



Monday 18<sup>th</sup> March 2024

Dear Parents/Carers,

**Re: Exams update for Year 11 and Year 13**

I am writing to provide you with details about the upcoming examinations for summer 2024, in addition to details regarding the exam period itself. I thank you in advance for your patience in taking the time to read through the contents of this important letter.

We are now fast approaching the start of the exam season with the first formal GCSE exam taking place on **Tuesday 7<sup>th</sup> May 2024**. Pupils will have three weeks of exams prior to the traditional half-term break, and will then return for the final 3 week period of exams (depending on their combination of subjects). A copy of the for timetable for all examinations is provided at the end of this letter.

Below you will find some key operational aspects of the forthcoming exam season which all pupils will be made aware of:

- The exam period window begins from **07-05-24 until 21-06-24**. In addition, there is a **contingency day on 26-06-24** in case an exam is moved from its original time. Pupils need to **be available for the whole exam period**, inclusive of this contingency day.
- Morning exams will **start from 0900**, with afternoon exams expected to **start no later than 1315**.
- Afternoon exams:
  - When pupils finish afternoon exams, with the earliest being 1420, they will be expected to go home instead of to their period 5 lesson. If pupils have a scheduled period 6 on their timetable, they can wait in the IC supervised as a supervised area. Year 13 will be able to return to the Common Room or sign out at Student Services. Pupils should not be on site after this time if they have no period 6 lessons and have completed the afternoon exam. Please check your child's exam timetable to see when they are likely to finish as exams will be of differing lengths.
- Completing coursework:
  - There may be some pupils required to attend the academy to complete any outstanding coursework. If this is the case, pupils and families will be informed by the subject teacher in advance where pupils are expected to attend. In all cases of students coming into the Academy, they will be required to wear their correct uniform and complete this work.
- Study leave:
  - Year 11 will be in the academy until the end of their final exam, the latest of which would occur on 19-06-24. After this date, pupils will not need to attend. Year 13 A Level students will not need to attend once their final exam has been completed, the latest of which will occur on Friday 21<sup>st</sup> June. Further details will be shared with Year 13 BTEC students by the Sixth Form team.



- Fire alarm during exams:
  - If there is a fire alarm during an exam, pupils must follow the normal procedure, which is to stay calm and wait for instructions. Pupils must not take anything with them and will then make their way to the designated area, on to the tarmac and service road area to the side of the Pavilion, **in silence and without communicating with anyone** as they would be under exam conditions. Pupils with exams in the hall will make their way to the back of the sports hall and line up in the specific rows that they were seated. Pupils in other rooms will make their way to the same point venue. A Senior Leader will coordinate this. Again, **it is vital that pupils do not communicate or take anything with them**. All rooms will be locked until pupils can return to the exam venue and will be provided the full allocated time.
- Exam absence:
  - If your child is absent from a scheduled exam, the academy will continue to contact you. Pupils will be issued with individual exam timetables and must be **on time for all their exams**. If an exam is missed, there is **no opportunity to retake the exam** and this will affect the overall grade received.
- Leavers' Assembly:
  - Pupils will have a leavers' assembly on **Friday 21<sup>st</sup> June**. We will send out further details closer to the time for final day arrangements, but the general plan will be for Year 11 and Year 13 pupils will be invited to come in for an assembly in the afternoon. There will be a BBQ where we will also have refreshments for pupils to enjoy. Pupils will not need to be in uniform. **This event is via invitation only and pupils with accumulated negative, or repeated negative events between the date of the letter and the final exam may not be invited.**
- Year 11 Prom:
  - **Prom for Year 11 will be on 27-06-24** with further details being released closer to the time. **This event is by invitation only for pupils with good attendance and behaviour**. Please see our letter, published by the Year 11/Bronte Team on the TGAK website for further information (Dec 2023): <https://www.kingshurst.tgacademy.org.uk/files/2024/01/Prom-letter-to-parents-2024-1.pdf#prom-2024/>
- Results Days
  - A Level results will be released to candidates on **Thursday 15<sup>th</sup> August 2024**.
  - GCSE results will be released a week later, on **Thursday 22<sup>nd</sup> August 2024**.
  - Arrangement details for these days will be shared closer to the time.
- Ofqual's guidance on exams:
  - Can be found via the following link: <https://www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024>
- Examination special consideration update:
  - The JCQ policy for this can be found here: [https://www.jcq.org.uk/wp-content/uploads/2023/08/Guide\\_to\\_spec\\_con\\_process\\_2023\\_24\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2023/08/Guide_to_spec_con_process_2023_24_FINAL.pdf)
  - Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
  - There are minimum requirements for enhanced grading in cases of acceptable absence.
  - Where long-term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment.



Tudor Grange Academy  
**Kingshurst**

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The following pages include imperative communications set by the Joint Council for Qualifications (JCQ) that require students to have absolute clarity as to what is classed as an unauthorised item in addition to a 'warning to candidates' over the high expectation of their behaviour within all examinations. A complete overview of ALL examinations within the summer exam series is also provided.

Please can I ask that you discuss the points above with your child over the next few days to ensure clarity and the contents of this letter. In addition, I would like to thank you for your continued support this year as we move towards this final, imperative phase of the academic year.

If you have any further questions, please do not hesitate to contact the academy.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Bowers'.

**John Bowers**  
**College Leader**  
**Tudor Grange Academy Kingshurst**





|     |               |      |     |         |      |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**



AQA

City & Guilds

CCEA

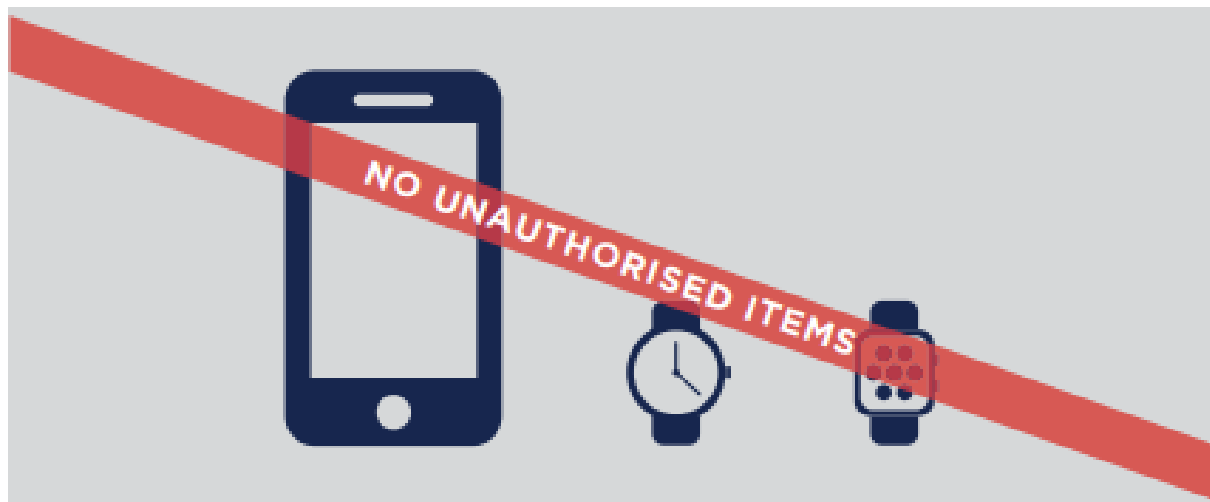
OCR

Pearson

WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



Summer 2024 Exam Timetable:

Key: GCSE A-LEVEL CLASH

| SUMMER EXAMS 2024          |         |  |         |     |            |  |         |      |     |            |      |
|----------------------------|---------|--|---------|-----|------------|--|---------|------|-----|------------|------|
| Morning Exam Session: 0900 |         |  |         |     |            | Afternoon Exam Session: 1300   |         |      |     |            |      |
| Exam board                 | EXAM    | Minutes  | Year    | No. | EXAM board | EXAM   | Minutes | Year | No. | EXAM board | EXAM |
| SUMMER EXAMS 2024          |         |  |         |     |            | SUMMER EXAMS 2024  |         |      |     |            |      |
| Exam board                 | EXAM    | Minutes  | Year    | No. | Exam board | EXAM   | Minutes | Year | No. | Exam board | EXAM |
| Monday 29th April          |         |  |         |     |            |  |         |      |     |            |      |
| Tuesday 30th April         | AQA     | Spanish Speaking   | All day | 11  | AQA        | Spanish Speaking   | All day | 11   |     |            |      |
| Wednesday 1st May          | AQA     | Spanish Speaking   | All day | 11  | AQA        | Spanish Speaking   | All day | 11   |     |            |      |
| Thursday 2nd May           | AQA     | Spanish Speaking   | All day | 11  | AQA        | Spanish Speaking   | All day | 11   |     |            |      |
| Friday 3rd May             | Edexcel | BTEC L3 Sport & Exercise Science Unit 3: Applied Sport & Psychology                | 180     | 12  |            |  |         |      | 17  |            |      |
| SUMMER EXAMS 2024          |         |  |         |     |            |  |         |      |     |            |      |
| Morning Exam Session: 0900 |         |  |         |     |            | Afternoon Exam Session: 1300   |         |      |     |            |      |
| Exam board                 | EXAM    | Minutes  | Year    | No. | Exam board | EXAM   | Minutes | Year | No. | Exam board | EXAM |
| Monday 6th May             |         |  |         |     |            |  |         |      |     |            |      |
| Tuesday 7th May            | Edexcel | BTEC Tech Award H&SC (BHS03) - Health & Wellbeing                                  | 120     | 11  |            |  |         |      | 20  |            |      |
| Wednesday 8th May          |         |  |         |     |            |  |         |      |     |            |      |
| Thursday 9th May           | Edexcel | BTEC Tech Award Sport (BSP03) - Dev fitness to improve other participants in Sport | 90      | 11  | AQA        | Drama  | 90      | 11   | 32  |            |      |
| Friday 10th May            | AQA     | Combined Science: Biology Paper 1 - Foundation                                     | 75      | 11  | Edexcel    | BTEC Tech Award Child Dev (BCD03) - Supporting Children to Play, Learn & Develop | 120     | 11   | 107 |            |      |
|                            |         | Combined Science: Biology Paper 1 - Higher   | 75      | 11  |            |  |         |      | 107 |            |      |









| WEEK-7             | SUMMER EXAMS 2024          |  |         |      |     |                              |      |         |      |     | GCSE | A-LEVEL | CLASH |
|--------------------|----------------------------|--|---------|------|-----|------------------------------|------|---------|------|-----|------|---------|-------|
|                    | Morning Exam Session: 0900 |  |         |      |     | Afternoon Exam Session: 1300 |      |         |      |     |      |         |       |
|                    | Exam board                 | EXAM   | Minutes | Year | No. | Exam board                   | EXAM | Minutes | Year | No. |      |         |       |
| Monday 17th June   |                            |  |         |      |     |                              |      |         |      |     |      |         |       |
| Tuesday 18th June  | WJEC                       | Design & Technology                                    | 120     | 11   | 31  |                              |      |         |      |     |      |         |       |
|                    | AOA                        | Chemistry Adv Paper 2 - Organic and Physical Chemistry | 120     | 13   | 4   |                              |      |         |      |     |      |         |       |
| Wednesday 19 June  | Eduqas                     | Food preparation and nutrition                         | 105     | 11   | 33  |                              |      |         |      |     |      |         |       |
|                    | AOA                        | Biology Adv Paper 3                                    | 120     | 13   | 7   |                              |      |         |      |     |      |         |       |
| Thursday 20th June |                            |  |         |      |     |                              |      |         |      |     |      |         |       |
| Friday 21st June   | AOA                        | Chemistry Adv Paper 3                                  | 120     | 13   | 4   |                              |      |         |      |     |      |         |       |

