

Dear Parent/Carer,

With some Year 11 Examinations happening in January, I would like to share the final arrangements which will take place. Whether your child has an exam in January or the Summer there is some essential guidance that you and they should become familiar with. Please take some time to read this letter carefully as it contains very important information regarding your child's final GCSE/OCR examinations.

Revision and Exam Timetable

As of Monday 11th January 2020, we will be conducting a series of External (official) Examinations in 3 OCR Cambridge National subjects. If your child has a January exam they have received a timetable given out in school on w/c 14/12/20. In addition to the Exam we have also scheduled some revision time with their teachers for these subjects. We have found that when students receive dedicated revision sessions tailored to a specific exam prior to the examination itself, students tend to perform significantly better.

During the period of these January exams, the following arrangements will apply:

- Students must arrive in school no later than 08:25am and register with their form tutors.
- AM examinations will start promptly at 09.00am and students must arrive at school and register in their form rooms by 08.30am.
- PM examinations will start promptly at 1:30pm.

During the examination period it is vital that students get enough sleep and start the day with a balanced healthy breakfast. Research shows that students who eat breakfast perform better in exams and one of the best ways to maximise focus is to stay hydrated.

Examination Rules and Regulations

Our same high expectations still apply during the exam period. Students must arrive at school in full Core City Academy school uniform; this includes wearing school shoes and not trainers. During revision sessions and exams, students must come to school prepared. This means that students are still expected to bring equipment and normal school materials.

Most importantly, students are expected to arrive at school on time.

If students arrive late to school they may not be admitted into the examination. Persistent lateness or absenteeism will be reported to examination boards and your child may be disqualified from their GCSE examinations. **It is of the utmost importance that students attend their examinations even if they are feeling unwell. Special consideration can only be awarded to candidates in the most extreme cases and failure to turn up to an examination will result in your child scoring zero. However, If students have symptoms of Coronavirus or are self isolating they cannot come into school and will not be able to sit the exam.**

All of our examinations are regulated by JCQ (The Joint Council for Qualifications) and will be overseen by external examination invigilators. All students have already been notified of the rules and regulations of examinations, specifically set out in the 'instructions for conducting examinations' by JCQ. A copy of this along with other important information can be found on our school website under 'JCQ candidate information'. I would highly recommend that you go through this material with your child. At this time however, I would like to highlight the following:

- No mobile phones, smart-watches or any other personal devices such as pagers, MP3 players etc are allowed into the examination hall. Candidates found with such devices risk being disqualified from all examinations.

- Students may bring water into the exam as long as it is in a clear bottle with no labels or writing on the bottle.
- If the examination is less than 1 hour long, toilet breaks will not be permitted unless there is a medical need. If the exam is longer than 1 hour students may request a toilet break however additional exam time will not be given.
- Any communication is strictly prohibited and will be reported to the examination boards immediately.
- If a student disrupts an exam, they may be asked to leave immediately and all disruptions will be reported to the examination board which may result in disqualification from exams.

Please ensure that students have read through our **Candidate Handbook** which can be accessed on our website in the section <https://www.corecity.academy/jcq-candidate-information/>

Attendance

Finally, I would like to reiterate the absolute importance of students attending **all** revision sessions and examinations.

Attendance is compulsory and failure to attend will be recorded as unauthorised on your child's record which may affect college places and employment references etc.

During the exam period our attendance team, in line with school policy, will continue to exert their efforts in actively ensuring all students are in school. This will include phone calls and text messages home as well as home visits for those students who fail or refuse to turn up to school.

If you have any questions regarding the contents of this letter, please contact your child's form tutor in the first instance.

Yours Sincerely,

Mr P Coleby
Assistant Headteacher