



LDA/THO

15th April 2024

Dear Parents/Carers

Year 11 Exam Procedures

The focus of this communication is to give clarity on the process and procedures as year 11 edge closer to the summer exams.

Attendance to GCSE Exams is compulsory. In accordance with JCQ regulations any missed exams due to non-attendance cannot be re-sat and late arrival could lead to the school refusing your child entry to the exam due to examination rules. Although the majority of our year 11 students are punctual, please be mindful that being late to school could have a direct impact on their final grading.

On the morning of each exam there will be revision for each subject either in classrooms or the canteen with subject specialists from 8.00 am and free breakfast will be provided. The location of the revision session will be communicated directly to your child.

Students must attend all exams in full school uniform including their blazer and school shoes. If students have PE on the day of an exam, they will be expected to bring in their PE kit and will change for their lesson. It is expected that students still uphold the same behaviour and conduct expectations through the exam period. The school reserve the right to refuse entry to students who do not arrive in full school uniform. If there is a heat wave, we will adjust our policy to allow students to attend in PE kit, if this change is made a text message will be sent to the priority one contact with as much notice as possible to communicate this change in dress code.

During the exam period students will inevitably finish some courses earlier than others. When in school students will use this time to revise for other upcoming exams and are required to attend timetabled lessons as normal. It will be the student's responsibility to bring paper-based revision materials to lesson. Students will not be allowed to leave lessons to obtain materials from other teachers, get laptops or use their phones for revision.

All students have received a personalised exam timetable stating the dates and times of these exams. If students misplace their personalised timetable an electronic copy has already been sent to your child's school email address. A full list of the exam dates and start times can be found on the school website on the student tab, examinations and assessment then Summer 2024 exams to download the exam timetable as a PDF.

Students must still legally attend school until Friday 28th June. The school reserve the right to ensure students are best equipped for exams by staying in school for as long as possible. Students coming to school for exams only will be dealt with case-by-case. If this applies to your child, they must arrive 15 minutes prior to any exam start time and join the rest of the year group in the canteen; the same attendance, behaviour and uniform expectations will be required when entering school grounds as outlined above.



Colton Hills Community School

Many Minds, One Mission

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If an exam board choose to nationally cancel an exam due to unforeseen circumstance or a paper being leaked the national contingency days are Thursday 6th June afternoon, Thursday 13th June afternoon and Wednesday 26th June all day. If there was a change in date, the school will communicate this to you in a timely manner.

If, students wish to bring in an additional shirt for signing or leavers book for messages from students or staff, we advise these be brought in during the final two weeks of exams. On the day study leave begins students will receive a leavers assembly led by the year team and dedicated time will be given for students to sign books, shirts and take those memorable photos. Please be advised we cannot allow students to sign the shirts they are wearing; this is in line with safeguarding protocol and prevents inappropriate touching. Staff have been instructed not to sign shirts students are wearing for this same reason.

We look forward to seeing you and your young person for results day on Thursday 22nd August. The school will be open from 9am-12noon for students to collect their results. Any uncollected results will be emailed out to students email addresses. On results day our 6th form team will be on hand to register students staying for 6th form and provide guidance on induction procedures.

We wish your child every success in the upcoming exams and would urge them to attend all interventions to capitalise on their success.

For further understand of the exam rules for candidate including what items are prohibited and acceptable conduct during the exam, please scan the QR code to the right with a smart phone camera ensuring you have access to the internet and follow the link.



Yours sincerely

L. Daniels

Mrs L Daniels
Acting Assistant Head Teacher for Quality of Education