

Urmston Grammar School

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April 2024

RE: GCSE Exam Arrangements 2024

Dear Year 11 Parents & Carers,

I am writing to provide you with some important information regarding the upcoming GCSE exams. All the information below will be explained to students in school, however as this is such an important time of year it would be advisable to discuss this with your son/daughter at home to help ensure they have the best chance for success in their exams.

General Information

The formal written GCSE exams begin on Thursday 9th May and will continue for two and a half weeks up until the May half-term and for three further weeks afterwards. Your son/daughter will be provided with a finalised exam timetable with seat numbers in early May. This should be checked carefully and referred to regularly during the exam period. Students should memorise their candidate number as this needs to be written on the front of all exam papers. They should also attend each exam knowing their seat number and with all the necessary equipment in a clear pencil case. Students are expected to wear full school uniform as normal and must not have any electronic devices on their person during any exam. These include, but are not limited to, mobile phones, watches (of any kind) and earphones. The consequence of being found with such items in an exam will likely involve the disqualification from one or more exam papers. As such please reinforce the importance of adhering to this rule.

For morning exams, students should register in the Theatre at **8.30am**. They will have a short exam briefing from one of their subject teachers and the exam will begin at 9.00am. For afternoon exams students register at **1.00pm** with exams beginning at 1.30pm. It is extremely important students are punctual. If they miss the start of an exam there is a short window of time when they can still be admitted but if they are significantly late this may not be possible.

Attendance and Extenuating Circumstances

It is vitally important that students are present for all exams wherever possible. There is NO opportunity to sit an exam paper at a later date if it is missed and so it would be expected that students still come and complete exams even with mild/moderate illnesses such as coughs, colds etc.

If a student is too ill to sit an exam, JCQ guidance states that a grade can still be issued for that qualification provided that at least one other component for that subject has been completed. This may include another written paper or coursework. In order for this to occur a letter from a doctor who

Urmston Grammar School - Headteacher: Mrs R S Wall
pride, participation, empathy

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examined that student **on the day of the missed exam** must be provided as evidence. It is unlikely that any grade issued in these circumstances will be as high as if the full complement of exams has been sat. As such this acts as a last resort when students are seriously ill. If your son/daughter is going to be absent on the day of an exam please contact the school office as soon as possible on the day, **ensuring you speak to a member of our office team rather than leaving a message on the school absence voicemail.**

If your son/daughter experiences any illness or extenuating personal circumstances during the exam period it is extremely important you contact our examinations officer, Mrs O'Neill, as soon as possible via ljoneill@urmstongrammar.org.uk. In some cases, we may be able to apply for special consideration for that exam. Relevant evidence may be required depending on the situation.

Study Leave

Students are required to remain in school full time during the exam period up until Thursday 23rd May. When students don't have an exam, they will be supported in their usual timetabled lessons, either with teacher-led revision or supervised independent revision.

On Thursday 23rd May all Year 11 have their GCSE English Language exam in the morning. Once this exam is complete we will have our 'Last Day' celebrations. Details of this will be shared with students in due course.

From Friday 24th May (the final day of the half term) students will begin their study leave. This means they only need to attend school for their exams. Students are still welcome to use the school LRC as a supervised study space during study leave if they wish. If students have two exams on one day this space will also be available should they need somewhere to revise in school between exams.

If you would prefer that your son/daughter has a more formal plan of supervised independent revision in school for the full duration of the exam period please contact school so that this can be arranged.

Book Return

Students have been issued with school textbooks in some subjects for use throughout their GCSEs. These should be returned to Miss Longden in LRC at any time after students have completed their exams in that subject. The final deadline by which all textbooks should be returned to school is Thursday 27th June.

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Contingency Days

Though we are optimistic this exam season will run smoothly as planned, every year the exam boards publish contingency sessions where exams can be rescheduled to if any national incidents prevent an exam taking place. This year the final contingency day is **Wednesday 26th June**. As such, though all GCSE exams should be completed before this time, students must remain available to attend school up until this date should any exams need to be rescheduled.

Results Day and Post-results Services

Results day will take place on Thursday 22nd August. Results can be collected in person between 9.30am and 11.00am on this day. By 11.00am all results will also be emailed directly to all students on their school email accounts.

For those students intending to join Urmston Grammar Sixth Form, enrolment will begin shortly after 9.30am. Students will be expected to enrol in person on this day wherever possible, though arrangements to enrol remotely can be made if students are not available. More information regarding Sixth Form enrolment will be shared by the sixth form team in due course.

On results day a number of post-results services will be available. These include:

- Requesting copies of exam scripts
- Clerical Re-check (a check that marking is fully complete, and marks are tallied and recorded correctly)
- Marking Review

A number of these services will involve an additional cost. Further details will be shared in good time before results day.

The summer GCSE exams are the culmination of many years of work from students, but also parents, carers and school staff. Many thanks for your continued support this summer term. Should you have any questions regarding any of the information above please don't hesitate to get in contact.

Yours faithfully,

Mr T Kennedy-Fowler
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