



Monday 7th April 2025

Dear Parents and Carers,

ARRANGEMENTS FOR THE EXAMINATION PERIOD - IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

The examination period for Year 11 students is upon us, with students already having taken controlled assessments and some practical exams. In lessons, students are currently completing their work and beginning revision programmes to ensure that they are well prepared for their final exams. We would like to take this opportunity to wish all students every success in this summer's examinations and we look forward to seeing them on **Thursday 21st August** – GCSE results day.

EXAMINATION LEAVE

Examinations start week beginning **Monday 5th May**. Students are expected to be in school and in lessons when they are not in an exam. Lessons at this time will focus on recapping previous knowledge and supporting students in developing their exam technique. We are also reviewing the Year 11 timetable to provide (where possible) subject specific sessions just before an exam, where they don't have a timetabled lesson close to their exam. We will be sharing details of these sessions with students following the Easter break and will also send a copy home. Students are not permitted to revise from home during this time – attendance to school is expected. As per our usual guidelines, we will require proof of any dental or medical appointments. If your child is unwell during this time, please continue to follow our usual absence reporting procedures.

After the English Language examination on **Friday 23rd May**, students in Year 11 will have leave to study at home to prepare for their examinations. Whilst it is expected that the great majority of students will use the time wisely at home, if students would like a quiet place in school to work, please contact jtizard@keslichfield.org.uk. From the afternoon of 23rd May, students should only be onsite if they are in an exam, in a scheduled revision session or by prior, agreed arrangement. For fire safety and safeguarding reasons, it is imperative that we are able to maintain accurate registers during this period.

All Year 11 students remain members of the school until the national leaving date at the end of June and there will be opportunities for them to see teachers during this period. As such, they must continue to follow our expectations, **including the wearing of uniform on all occasions when they are in school**, and cannot take up employment during the school day until after that date. Many, of course, will be joining us again in Year 12 and so will remain part of the school community.

IMPORTANT INFORMATION CONCERNING ALL STUDENTS TAKING PUBLIC EXAMINATIONS

At the beginning of the school year all examination candidates were emailed a link to the "JCQ Notices to Candidates" on the school website [Examinations - King Edward VI](#). They should ensure that they are familiar with this for their written examinations. This can be found on the website under "Information – Examinations – Written Examinations". THESE INSTRUCTIONS ARE IMPORTANT AND SHOULD BE READ CAREFULLY.

As some of the examinations finish after the end of the normal school day, it is the student's responsibility to make arrangements for safe travel home. In addition, when students have afternoon examinations but are not in school in the morning it is the student's responsibility to arrange travel into school. It is the responsibility of each candidate to familiarise themselves with the dates and times of examinations. The published starting times for examinations cannot be delayed for those late in arriving. Morning examinations all start at **9:00 a.m.** Afternoon examinations all start at **1:15 p.m.** Candidates should be waiting outside exam rooms

at least 20 minutes before the start time. It is the student's responsibility to ensure that they have with them all equipment they may need during the examination. Students must attend all examinations in full school uniform.

Students have all been issued with an individual timetable including the dates, times and rooms of examinations. They should bring this with them to school on each occasion to avoid any confusion. There is a general examination timetable on the school website which shows the date and time of each examination. If, for any reason, a student misplaces their individual timetable they should visit the Exams Office in the Sports Centre well in advance of their next examination to check any queries over rooming arrangements.

Students know that they must behave appropriately during examinations. Any form of behaviour, in or around the examination room, which risks distracting other candidates will be dealt with promptly and as a matter of the utmost seriousness. Should this occur, parents of the individual concerned will be invited into school to discuss the basis on which any further examinations might be taken. In cases where there is thought to be misconduct within the exam room, we are required to report this to the examination board which could result in disqualification.

I would like to remind you that exam contingency day is **Wednesday 25th June**. This day may be used in the event of a national emergency meaning that a day's exams have to be cancelled throughout the country. Candidates should therefore ensure they are available in the unlikely event that the boards take the decision to use this day. The afternoon of **Wednesday 11th June** has also been designated as a contingency afternoon.

Absence

If a student misses an examination due to illness, a telephone call to the school should be made as soon as possible on the day of the examination concerned. Please speak to a receptionist, do not call the absence line as the receptionist will be able to relay a message to the examination team. Candidates and parents/carers will be required to complete a self-certification form as evidence of absence due to illness.

- Any student who misses an examination for an unacceptable reason will be expected to pay the entry fee for that subject. A bill will be sent directly to parents.
- Should a student not present for an examination paper at the time required, a member of the Examinations team will telephone home to check the student's whereabouts.

Results Days

GCSE results day is Thursday 21st August 2025. Results may be collected from the Sports Hall as follows.

9.00 a.m. Surnames A-E 9.20 a.m. Surnames L-R

9.10 a.m. Surnames F-K 9.30 a.m. Surnames S-Z

Senior staff will be available in the Sports Centre to discuss post results issues on results day. Post results services such as a review of marking, clerical check or access to scripts can be requested via the Exams Office on results day or on our return to school in September. Further details of the associated fees and how to request these services will be issued with results slips and on the Exams Page of our website.

If you cannot come into school on results day

You can ask to receive your results in a different way in advance. These requests must be made by the student only, not parents or carers.

You can name someone else to collect your results for you (ID must be shown by collector). Students should make requests giving their permission for another named individual to collect their results in one of the following ways:

- Email examsinfo@keslichfield.org.uk from your **school student email account** by Friday 11th July. (If unforeseen circumstances mean you cannot attend in person as expected, you can email up to the day before results day)
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Friday 11th July. It must be marked for the attention of Mrs L Collyer, Exams Officer. (The person

collecting the results can also bring the letter with them on the day if unforeseen circumstances mean you cannot attend in person as expected)

- Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements.
- Results can be requested by post by bringing in a stamped addressed envelope to Main Reception in the Sports Centre by Friday 11th July. It must be addressed to the student not the parent and clearly marked 'Year 11 Exam Results'. A C5 envelope (162 x 229 mm) will be sufficient and only requires a normal stamp. If you use a larger envelope, you must ensure you use a large letter stamp. The school does not receive incoming post during the summer holiday period, so do not send letters or SAEs by post. We are not allowed to put results in the post until the results day itself. They will not therefore be received until the following day at the earliest.
- If there is absolutely no alternative method for receiving results, as a last resort they can be sent by email. This must be requested by the student from their school email account or as detailed above. Students must give permission for results to be emailed to any address other than their own school account. Please note that emailed results will be sent after candidates attending in person have collected their slips in the Sports Hall. This may not be until later in the day. If you need your results earlier in the day, please arrange for someone to collect them in person.

Any uncollected results will be emailed to student school accounts later on results day. It is therefore essential that students are aware of the log on details for their school email account. Please note that students who are leaving school this summer will only have access to their school email accounts up to 26th August 2025.

In the event that we are unable to open the school, parents will be contacted via text message with further information about alternative arrangements. This information would also appear on our website.

Certificates

Certificates are not posted out as they cannot be replaced. Students will need to collect them in person. Further details will be provided regarding when certificates can be collected. We will not receive them in school until late 2025. A certificate is the only accepted proof of achievements. Please do not forget to collect these.

We would like to thank you for your support both over the examination period and during your child's time with us in school. We are looking forward to celebrating their hard work and achievements over the coming weeks and months.

Kind Regards,

Mrs C Forster, Headteacher

Mr J Tizard, Year 11 Achievement Leader