

25<sup>th</sup> March 2024

Dear Parents and Carers

This letter contains important information about the summer examination period for Year 12 students taking exams this summer.

### ***Preparing for the summer examinations***

Students should already be preparing for their summer exams. Revision advice is being given in lessons and revision strategies are being modelled. Students should seek advice from their teachers or tutor if they are unsure about how to best prepare.

We recommend the free resources on the following website for students and parents who would like information about effective study habits and revision techniques:

<https://examstudyexpert.com/>

Staff are supporting students with strategies for managing anxiety and stress. In addition, 'Young Minds' offer useful advice, which can be accessed here: <https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/>

### ***Information about the summer examination series***

The timetable for the summer exams is available on the Northgate website in [Learning/Examinations/Summer 2024](#). The main examination period starts on Thursday 9<sup>th</sup> May. **Please note that all students need to be available to sit examinations until the end of Wednesday 26<sup>th</sup> June 2024 due to awarding body contingency planning.**

Your child will receive their personalised examination timetable via their school email address before the end of term. Please take the time to go through this timetable with your child; any errors should be reported to the exams office immediately.

Morning exams start at 9.00am, and afternoon exams at 1.30pm. **Students should arrive 15 minutes before these times** to ensure a prompt start.

The location of exams is on the timetable on the school website. Students with extra time access arrangements should go to the venue on the exam timetable. However, *if their SEN access arrangement includes use of a laptop, scribe or reader, they should report to A32 at least 15 mins before the start time.*

**For students sitting GCSE Maths and English Language**, all examinations take place in the morning session. Students are expected to attend lessons when not in an exam.

**For students in Year 12 who are sitting A level maths**, all papers are in the afternoon. The arrangements are therefore as follows:

- Students are permitted study leave on the morning of the exam; this means that they are not required to attend lessons but can attend if they would like to.
- Students that attend a Period 3 lesson will be permitted to leave at 12.35 to have lunch and a break before sitting their exam.
- On the day of the Tuesday exams, the maths lessons that takes place Period 1 will take a workshop format and provide a quiet space for students to revise.

- On the day of the Thursday exam, the maths lesson that takes place Period 3 will take a workshop format and provide a quiet space for students to revise.

I would like to take this opportunity to express how important your role is in ensuring that your child is fully prepared for their exams and approaches them seriously. We would appreciate your support in ensuring your child has the correct equipment and arrives on time for all exams. Students should only have a bottle of water that is clear and has no label or writing on it. The exam boards stress that it is the responsibility of the student to come with the correct equipment, so we recommend that a clear pencil case with black biros, ruler, protractor, compass, pencil, rubber and a calculator should be brought to all exams. We will not be loaning any equipment to students. We would ask that students ensure that they visit the toilet prior to taking their exams, as toilet breaks should only be taken in an emergency or in case of medical need.

Students are not permitted to have the following in their possession in the exam room: air pods, earphones/earbuds, mobile phones, any type of watch, iPods, MP3/4 players or similar devices.

The full information for candidates from JCQ is available on the Northgate website in [Learning\Examinations\Information for candidates](#) – it is vital that students read and follow these rules.

Thank you for your support. If you have any queries, please do get in touch with us at school.

Yours sincerely

Mr C Hill  
Examinations Officer