8th April 2022

**Sixth Form – A Level & Vocational Exams**

Dear Parent/Carer,

This letter is to inform you of the arrangements for the upcoming exams, which will commence from Monday, 2nd May and will run until Thursday, 23rd June.

As with their December/March mocks, **students will sit all external exams under formal examination conditions, in the school’s Sports Hall and our other designated examination venues.**

Students have become familiar with the examination conditions they are expected to adhere to during their two mock exam seasons this academic year. Students should feel confident in how the procedures will work, enabling them to fully focus on their exams.

**Exams & In-School Revision Sessions**

**Students will sit one exam on most days. Morning exams (AM) will start at 9.00am and afternoon (PM) sessions will start from 1.30pm.** **Students must arrive at their exam venue at least 15-minutes before the start-time of their examination.**

The later start times will allow student to attend 30-minute revision sessions with their class, or subject, teachers before morning exams, as well as hour-long revision sessions before afternoon exams. You can find the detailed arrangements for these, [here](https://www.kingsmeadschool.net/assets/Uploads/Kingsmead-School-Revision-Session-Timetable-Summer-2022.pdf).

**On the day of an AM exam, students should arrive at school for 8.15, to attend their 30-minute ‘Breakfast Revision’ session.** These are incredibly important, as they are a last opportunity for class teachers to remind students of the tips and tricks they will need to use in their exam.

Because research shows that students perform better in exams when they eat and drink something beforehand, **we are offering all students the opportunity to claim a free breakfast, before every AM exam.** To claim, students simply need to complete a form (which will be shared on Monday, 25th April) and then collect their breakfast from the House of Pi at 8.15, before attending their ‘Breakfast Revision’ session. We will also provide students with a free bottle of water in each exam.

**We have also arranged hour-long revision sessions before PM exams. These will usually take place during period 4 (12pm – 1pm).** Students will then have a 15-minute window in which to buy lunch in school or eat any food they have brought with them. We strongly recommend that students eat something before any PM exam. At 1.15pm, during second break, students will be directed to the venue of their PM exam.

**From Monday 16th May, the normal period 6s will not run. Instead, students will attend period 6 revision sessions with their class teachers, for exams taking place the next day.** Where students do not have an exam on the next day, they should go straight home to continue with their revision for the next day’s exams, independently. To support them with this, their teachers will also set appropriate revision activities for them to complete at home, via Show My Homework and the other platforms which we use.

**Where two subject exams are scheduled for the following day, the revision session for one of these will take place instead of a timetabled lesson**, earlier in the school day. You can find the details of each subject’s revision sessions, [here](https://www.kingsmeadschool.net/assets/Uploads/Kingsmead-School-Revision-Session-Timetable-Summer-2022.pdf). Should students prefer to complete self-directed revision instead they can do this.

**Up to Friday 27th May,** students will return to their timetabled classes in the main school building, after AM exams, to continue their revision in their period 3 and 4 lessons. **From Monday 6th June,** students will commence their study leave and will only be required to attend school for their timetabled revision sessions and exams (*see link above*).

Throughout the exam period, students will still be able to buy food from the House of Pi and Glasshouse, during breaktimes.

To help students plan their long-term revision, the provisional timetable for the summer exams can be downloaded from the school website ([here](https://www.kingsmeadschool.net/curriculum/exam-information/)). This timetable has been determined by the Joint Council for Qualifications (JCQ) in conjunction with the exam boards. Individual exam timetables will be issued to students during the first week of the summer term.

As in previous years, JCQ and the exam boards have added a ‘contingency day’ date to the exam calendar in case of major national or local disruption to exams. Exams may be moved to this date if required. The date that has been designated is Wednesday, 29th June 2022 which will be after the end of the scheduled exams. Please be aware that if the contingency date is used, your child may have an exam/s moved to this day and therefore care should be taken before making arrangements, such as booking holidays on this date.

**Expectations of Students**

Even though students will be sitting their exams, Kingsmead School’s expectations remain the same:

* **Up to Friday 27th May, on days with no AM exams, students should still arrive at school for no later than 8:30am**
* **Students must wear office dress at all times, in every exam – including all those after Monday 6th June**
* **Students should go to the toilet before each exam and they should allow time in their journeys and preparation to do this**
* **Students must bring all of the equipment they will need to each exam** – *you can find more information in the school’s* **Student Guide to Exams**, *which is available* [***here***](https://www.kingsmeadschool.net/curriculum/exam-information/centre-assessment-grades/)
* **Students should also familiarise themselves with the JCQ Information for Candidates documents** *– which are available on the school website (*[***here***](https://www.kingsmeadschool.net/curriculum/exam-informationnew-page/information-for-candidates/)*)*
* After they have been dismissed from their PM exam or revision session, **students will be expected to leave the school site and revise independently at home**
* **In accordance with the JCQ regulations all electronic devices (mobiles phone, mp3/4 players, all watches or potential technological/web enabled sources of information) must be left in the containers outside of the exam venues. Possession of these unauthorised items in an exam will result in disqualification from that, or all of your qualifications**

**How Can You Help?**

***The Importance of Independent Revision***

**It is important that your child continues to revise independently at home throughout the exam period.** As parents, you have an important role to play in encouraging and supporting them as they do this. Subject staff will also be guiding students on how to revise specifically for their subject, as well as the topics they need to revise, following the advice from the exam boards.

A list of the A-Level and BTEC subjects being taken by students, and the corresponding exam boards used by Kingsmead, can be found on our school website ([here](https://www.kingsmeadschool.net/curriculum/exam-information/centre-assessment-grades/)). I have included this information in order for you to access more past papers and revision materials online, should you wish to do so

We wish all of our Year 12s and 13s the very best in their exam preparation. The more time students put into their revision, the more likely they will be to succeed and achieve their potential.

For questions about the summer exam arrangements, please contact Mrs. Gunner (examqueries@kingsmeadschool.net). If you have any subject specific questions, please contact the class teacher. For general queries, please contact Ms. T. Bohn.

Yours faithfully,

Mr. M. Russell

Assistant Headteacher and Director of Sixth Form