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Executive Principal: Mr M Oldman

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Dear Parent/Carer & Student,

Summer Exams Update

GCSE exams begin on Monday 15th May. This letter outlines some of the key information so students know what to expect in the exam season. Students have also been given their personalised exam timetables including seat numbers this week.

Location

The vast majority of exams will take place in the sports hall. As in the March mocks for most exams students who qualify for extra time will take their exams in the sports hall with other students. Students with other exam concessions will be taking their exams in the bungalow.

Formula sheets

Students will be provided with formula sheets for GCSE maths and GCSE physics in the summer exam series. Copies of these have been emailed home previously and are attached with this email.

Timings

Morning exams will start at 9am, afternoon exams will start at 1:15pm with the exception of Thursday 25th May, Wednesday 7th June and Monday 12th June where they will start at 1pm. Students must be at the location of their exam 15 minutes before the start time. Students must be silent in the waiting area before entering the exam.

To accommodate the afternoon exams, from Monday 15th May Year 11 will have their lunch on our first lunch sitting at 12:15pm instead of their current 1:15pm.



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Registered Office: The Mead Educational Trust, The Mead Centre,
343 Gipsy Lane, Leicester, LE4 9DD

Uniform and personal items

Students must wear correct school uniform to all exams. All personal items other than house keys and bus pass must be left in a bag outside of the exam room. Students can take into the exam room a clear bottle containing water, no tinted plastic bottles are permitted.

Students are not allowed to wear a watch of any kind.

Equipment

Students must come to exams fully equipped. I would advise bringing all equipment to each exam.

- **Compulsory:** Black biro pens, pencil, clear 30cm ruler, **pair of compasses, clear protractor**, rubber, pencil sharpener, **scientific calculator**, and coloured pencils for Design & technology.
- **Optional:** Pencil case (must be clear), highlighters

During the mock exams a concerning number of students needed to borrow the items in bold. Please ensure your child comes fully prepared.

Conduct in exams

The school must report to the exam board any conduct by a student that potentially breaches JCQ guidelines, we will remind students again of these rules in assemblies. This is not limited to, but includes the following:

- Completing details on the front of the exam paper before being instructed to do so
- Turning around and communicating with another student, e.g. smiling
- Continuing to write after the instruction to stop writing
- Writing non-exam information on the exam paper, includes doodles, messages to the marker
- Wearing a watch
- Having a phone on their person
- Having paper or other items in pockets.

Full JCQ guidance for students on exam practice can be found here:

[IFC-Written Examinations 2023 FINAL.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/examinations/ifc-written-examinations-2023-final.pdf)

Year 11 timetable

Year 11 students will continue to follow their normal exam timetable when not in an exam. We will be arranging revision sessions with subjects specialist teachers before afternoon exams.

After School Revision Sessions

The current afterschool revision timetable will stop on Friday 12th May. A new timetable of revision sessions will be created to support the timings of the exams until the end of the exam season. This will be shared in the next two weeks. The mini bus will continue to run on Mondays to Thursdays to support students who may have issues with transport home after a revision session.

Study Leave

Study leave will commence on Monday 5th June immediately after half term to allow students to focus on the exams they have each day during the busiest weeks of the exam season.

During study leave students only need to be on site at Kibworth Mead when they have an exam. The table below outlines the different formats of the day depending on the number of exams a student has.

Number of Exams On The Day	Action
No exams	Study at home.
Morning exam only	Attend school at 8:30am to take the exam. Leave site when exam finishes to continue study at home. Students must sign out at reception when they leave site.
Morning and afternoon exam	Attend school at 8:30am and remain in school until the end of the afternoon exam. Students will not be permitted to leave site between exams. They will be allowed to revise on site for the afternoon exam with their normal teacher on that day. If their afternoon exam finishes before 3pm they must sign out at reception.
Afternoon exam only	Attend school from 12:15pm no later than 12:45pm to take the exam. Leave site when the exam finishes. Students must sign in at reception when they arrive at school. If their exam finishes before 3pm they must also sign out at reception.

School Transport

Students may use the school bus to get to school at 8:30am and leave school at 3:10pm. **If an exam is scheduled to finish after this time students must make their own arrangements for getting home.**

If a student is unable to arrange transport home after a morning exam, please inform the school office in advance so arrangements can be put in place. These students would need to have revision work with them to complete onsite.

Uniform and bag

As mentioned above students must wear school uniform. Students should bring a bag with them. When only coming in for exams it is far more likely for a student not to want to bring a bag. They will need a bag to put their phone in, if left in a blazer pocket they will be in breach of JCQ guidelines which we would then have to report to the exam board.

Liaising with teachers

Students are still encouraged to stay in contact with their teacher during study leave. They can still seek support and help. Email is the best form of contact. Teachers may provide extra advice via Teams or Satchel:One.

Illness

Students should make every effort to attend all their exams. If a student is severely ill on the day of the exam please contact the school immediately. Medical evidence will be required.

Advice for exam days

The tips below for your child should keep help them feel in control and less anxious during the exam period.

- Go to bed the night before at a sensible time, 10pm or earlier. The mind needs sleep to re-set and process work from the day.
- Get up early to ensure you have time for breakfast. The body including the mind needs energy to function properly. Have a cup of tea or coffee for caffeine if needed, but do not consume energy drinks prior to an exam.
- Look at key information you know will be on the exam e.g. reminding yourself of the structure of the exam paper. Do not try to cram new information.
- After the exam use the revision timetable you have written to revise for the next day. This should include breaks, not hours of study without a break.

The guidance above will ensure that the students and parents/carers of our Kibworth Mead community go into the 2023 exam season well prepared and with a confidence that enables our young people to achieve results which reflect their potential and crucially, allows them to make positive next steps in their education and future careers. We look forward to your ongoing support during this important time in your child's education.

Save the date:

Year 11 leavers' celebration assembly is scheduled for the afternoon of Tuesday 20th June. More information to follow closer to the time.

Yours sincerely,

Helen Stockwell

Vice Principal