



May 2nd 2024

Dear parents / carers,

I am writing about this year's examinations. Some important information is covered here and a copy of the letter will be available on the school website under Examinations Information.

Process to date

Students have been informed of the marks proposed for any internally assessed components in all subjects except A Level Art (due to students by Tuesday 7th May) and BTECs in Uniformed Protective Services, Sport and Travel & Tourism (due to students by Tuesday June 18th). The deadlines for requesting internal reviews of these marks have now passed in all subjects except for the following:

Subject	Student deadline for requesting an internal review of marks for an internally assessed component
History	Friday 3 rd May
D&T – Fashion and Textiles	Friday 10 th May
D&T – Product Design	Friday 10 th May
Media Studies	Friday 10 th May
Creative Digital Media Production (BTEC)	Monday 13 th May
Art (A Level)	Tuesday 21 st May
Uniformed Protective Services (BTEC)	Tuesday 2 nd July
Sport (BTEC)	Tuesday 2 nd July
Travel & Tourism (BTEC)	Tuesday 2 nd July

Those marks are submitted to the exam boards for external moderation. This moderation process ensures that our marking is in line with national standards. It is important to note that the marks submitted to the awarding bodies are subject to possible change and should be considered as provisional still.

The grades attained by students during any mock examinations will **not** form part of grading in subjects and we have **not** been asked to submit these marks to the awarding bodies. Nevertheless, these practice examinations have been an excellent opportunity for students to assess their progress, as well as getting used to the formalities of sitting examinations. We have been impressed with students' positive attitude. Staff are continuing to work hard to make sure that everyone is well prepared for the forthcoming examinations.

Students have received their final timetable. Please ask them to check this carefully for examination clashes. If there is a clash, and your child has not yet received an email about this, it is their responsibility to inform us through exams@gms.bucks.sch.uk as soon as possible. If an examination is timetabled to finish after 2.45 pm, it could mean that students will miss the school bus by the time they finally leave the building, so please be prepared to make alternative arrangements for them to get home on those dates.

'JCQ: Information for candidates for written examinations' is printed on the reverse of the timetable. We would be grateful if you would read through this carefully with your child. The relevant JCQ document can be found [here](#) and on the website under Examinations Information – Information for candidates and parents. It is relatively short but contains incredibly important information. In addition, students are already aware that:

- pens must be black and non-erasable
- pencil cases must be transparent with no writing / labels
- water bottles must be transparent with no writing / labels
- we do not have spare equipment to lend to students who forget something

Toilet Policy during examinations

To enable all students to have the chance to perform to the best of their ability during the public examinations, we have a short [Toilet Policy](#) that we have explained to students already and would like you also to read through very carefully with your child.

Special Consideration

Candidates are eligible for special consideration “if they have been fully prepared and have covered a whole course but their performance in an examination **is materially affected by temporary adverse conditions beyond their control at the time of the assessment**”.

There are two possibilities:

- The candidate is present for an examination but is disadvantaged.
- The candidate is absent from an examination for an acceptable reason.
There are minimum requirements for enhanced grading in this case.

JCQ (Joint Council for Qualifications) outlines full details of the special consideration process in its [guidance](#). If you feel that your child may be eligible for special consideration for a particular examination, they must complete this [MS Form](#) **immediately before, or on the day of, the examination**. This must be done from a GMS student email account.

Mrs Smith, our Examinations Officer, will apply for special consideration on behalf of a student, should the stringent JCQ criteria be met, once the relevant MS Form has been completed. She will inform the student if any application has been submitted.

Key dates

Friday 3 rd May	Leavers' Morning: 9.15 am – 11 am then students are off site.
Monday 13 th May	Main bulk of examinations start but lessons continue as normal unless students have an examination
Thursday 6 th June	Examinations Contingency Afternoon
Monday 10 th June	Study leave starts: attendance at lessons no longer mandatory but lessons will still be provided in subjects until exams in that subject are finished
Thursday 13 th June	Examinations Contingency Afternoon
Friday 21 st June	Prom: Hazlemere Golf Club; 7 – 11 pm
Wednesday 26 th June	Examinations Contingency Day
Thursday 15 th August	Results' Day (more information to follow later) <ul style="list-style-type: none">• Collection in person: 8 am – 10.30 am• Emailed to student account: 10 am• Sixth Form Team available for advice: 8 am – 3 pm

It is vital that all students are available on the 3 examination contingency dates. These dates could be used by the examination boards if any examination has to be moved. If an examination is moved and a student is not available, there will be no special consideration given.

I wish all students the best with their revision and encourage them to continue to look after their wellbeing in these challenging few months. Almost there! We are proud of the approach taken by the students so far and are sure that these examinations will allow them to show what they are capable of.

Please do not hesitate to contact either Mr Hollyman (Director of Learning Key Stage 5) using ohollyman@gms.bucks.sch.uk or Mrs Smith (Examinations Officer) using exams@gms.bucks.sch.uk if you have any questions or concerns.

Kind regards,

Louise Fletcher
Achievement and Academic Data Standards Lead