

May 2022

Dear Parent/Carer and Year 11 student

Arrangements for Year 11 examinations and revision support

We have been delighted with the dedicated and conscientious attitude of our Year 11 students in the lead up to this summer's exams from the vast majority of students. Their conduct has been excellent and they have impressed with their organisation and effort. We firmly believe that this is a very well prepared group and we are immensely proud of the way they have gone about their year so far.

As we approach the formal exam season, we ask that you carefully read the information in this letter. If you have any further questions in relation to revision or public examinations, please do not hesitate in contacting us at enquiries@sblacademy.org.uk. You can access the full timetable here: [Exam Timetable](#).

The final exam for all students will take place on 23rd June 2022, but please note that there is an exam contingency day on 29th June. The contingency day may be used by exam boards in the unlikely event of schools being closed during the exam season for unforeseen reason such as a day of national emergency or mourning.

In line with our normal practice, we **expect full attendance at school until Monday 13th June** from which we have identified a number of lessons/sessions when students will be **free to leave the school site and study at home if they wish**. We will communicate full details of these arrangements nearer the time. Students are welcome to stay on school site if they prefer and will be supervised by staff in their normal lessons. For reasons of safeguarding, we ask that any student who leaves our site first signs-out at Student Reception. If you would prefer your child to stay with us full time throughout the exam period, please email us at enquiries@sblacademy.org.uk.

Public examinations – national JCQ (Joint Council for Qualifications) regulations

Our students are aware of these regulations and we will display visual reminders around exam halls. Detailed information can be found [on the JCQ website](#). Any infringement of these regulations could result in disqualification from the paper or (in more serious cases) from a number of different subjects. Jurisdiction over conduct in exams lies with the examination board and JCQ, not with SBL Academy. We feel it is particularly important to draw your attention to the examples of malpractice listed below:

- Any action that involves an attempt to communicate with another candidate or disturbs them.
- Carrying a prohibited electronic device or watch into the exam (such as a mobile phone, even if switched off and not used) or attempting to access one during a rest or toilet break.
- Any attempt to cheat in the exam, including the use of notes written on skin, clothing or concealed materials such as paper.

To minimise the risk of allegations of malpractice, we may carry out spot checks to ensure that written notes or electronic devices are not concealed by students entering exam halls, or by those

leaving the hall for rest or toilet breaks. We ask for the support of students and parents in ensuring that these checks can happen swiftly and with full cooperation.

Revision lessons and support during the exam period

As we have previously explained in our revision guidance, we tend to remember things when we regularly revisit the material we are learning and that this is done in manageable amounts. The best revision methods involve processing information and attempting questions or tasks which are similar to those used in the actual exams through past papers or via our revision materials: [Revision Material Webpage](#).

Teachers will focus on these strategies in the lessons they deliver over the coming weeks. We ask for your support in ensuring complete attendance of these lessons to ensure that students benefit from the expert advice and assistance that will be given.

Health and wellbeing

If you feel unwell during the exam period, please inform a member of staff immediately. If you have tested positive for COVID-19 or are displaying symptoms of infection, please do not attend examinations. The national Joint Council for Qualifications (JCQ) have stated that, *"If a candidate has tested positive for COVID-19 or is unwell with relevant symptoms, UKHSA guidance is clear that he/she should stay at home. The candidate should not attend examinations for the time period recommended by UKHSA. This is 3 days for children and young people who are 18 years old and under, or 5 days for adults 19 and over. UKHSA guidance covers what to do if someone has symptoms of a respiratory infection at the end of this period."* For illnesses other than COVID-19, we ask that you provide a letter from a medical professional to give evidence to the exam board that absence was unavoidable (evidence is not required in the case of COVID-19). In the event of an exam being missed due to illness, students will be graded provided they have taken at least 25% of exams and other assessments in the subject. The exam board will use the assessment completed to project a fair and accurate grade for all components. Further information can be found [on the JCQ website](#).

We take the care and wellbeing of our Year 11 students very seriously during the exam season. We fully understand the demands placed upon them and the challenges they face. To ease time pressure, we will start lunch early at 12 noon where students may have afternoon exams, ensuring that they can take a break in the middle of the day.

If you feel that your child requires additional support during this period of time, please inform your tutor, Head of House or Deputy Head of House.

Good luck and best wishes,

Mr S White

Vice Principal