



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 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 Y12 and Y13 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](#)
- [Instructions 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 Y12 and Y13 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

Tue 22, Wed 23 & Thu 24 April	Art Exams
Tue 29 & Wed 30 April, Thu 1 May Tue 6 & Wed 7 May	Language Orals
Fri 2 May	Leavers' Morning: 9.15 – 11 am, then students are off site.
Tue 6 – Fri 9 May	Students must attend all lessons as normal.
Mon 12 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.
Fri 20 June	Prom: Haslemere Golf Club. 7 – 11 pm.
Wed 25 June	Examinations Contingency Day. All students must be available on this date in case an exam gets rescheduled.
Thu 14 August	Results' Day (more information to follow later) <ul style="list-style-type: none">• Collection in person: 8 – 10.30 am• Emailed to student account: by 10 am latest• Sixth Form Team available for advice.
From Mon 1 Dec	Exam certificates available to collect from reception.

It is vital that all students are available on the two examination contingency dates. These dates could be used by the examination boards if any examination has to be rescheduled. *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
Assistant Headteacher: Achievement and Academic Data Standards Lead