

November 2021

Dear Parent/Carer



Senior School Winter Exams and Study Week 2021

We are approaching a period of external and internal exams in school. Both external and internal exams are extremely important; external exams count towards the final GCSE grades awarded, internal exams show the progress students are making and may be used to count towards the final GCSE grades awarded should GCSE exams in Summer 2022 be cancelled due to disruption caused by COVID 19. At present Summer GCSE exams in May/June 2022 are due to go ahead and we will inform students and families if this situation changes.

SENIOR SCHOOL EXTERNAL PUBLIC EXAMS FOR STUDENTS IN YEARS 12, 13 and 14

External public exams are set by the Exam Boards and are taking place in the Assembly Hall/Gym on the following dates:

Date	External Exam	Start time/Duration	Classes involved
Mon 22 Nov	CCEA GCSE DA Biology	9am/1 hour	Year 12 Double Award Science class
Tues 23 Nov	CCEA GCSE DA Chemistry	9am/1 hour	Year 12 Double Award Science class
Wed 24 Nov	CCEA GCSE SA Physics	9am/1 hour	Year 12 Single Award Science classes
Fri 26 Nov	CCEA GCSE English Language	9am/1 hr 45 mins	All Year 12 English classes and Yr 13/14 English resit classes
Mon 29 Nov	CCEA GCSE Maths	9/1 hr 45 mins or 2 hrs	All Year 12 Maths classes and Yr 13/14 Maths resit classes

- It is vitally important that students attend school to sit the relevant external public exams listed above.
- On the dates above students involved should come to school for the usual time (8.40) and report to their Form Class room first.
- Students must wear full school uniform and mobile phones must be switched off. Students must come fully prepared for exams with appropriate stationery. Face masks are required for movement around school and CCEA are permitting students to remove their face mask during the exam once they are seated if they choose to do so.
- Students who qualify for extra time will have an 'extra time' label on their exam desk and this extra time will be given at the end of the exam.
- **Mon 22 Nov, Tues 23 Nov and Wed 24 Nov** are normal school days, when the exams on those days have finished students will return to their timetabled lessons, with the usual lunch and school bus arrangements in place.
- On **Fri 26 Nov** the following classes must remain in school after the GCSE English Language examination to attend Maths classes that they will have missed that week due to exams. These students will remain in school until 12.45:
 1. 12A/Ma1: Mrs Mawhinney
 2. 12A/Ma2: Miss Perry
 3. 12A/Ma3: Mrs Caskey
 4. 12A/Ma4: Miss Breadon

All other Yr 12 Maths classes are permitted to leave school after the GCSE English exam to study at home. On this day there will be a canteen service available from 10.45-11.30 and students will have to make their own arrangements for travelling home.

- On **Mon 29 Nov** all students sitting the GCSE Maths exam will be able to leave school after the examination (approx.10.45) to study at home. On this day there will be a canteen service available after the exam and students will have to make their own arrangements for travelling home.
- Should a student miss a November external exam due to COVID-19 illness/isolation the exam can be retaken at the following times: Science exams (March 2022) English and Maths exams (Summer 2022).

SENIOR SCHOOL INTERNAL SCHOOL EXAMS (Mon 29th Nov – Thurs 2nd Dec 2021)

- Our Senior School Winter Exams and Study Week takes place on **Monday 29th Nov – Thursday 2nd December**.
- **Friday 3rd December** is a School Development Day and students are not required in school on that day.
- Our Winter Exam and Study Week is designed to give students a preview of the actual GCSE and A Level Exam and Study Month which takes place in May/June 2022.
- Please read the attached Senior School Winter Exam timetable thoroughly, students should highlight each of their exams and note the start time and the length of each exam paper. Students should also check with their subject teachers.
- **An actual GCSE Maths exam will take place during this week on Monday 29th November. This is for all Year 12 Maths classes and Year 13/14 Maths resit classes, who must be present in school on that day at 8.40.**
- It is vitally important that students attend school to sit the relevant internal school exams that apply to them.
- During this week, Year 12, 13 and 14 students are only expected in school for the exams they are sitting.
- Students who have a Session 1 exam only on any given day are permitted to leave school once their exam is finished.
- Students who have a Session 2 exam only on any given day are not required to be in school until 10.40.
- During study time at home, students are expected to revise for their exams and/or complete coursework and/or portfolio work (e.g. for BTEC courses).
- Students must arrive at their exam hall/room at least 5 mins before the exam is due to start so students can be seated and the exam can start and finish promptly.
- Students must wear full school uniform and mobile phones must be switched off. Students must come fully prepared for exams with appropriate stationery. Face masks are required for movement around school. Students are permitted to remove their face mask during exams in the hall/gym. Students must wear face masks in exam rooms.
- Students who qualify for extra time must notify exam invigilators by placing their 'extra time' cards on their desk. This extra time will be given at the end of the exam.
- Should a student miss an internal school exam due to COVID-19 illness/isolation the examination can be retaken during normal class time the following week and assessments from Sept-Nov 2021 may also be used to assign a grade for the Winter school report.
- There is a canteen service each exam day between 10.20-10.40.
- During this week, morning school buses will run as normal and the afternoon school bus time will change from the normal end of day time (2.25/3.00) to 12.30. Senior School students should make the following transport arrangements to and from school, depending on how many exams they have each day:

Students who have an exam in <u>Session 1 and Session 2 on any given day</u>	School buses available at normal morning times and at 12.30 for afternoon collection from school
Students who have an exam in <u>Session 1 only on any given day</u>	School buses available at normal morning times, students required to make alternative arrangements for transport home after the exam
Students who have an exam in <u>Session 2 only on any given day</u>	Students required to make alternative arrangements for transport to school, school buses available at 12.30 after the exams.

I wish all students the very best of success in their exams.

Yours sincerely,



Mr Perry - Principal