



HEADTEACHER
Mr G Pendlebury
DEPUTY HEADTEACHER
Mr N Maguire

29th April 2026

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 [Letter-re-centre-assessed-marks-2025-6-1.pdf](#). 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 Candidates and Parents / Carers. As before, we ask for your support in reading through the information carefully with your child.

[Written examinations](#)

[On-screen tests](#) (only relevant for BTEC Creative Digital Media Production)

[AI and assessments](#)

[Using social media and examinations / assessments](#)

[Warning to candidates](#)

[Unauthorised items](#)

[On your exam day](#)

[Suspected Malpractice: Policies and Procedures](#)

[Instructions for candidates: animated video](#) (dated last year but still the same)

In addition, a reminder that:

- students must be in the canteen at least 15 minutes before the start of an exam
- all equipment (including spares) must be brought to each exam: black pen, pencil, rubber, highlighter, ruler, protractor, compass, scientific calculator
- pens must be black and non-erasable
- calculators must be a type permitted in examinations (see the JCQ website or speak to the Head of Maths, Mrs Guy, if unsure)
- we do not lend equipment to students who forget something
- pencil cases and water bottles must be non-coloured and transparent with no writing / labels / patterns
- anything else taken into the exam must not have writing / labels (for example, label removed from lip salve). The exception is medical equipment with a medical label (for example, an inhaler) which must be kept under the student desk during an exam.
- we have plenty of tissues to hand out, but students should not bring their own into an exam. They can be asked for before an exam starts (for example, if a student has hayfever) or at any time 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

Mon 27 – Thurs 30 April Tues 5 May	Language Orals
Fri 1 May	Leavers' Morning: 9.15 – 11 am, then students are off site.
Tue 5 – Fri 8 May	Students must attend all lessons as normal.
Mon 11 May	Study leave starts. Attendance at lessons is encouraged but is no longer mandatory. All timetabled lessons will run as normal.
Mon 1 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.
Fri 19 June	Prom: Hazlemere Golf Club. 7 – 11 pm.
Wed 24 June	Examinations Contingency Day. All students must be available on this date in case an exam is rescheduled.
Thu 13 August	Results' Day (more information to follow later) Collection in person: 8 – 10.30 am Emailed to student account: by 10 am latest Sixth Form Team available in person for advice.
From Mon 30 Nov	Exam certificates available to collect from reception. Students should note this date.

It is vital that all students are available on the examination contingency date. This date 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