

5 December 2024

Dear Year 13 Students and Parents/Carers

## Year 13 Examinations (Monday 3 February - Friday 14 February 2025)

Please note that the MFL oral examinations take place before this examination period, between Friday 24 January and Thursday 30 January 2025.

We are writing to provide details of the Year 13 examinations. These examinations will ensure students have further experience of the format of A Level examinations. They will also provide valuable feedback for students and teachers that will guide teaching and revision in the final months before the actual A Level examinations.

The full timetable for the examinations is shown at the end of this letter. Next term, students will be issued with a personal examination timetable showing only their examinations, the location of each examination and their seat number.

Some students will have an examination 'clash'; this means that they have two examinations scheduled for the same time. Examination clashes also occur in the actual A Level examinations. To resolve this 'clash' one of the examinations will be scheduled for either earlier or later on the same day. For the time period between examinations, the student will be supervised by an examination invigilator so that they cannot interact with any other students who have already taken, or are about to take, the examination. Students may revise for their next examination whilst they are being supervised, but they cannot use any electronic devices and so must ensure they have suitable revision materials.

During the period **Monday 3 February to Friday 14 February**, students will be on study leave. Students are only required to attend school for the examinations. However, the study facilities in the Sixth Form, with the exception of the Conference Centre, will be available at all times. **When in school, either for an examination or to revise, students must sign in and out** so that we are aware of who is on the school site. The usual standards of punctuality, behaviour and dress are expected. Students who fail to meet the expected standards will have their study leave revoked.

The timings of the examinations are:

- All morning examinations start promptly at 8.45am. Students must be at their examination room by 8.30am.
- The majority of afternoon examinations start promptly at 1.15pm, with students expected at their examination room by 1.00pm. However, some afternoon examinations may start earlier and students must check their personal examination timetable.

Please note that, for this period, the school lunch break will be 12.20pm to 1.20pm, allowing students to have lunch before their examination. Please be aware that some examinations may run past the end of the school day (as is the case during public examinations). Unfortunately, it is not possible to hold the school buses past 3.30pm; where necessary, students should ensure they make appropriate arrangements to get home.

Any student who has access arrangements for examinations will receive a student notification form by 17 January; these will be distributed via email. If you believe your child should have access arrangements but they do not receive a notification form, or if any information on the notification form is incorrect, please contact Curriculum Support (sendept@parmiters.herts.sch.uk) by no later than noon on 24 January. Any query/information received after this date is unlikely to result in any changes to arrangements for the Year 13 examinations.

We will be back in touch in January with further information relating to the examinations.

Yours sincerely

ABACCE TELLOGIA

Mr Baker (Deputy Headteacher)

Mr Henson (Assistant Headteacher / Head of Sixth Form)

