

Dear Y13 Students and Parents/Carers

Year 13- External Exams 2024

As we approach the exam season, here is some key information for the coming weeks, which was shared with students last week in assembly.

Y13 Study Leave

- **Lessons for Y13 will continue up to and including Friday 17th May.**
- **The first day of study leave for exams is Monday 20th May. This is when students are only expected in school to sit their exams although the building will be open as normal and staff will be available.**
- Students and Parents/Carers can see when and where the exams are on the Student and MCAS BromCom Apps. Please be aware that every year students misread their timetable, for example they think an exam is in the afternoon when it is in the morning, so please check your timetable carefully.
- During the last week of lessons (the week beginning Monday 13rd May) if students have an exam in the afternoon, we will authorise absence from lessons in the morning to prepare, if students let us know in advance.
- On Friday 24th May at 1pm we have a **Leavers' Service** which is for Y13 students in the church to celebrate the end of their time at school.
- Once students have sat their last exam (either on the day or next day), they must come to Sixth Form reception to complete a **clearance form** which starts the process for organising the deposit to be repaid once all books/resources borrowed have been returned.

Exam Days

- For a morning exam, if the exam is in the Sportshall in main school, students need to arrive at the Street from 8.30am for a 9am exam start. If the exam is in the Sixth Form building students should line up outside the room by 8.45am.
- Students must ensure all bags- including phones, watches and earbuds, are locked away in bags, which can be left in the Sports Hall changing rooms or left in Sixth Form lockers or at Sixth Form reception. None of these items can be taken into the Exam Hall. Also, please ensure that pencil cases are clear and water bottles are transparent.
- Students need to make sure that they have all the stationery that they need for that exam including spare black pens and calculators if needed.
- Students need to be wearing their lanyard at this point, but they can put it away in their bag afterwards.
- For exams in the Sportshall, students will start lining up in the Gym from 8.45am for exams and they need to be silent from the moment they enter the PE corridor.
- They must not communicate with any other candidates once they enter the exam room.

- If the exam is in the Sportshall students will be dismissed from the side door and must remain silent whilst they collect your belongings from the changing rooms and until they re-enter the Street.
- For afternoon exams the same procedure applies but students should if the exams are in the Sportshall should arrive at the Street from 12.45pm and will start lining up from 1pm for a 1.20pm start, or if in the Sixth Form, students should start lining up outside the room by 1.10pm.

Absences and lates

- Students will be considered late if they arrive after the start of the examination and up to 10.00am for a morning examination or up to 2.20pm for an afternoon examination.
- Students will be considered very late if they arrive more than one hour, so after 10.00am, for a morning examination, or after 2.20pm for an afternoon examination.
- In both situations students will be able to sit the paper and will have their full-time allocation, but if very late, it will be up to the exam board whether they accept the paper or not.
- If students are going to be late please ring the school – don't panic! Then students need to turn their phone off. If they have a parent/carer with them then please come together to Visitor Reception, or to Sixth Form Reception if the exam is in the Sixth Form
- Through the exam season if a student does not turn up to an exam and we are not aware of a reason, **we will initially contact the student directly by calling the student's mobile phone number**. If a student has recently changed their mobile phone number and therefore different to the one we currently have on BromCom, please can they see reception asap.

During the exams

- Students must not start writing until the invigilator tells them to, which will initially be to fill in all the details required on the front of the paper before they start the exam.
- Students must not open the question paper until they are instructed to by the invigilator.
- At the end of the exam students must stop writing when they are told to by the invigilator. Writing as little as one more word after the time allocated could result in disqualification.
- Students must write clearly and in black ink (not blue). Coloured pencils or inks can only be used for diagrams, maps, charts, etc.
- Students cannot have anything written on their hands or have any evidence of notes on them.
- Students cannot talk to, try to communicate with, and/or disturb other candidates, once the exam has started, and students cannot borrow anything from another candidate during the exam.

If a student is unwell/disadvantaged

- If a student is too unwell to attend an exam the student and/or a parent/carer must contact Megan Fox, our Attendance Officer on 6thform@smrt.bristol.sch.uk and 01173 773465, or Miss Foster asap before the examination.
- Exam boards do require medical evidence where possible.
- If a student is unwell in the build-up to the exam but well enough to sit the exam, and/or other circumstances have directly affected their performance they should let Miss Foster know as soon as possible.

- If a student becomes unwell during the exam they should let the invigilator know during the exam by raising their hand.
- It could be appropriate for the school to ask for special consideration from exam boards and /or universities, if circumstances have impacted on exam performance.

A Level Results Day- Thursday 15th August

Students will be invited into school to pick up their results on Thursday 15th August between 9am and 11am. If someone other than the student is collecting results on Thursday 15th August, [this form](#) needs to be completed by Friday 12th July, in order for us to issue results on the day. More information about this day with progression advice and support will be shared after the exams.

As this is likely to be a stressful time for students and parents/carers, please do contact the school if there is anything we can do to support you at any point.

Some Useful links to support you

[SMRT Exams area](#)

[Ofqual student guide 2024](#)

[Coping with exam stress - a guide for students](#)

[Student Minds exam stress](#)

Best of luck to all students and we look forward to celebrating their time at Sixth Form at the Leavers' Ball and Leavers' Service.

Yours Sincerely

Mr R Shaw (Assistant Head- Head of Sixth Form) and Miss H Foster (Head of Y13)