



Friday 4 April 2025

Dear Parent/Carer,

Re: External Examinations Summer 2025

Year 11 students will soon be sitting external examinations. Students at Glenmoor and Winton are very well-prepared for the procedures and regulations around these due to the information we have shared through assemblies and through the many 'practice runs' they have had over the years with mock exams and rank order assessments. The below contains a summary of the information, but it is vital that students and parents spend time familiarising themselves with the following examination documents and policies, which can be found on our websites under the 'exams' tab:

- Examination booklet for students (a printed copy of this booklet is also enclosed)
- Information for Candidates - Coursework Assessments
- Information for Candidates – Non-examination Assessments
- Information for Candidates – Written Examinations
- Information for Candidates – Social Media
- Information for Candidates – Privacy Notice
- Unauthorised items poster
- Warning to Candidates
- Snow and Exam Procedure

Examination Hall Regulations:

- Students must not bring anything into the exam hall other than the following items:
 - * A clear, colourless water bottle
 - * If students have agreed Exam Access Arrangement in place to bring anything else into the hall such as non-electronic ear loops etc. they must clearly carry these in so they can be checked by an invigilator
- Students must not attempt to communicate in any form with other candidates;
- Students may only speak to invigilators. They must only attract invigilators' attention by raising their hand;
- Students must not bring any electronic items into the exam hall – this includes any type of watch;
- Students must sit in their allocated seat according to the pre-published seating plan;
- Students must remain in the exam hall for the duration of the paper, including for any additional time they are entitled to;
- Students must not deface their examination papers in any way.

For the external summer exams, a breach of any of the above regulations will be reported to the Joint Council for Qualifications (JCQ) who will decide on the action to be taken. Possible actions could include disqualification from the relevant qualification i.e. the qualification that the paper they were sitting, when the breach took place, formed part of. It is important to understand that a breach *may* result in a student being disqualified from all their examinations. The academies reserve the right to remove any student who fails to follow regulations from the exam hall.

Principal: Mr Leon Lima

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Punctuality to Examinations

It is very important that students are on time for their examinations. Students that are late to an external examination risk not being allowed into the exam hall and receiving no marks on their paper.

Attendance to Examinations

Students must attend all examinations. It is important to understand that **there are no opportunities to sit papers outside of the timetable set by JCQ**. If a student does not attend an examination due to illness or any other reason, we can potentially apply for special consideration, evidence permitting, but it is important that parents and students are aware that this is **very rarely granted**. At Glenmoor and Winton, we have had requests for special consideration turned down in cases of students with very serious medical conditions and of students who have suffered sudden bereavement. Where special consideration is granted, the student will only be awarded 2-5% of the marks on the paper missed, regardless of how well it is believed they would have performed. Special consideration can only be considered if the student sits a minimum of 25% of the qualification via another exam paper or through coursework.

Examination Contingency Days

Please note that there are several contingency dates for the summer exam series: 11 June and 25 June. Students must be available up to and including Wednesday 25 June should the final contingency day need to be utilised, as a result of local or national disruption that affects exams.

Examination Results

Students will be able to collect their results from school on 21 August 2025. We will share further details about this in due course.

Please do not hesitate to contact me if you have any questions about the content of this letter. I wish your son/daughter the best of luck with their external examinations.

Yours sincerely,

Megan Taylor

Assistant Principal

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