Dear Parent/ Carer 26th March 2024

**Year 11 Summer Examinations – 3rd May 2024 onwards**

We are now only weeks away from the beginning of the Summer Written Examinations which begin on Friday 3rd May 2024. Prior to this, we also have a number of final exams taking place for Dance, Music, Drama and MFL Speaking exams. As a result, we wanted to share the [full examination calendar](https://ormistondenes.co.uk/for-students/exam-preparation) with you and inform you that we have provided your child with a personalised timetable of the exams they are required to attend.

**Attendance to examinations**

*Attendance for these examinations is* ***compulsory****.* If your child is ill, please contact the attendance team in the morning as a matter of urgency. We will take advice from the Exams Manager in coordination with the Joint Council for Qualification (JCQ) and decide a course of action. All students are expected to come fully prepared to sit the examination.

**BTEC coursework completion**

All BTEC/practical coursework should now be nearing completion. Where students have yet to finish this course requirement, they may be withdrawn from lessons to complete. Failure to complete any coursework requirements will result in any invitation to this year’s prom being withdrawn and/or examination transcript not being released for college. It is vitally important that students complete all elements of courses they have been entered.

**Support for examinations**

We also want to inform you of the support we are putting in place to prepare them for these important examinations. **All Year 11’s will be required in the academy till the end of the examination series.** However, from Friday the 3rd of May we will run an amended timetable for Year 11 students. Full details of this timetable will be available on the academy website shortly. This will follow the same format we have used during the recent mock exams:

* We will run a high-quality booster session the day before all examinations.
* If the exam is in the morning (**9.30am start**), we will:
* Run our exam breakfast from 8.00am in the Entrance Hall with subject teachers and raising achievement mentors. This is an important part of their preparations to ensure they are early to school; settle any last-minute nerves and ensure they have had an adequate breakfast.
* From 8:30am, they will have a 50-minute pre-examination session with their teacher before taking the examination.
* If the exam is in the afternoon (**1.30pm start**), we will:
* Run a 60-minute pre-examination session, provide an early lunch and a final 30-minute pre-examination session with their teacher before taking the examination.
* We will also increase the amount of revision sessions for students who require extra support secure the grades required for college entry.

**Revision**

From the start of the academic year, we have taught the Year 11s a range of revision strategies focusing on the use of their Knowledge Organisers through the Denes Desirables (Mind Dumps, Quizzes and Collective Memory strategies). Guidance on these strategies is available on the academy website (click here).

We have also invested in a range of online revision resources (Tassomai and Sparx Maths) which your child has the log on details for. Whilst these are being used in school, students can also access these at home too, through the Student Launchpad.

Every day at the end of the school day, Study Hall and Period 6 sessions will run all the way through the examination period. Please encourage your child to attend these sessions along with completing all other revision resources signposted by their teacher.

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| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  |
| Travel & Tourism  | **Maths**  | **Science**  |  **English**   | iMedia  |
| **STUDY HALL**  | Spanish  | Music  | Photography  | Geography  |
|   | French  | Drama  | Art  | **STUDY HALL**  |
|   | German  | Dance  | Graphics  |  |
|  | Sport  | **STUDY HALL**  | History  |   |
|   | Health & Social Care  |   | **STUDY HALL**  |   |
|   | **STUDY HALL**  |   |  |  |

**Passport to Prom**

We have decided to slightly extend the Passport to Prom deadline, so that students can receive Prom Points for their Easter School sessions. In the final weeks leading up to the Passport to Prom cut off (3rd May), those students actively engaged in preparing for the GCSE/BTEC exams still have the opportunity to reach the 200 points benchmark. Double points for attendance to P6 intervention, study hall and any revision task on the menu of activities is now available.

**Joint Council for Qualifications – Examinations regulations**

All of the summer examinations **strictly** follow the regulations set out by the JCQ. All guidance given in relation to mobile phones, watches, all other electronic devices and conduct must be adhered to, or students will be removed from the exam, risk failing the examination/qualification or refused entry to subsequent examinations at the academy.

The following main warnings to candidates have been shared in assembly and are on display in the exam locations throughout the academy and any infringements will be processed following JCQ guidance:

1. *You must be on time for all your examinations.*
2. *Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.*
3. *You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.*
4. *You must follow the instructions of the invigilator.*
5. *You must not sit an examination in the name of another candidate.*
6. *You must not become involved in any unfair or dishonest practice in any part of the examination.*
7. *If you are confused about anything, only speak to an invigilator.*

A paper copy will be provided to all students but further information on the regulations please visit the JCQ website.

For all issues regarding examinations, you are advised not to contact examination boards/JCQ directly. If contacted, the awarding body/JCQ will direct you back to us as the centre. Correspondence on any aspect of a candidate’s examination or assessment will be conducted between the awarding body and the Principal, myself or Ms Frosdick, our Examinations Manager. Further guidance and policies in relation to exams can be found on the exams section of our website <https://ormistondenes.co.uk/for-students/exam-preparation>

We understand that examinations are stressful and cause anxiety for some students. There is help, support and guidance available in the academy and on the school website, covering how to revise and how to deal with common feelings of stress and anxiety. If you have further questions or require clarification on any of the details in this letter, please do not hesitate to contact me or any member of the Year 11 team.

Yours faithfully

C Beales R Frosdick

**Miss Beales Ms Frosdick**

**Assistant Principal Examinations Manager**