the subjects of Music, and Art will be assessed **within their normal class time** during the week commencing **Monday, 1st June**.

Phase 2: Online Computer Testing:

For students in **Years 8, 9, and 10**, they will complete CAT Tests (Computer Adaptive Testing). These are Online Assessment Tests (Progress Test in English PTE, Progress Test in Maths PTM) and are used to help us assess progress in English, Maths, Science, Reading & Spelling. Such tests aid staff in setting appropriate targets for the next academic year. Ear phones will be supplied and students do not need to revise for the online computer testing.

Phase 3: Main Examination Period (Years 8-10)

Formal examinations for all other subjects will take place during the week commencing **Monday, 15th June** running until **Friday, 19th June**.

Examination Schedule and Arrangements (15th - 19th June)

Please note the following critical adjustments to the school day for this examination week:

Time Slot	Activity	Duration
9:00 - 10:30	Session 1 Examination	90 minutes
10:30 - 10:50	Break Time	20 minutes
11:00 - 12:30	Session 2 Examination	90 minutes
12:30	School Day Ends for Students	Early Finish
12:30 - 1:00	Cold Lunch Option (Canteen only)	30 minutes

Important Logistical Notes:

- **School Finish Time:** Students will be dismissed at **12:30 PM** each day during this week.
- **Transport:** Please note that **school buses will NOT be running** at this earlier time. Public transport services will operate as normal.
- **Canteen:** A cold lunch will be provided for students on Free School Meals and also available for other students who wish to purchase one, but it must be consumed within the school canteen by 1:00 PM.

Key Information

- **Full Timetable:** A detailed examination timetable, including specific subjects, dates, times, and venues, will be shared on the school website.

- **Purpose:** These examinations provide students and teachers with **valuable data** on areas of strength and areas requiring further focus.
- **Scope:** Students will be tested on the content covered since **the beginning of the academic year** in all their respective subjects.

Preparation and Support

We strongly encourage you to support your child in establishing an effective and balanced study routine in the lead-up to the exams.

- **Study Environment:** Please help your child create a quiet, distraction-free space for study at home.
- **Revision Materials:** Students have been provided with **revision checklists** by their subject teachers, these are available on their Google Classroom. Please encourage them to use these resources effectively. If your child has lost their Google classroom code please contact the school at the earliest opportunity.
- **Parent Guide:** We have placed a parent guide booklet along with a printable revision schedule to help support you and your child(ren) in the lead up to the examinations.
- **Attendance:** Consistent attendance at school is vital during this time, as teachers will be focusing on key revision techniques and final preparation in class.
- **Well-being:** It is important to remember that a balanced routine, including adequate sleep, healthy meals, and physical activity, is just as crucial as revision for managing stress and performing well. We encourage you to monitor their well-being closely.

On Examination Days

- **Punctuality:** Students must arrive at the examination venue at least **10 minutes** prior to the scheduled start time.
- **Equipment:** Students are responsible for bringing the correct equipment for each exam (e.g., pens, pencils, ruler, calculator, etc.).
- **Mobile Phones/Devices:** **All electronic devices, including mobile phones and smartwatches, are strictly prohibited** Any device found on a student during an exam will be confiscated, and this may lead to disqualification from the paper.
- **PE Kit:** There will be no PE scheduled during the exam week therefore students should wear normal school uniform.

Results and Feedback

Examination results will be issued to students' week commencing 22nd June.

We believe that with focused preparation and our continued support, every student can achieve their personal best. Please do not hesitate to contact your child's **Year Head or Form Tutor** if you have any questions or concerns regarding the examination process.

Thank you for your continued partnership in your child's education.

Yours faithfully,

E Fulton