

3rd April 2025

Dear Parents, Carers and Guardians

This letter contains important information about the summer examination period for year 12 students taking external exams this summer.

Preparing for the summer examinations

Students should already be preparing for their summer exams. Revision advice is being given in lessons and revision strategies are being modelled. Students should seek advice from their teachers or tutor if they are unsure about how to best prepare.

Staff are supporting students with strategies for managing anxiety and stress. In addition, 'Young Minds' offer useful advice, which can be accessed here: <https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/>

Information about the summer examination series

The timetable for the summer exams is available on the Northgate website in [Learning/Examinations/Summer 2025](#). The main examination period starts on Monday 12th May. **Please note that all students need to be available to sit examinations until the end of 25th June 2025 due to awarding body contingency planning.**

Students will receive their personalised examination timetable via the Bromcom Student Portal and you will be able to see it in MyChildAtSchool. Please take the time to go through this timetable with your child; any errors should be reported to the exams office immediately.

Morning exams start at 9.00am, and afternoon exams at 1.30pm. **Students should arrive 15 minutes before these times** to ensure a prompt start.

Students with extra time access arrangements should go to the venue on the exam timetable. However, *if their SEN access arrangement includes use of a laptop, scribe or reader, they should report to A32 at least 15 mins before the start time.*

Students sitting GCSE Maths, GCSE English Language, Level 3 Food Science & Nutrition or Level 3 Health & Social Care are expected to attend lessons when not in an exam. If they have an exam in the afternoon session, they will be permitted to leave at 12.35 to have lunch and a break before sitting their exam.

For students in Year 12 who are sitting A level maths, the arrangements are as follows:

- Students are permitted study leave on the morning of the exam; this means that they are not required to attend lessons but can attend if they would like to.
- Students that attend a period 3 lesson will be permitted to leave at 12.35 to have lunch and a break before sitting their exam.
- On the day of the exams, maths lessons that takes place during periods 1 to 3 will take a workshop format, providing a quiet space for students to undertake supported revision.

I would like to take this opportunity to express how important your role is in ensuring that your child is fully prepared for their exams and approaches them seriously. We would appreciate your support in ensuring your child has the correct equipment and arrives on time for all exams. Students should only have a clear bottle of water that has no label or writing on it. The exam boards stress that it is the responsibility of the student to come with the correct equipment, so we recommend that a clear pencil case with black biros, pencil, eraser, and if relevant, a ruler, protractor, pair of compasses and calculator, should be brought to all exams. We will not be loaning any equipment to students. We would ask that students ensure that they visit the toilet prior to taking their examination, as toilet breaks should only be taken in an emergency or in case of medical need.

Students are not permitted to have the following in their possession in the exam room: air pods, earphones/earbuds, mobile phones, any type of watch, smart-glasses, iPods, MP3/4 players, or similar devices.

The full information for candidates from JCQ is available on the Northgate website in [Learning\Examinations\Information for candidates](#) – it is vital that students read and follow these rules.

Thank you for your support. If you have any queries, please do get in touch with us at school.

Yours sincerely

Mr C Hill
Examinations Officer