

19 November 2024

Dear Parents/Carers of Year 11 Students (cc'd to students)

### **Year 11 Trial Examination Information**

We are writing to update you on various arrangements for the Year 11 trial examinations.

#### **Individual timetables**

Individual timetables were e-mailed to the student's school e-mail address on Monday 18 November. These were also e-mailed to the primary parent/carer contact held on our data management system. Students will also receive a printed copy this week, which will be distributed via their Form Tutor.

All students should check their timetable and contact Mrs Hicks, our Exams Officer, if they have any questions. They can go to see her or e-mail [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk).

Students must be able to access their timetable every day during their examinations. We will **not** print new copies of timetables.

#### **Examination clashes and supervised revision**

Where a student had an examination clash (two examinations that happen at the same time) on the generic timetable, this has been resolved on their individual timetable. One examination will have been moved earlier, or later. For the time between these two examinations, students must be supervised. They can revise during this supervised time, but cannot have access to any electronic devices; they must bring exercise books, textbooks, revision notes, etc to revise from. They may bring snacks and drinks. If they are supervised over lunch, they will be escorted to the canteen if they wish to buy food and/or drink.

#### **Study leave and working in school**

All students must attend school on Wednesday 4 until Friday 6 December. If they do not have an examination, they will attend lessons as normal.

From Monday 9 December, students need only attend school for their examinations. If students choose to take advantage of this study leave, they must ensure they arrive promptly for all of their examinations. Students must be outside their examination room **15 minutes** before the examination is due to start, having already organised their equipment and been to the toilet.

At any point during the study leave period, students can revise in school. Students will be supervised and are expected to have their Chromebooks and revision materials so they use their time productively. The location of the revision rooms will be published on Google Classroom and is also available [here](#).

Study leave may be cancelled for individual students if:

- they are late / miss an examination because they are not organised about getting to school on time.
- they do not follow the examination rules or the school rules.
- they are behind on any of their NEA (Ms Hall will be in touch approximately 1 week before examinations start, if this is the case).

#### **Equipment**

We would appreciate your support in ensuring every student has the correct equipment for their examinations.

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**Headmaster: Mr Michael Jones BA Med**

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**Students will need:** pens (black ink, **not** blue), pencils, rubber, ruler, highlighter, calculator, protractor, pair of compasses. Whilst they may not need all this equipment for every examination, it is better to have it with them. For example, there are many subjects where students should be using a calculator, not just Maths. **All equipment must be stored in a clear pencil case or bag.**

Students will **not** be loaned equipment, unless their equipment breaks/stops working during the examination.

### **School rules and exam regulations**

Please be aware that the school rules apply to all students during the examination period. This includes the rules regarding uniform, jewellery and make-up. A more casual approach to their uniform does have a knock-on effect as to how a student approaches their examinations; **we therefore ask for your support in ensuring students continue to dress smartly, in full school uniform.**

We recommend that all students wear, or at least bring, their school jumper every day (not a hoodie or PE jumper) as the Sports Hall can be cool for the first exam of the day.

On Wednesday 13 November, all students attended an examination briefing assembly. The slides from the assembly are attached to this email for your information and linked [here](#).

### **Absence during examinations**

If your child is too unwell to attend an examination, please report the absence as early as possible. If the reason for the absence is legitimate, we will endeavour to reschedule examinations missed. Students should be prepared to sit rescheduled examinations missed at short notice. Mrs Hicks will e-mail students and parents/carers with the dates/times of any rescheduled examinations.

### **Mitigating circumstances**

Since the cancellation of GCSE examinations in Summer 2020 and 2021, Ofqual (the body that oversees examinations and assessments in England) have required that schools have information from trial examinations that could be used to award GCSE grades if all/some examinations are cancelled. Whilst this is extremely unlikely, it is prudent for us to collect information about any extenuating circumstances that affect an individual's performance in these trial examinations.

If a student believes that their performance was affected by an event that was outside of their control at the time of, or immediately before, the assessment (such as illness, family crisis or bereavement), then you need to make us aware via [this Google form](#) by the end of day on Friday 20 December 2024. This information will **not** be used to adjust the mark/grade at this time, but will be taken into consideration if GCSE examinations are cancelled and we are required to use the outcomes of these trial examinations as part of the grading process.

If you have any questions about the Year 11 trial examinations, please get in touch. Contact details:

Mr Baker, Deputy Headteacher: [a.baker@parmiters.herts.sch.uk](mailto:a.baker@parmiters.herts.sch.uk)

Mrs Hicks, Exams Officer: [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk).

Kind regards



Mr Baker  
Deputy Headteacher