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Executive Principal: Mr M Oldman

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Dear Parent/Carer & Student,

Summer Exams Update

The main series of exams start next week. This letter is a reminder of information sent out last week.

Attendance

Students should continue to come to school as normal for the next two weeks.

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

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 \(jcq.org.uk\)](#)

After School Revision Sessions

Please find attached a copy of the revision sessions running from Monday until the end of the exam series.

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 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.

We will support them together through this significant period of time.

Yours sincerely,

Helen Stockwell

Vice Principal