



## EXECUTIVE HEADTEACHER

Mr K Ford

## HEAD OF SCHOOL

Mr G Pendlebury

April 24th 2025

Dear parents / carers,

I am writing with important information about this year's examinations. 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 most of their subjects. The deadlines for requesting internal reviews of these marks were sent in a [January letter to parents / carers](#). A copy is on the website. These marks are now being / will now be 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.

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 were 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 examination 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](mailto: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.

### Joint Council for Qualifications (JCQ) documents

JCQ provides essential information for candidates. This has been sent to you already before both the Y10 and Y11 mock examinations. You can find it on the website under Examinations Information – Information for parents / carers / students. As before, we ask for your support in reading through the information carefully with your child.

- [Written examinations](#)
- [Using social media and examinations / assessments](#)
- [Warning to candidates](#)
- [Unauthorised items](#)
- ['On your exam day' checklist](#)
- [Suspected Malpractice: Policies and Procedures](#)
- [Information for candidates: animated video](#)

In addition, a reminder that:

- students must be in the canteen at least 20 minutes before the start of an exam
- pens must be black and non-erasable
- pencil cases must be non-coloured and transparent with no writing / labels
- water bottles must be non-coloured and transparent with no writing / labels
- all equipment (including spares) should be brought to each exam: black pen, pencil, rubber, highlighter, ruler, protractor, compass, scientific calculator
- calculators must be a type permitted in examinations (see JCQ website if in doubt)
- we do not lend spare equipment to students who forget something
- anything else taken into the exam must not have writing / labels (for example, label removed from lip salve stick, tissues not in a packet). The exception is medical equipment with a medical label (for example, an inhaler) – which must be kept under the student desk during an exam.

### **Toilet Policy during examinations**

Our [Toilet Policy](#) is to enable all students to have the chance to perform to the best of their ability during examinations. Students are well aware of the policy and have followed it throughout both their Y10 and Y11 mock examinations. We would ask you to read through it with them as a reminder.

### **Special Consideration**

Candidates are eligible for special consideration if they have “been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control **at the time of the assessment(s)**”.

There are two possibilities. The candidate is:

- **present** for an examination but is disadvantaged.
- **absent** from a timetabled component / unit in the summer examination series 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, when the relevant MS Form has been completed. She will inform the student if any application has been submitted.

## Key dates

Fri 25 & Mon 28 April	Art Exams
Tue 29 & Wed 30 April, Thu 1 May Tue 6 & Wed 7 May	Language Orals
Thu 1 May	PE Moderation Day
Fri 2 May	Leavers' Morning: 8.35 – 11 am, then students are off site
Tue 6 & Wed 7 May	Students must attend all lessons as normal.
Thu 8 May	Main bulk of examinations start – normal teaching day for students <i>unless they are taking an exam</i> .
Fri 9 May	Study leave starts. Attendance at lessons is encouraged but is no longer mandatory. All timetabled lessons will run as normal.
Mon 2 June	The only lessons still provided are those where exams are still to take place – attendance at these lessons is encouraged but is not mandatory.
Wed 11 June	Examinations Contingency Afternoon. All students must be available on this date in case an exam gets rescheduled.
Wed 25 June	Examinations Contingency Day. All students must be available on this date in case an exam gets rescheduled.
Wed 25 June	Prom: Monkton Barn: 7 – 10.30 pm
Mon 23 – Fri 27 June	Taster lessons for Sixth Form courses
Thu 21 August	Results' Day (more information to follow later) <ul style="list-style-type: none"><li>• Collection in person: 8 – 10.30 am</li><li>• Emailed to student account: by 10 am latest</li><li>• Students returning to GMS for Sixth Form will have a 15-minute enrolment appointment between 9 am and 3.30 pm. Most will be on Results' Day, but some may be on Fri 22.</li></ul>
Fri 22 August	Appointments for enrolment into Sixth Form continue.
Thu 4 September	Start of term for Year 12

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

## Graded Music

If your child has achieved a graded music examination at grade 6 or above, or is due to take one before the end of this term, they should bring the certificate to reception for a photocopy to be taken. This enables performance points, equivalent to at least a GCSE grade 7, to be added to the student's points total in the summer. Whilst this does not affect entry into GMS' Sixth Form, it supports our whole school results and may be important as part of a student's points score for entry into a sixth form elsewhere.

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

Please contact either Mrs Bennett (Director of Learning Y11) ([vbennett@gms.bucks.sch.uk](mailto:vbennett@gms.bucks.sch.uk)) or Mrs Smith (Exams Officer) ([exams@gms.bucks.sch.uk](mailto:exams@gms.bucks.sch.uk)) if you have any questions.

Kind regards,  
Louise Fletcher

Assistant Headteacher: Achievement and Academic Data Standards Lead