

CITY OF DERBY ACADEMY

Farmhouse Road, Sinfin, Derby DE24 3AR
Tel: 01332 270 450 Email: admin@cityofderbyacademy.org
Web: www.cityofderbyacademy.org
Head of School: Mr A Harding BA (Hons) PGCE



10.05.2023

Dear student/parent/carer

Exam Period Arrangements

The GCSE exams start from 15th May; this letter outlines some of the key information for parents and students to guide them through the exam period.

Arrangements for 15th May to 26th May

Students will be expected to remain in school full time until Friday 26th May. This will bring us in line with schools within the trust and beyond, and will allow students access to expert teachers to help them to prepare.

For morning exams, students should go straight to their exam rooms for 08:45 without attending registration; they will be registered within the exam. Pastoral and subject staff will be on hand to provide support for students during this time. There will be some subjects where staff will run sessions before the exam – these staff will inform students where appropriate.

For afternoon exams, students will have a final Lesson period 3 and then will be allowed to go for lunch early at 12:35 to ensure they have plenty of time to have lunch before assembling to be escorted to their exam rooms at 13:00. They should remain in the dining hall to ensure supervision.

Students should return to lessons after their exams.

Arrangements from 5th June onwards

The school will be open for all students that wish to attend from 5th June onwards.

The table below outlines the different instructions, depending on the number of exams a student has on a particular day.

| | |
|-----------------------------|---|
| No Exams | Study at home or at school |
| Morning exam only | Attend exam at 08:45. |
| | Return home after the exam |
| Morning and Afternoon exams | Attend morning exam at 08:45 |
| | Spaces will be available for private study during the day, and lunch will be available as normal at 12:35 |
| | Attend exam at 13:00 – Students cannot leave the exam hall until 14:30 |
| Afternoon exam only | Attend exam at 13:00 - Use community entrance |
| | Return home after the exam – Students cannot leave the exam hall until 14:30 |

Proud to be part of the QEGSMAT

Registered Address: The Green Road, Ashbourne, Derbyshire DE6 1EP
A company limited by guarantee registered in England & Wales (company no: 07698914)

LIVING MY
BEST LIFE



Uniform

Students must wear correct school uniform to all their exams.

Conduct During Exams

- Students must arrive on time for the start of exams.
- Students are not permitted to communicate with each other in any way whilst in the examination room.
- Students must remain silent whilst in the examination room.
- Food, sweets or chewing gum are not allowed in any examination. Students may bring a drink (water only) in a clear plastic bottle with a screw top and label removed.
- Students must only bring authorised equipment into the examination room. This includes pens, pencils, rulers and calculators (if allowed). The equipment should be in a clear pencil case or bag.
- Students must not bring any unauthorised devices or materials into the examination room. This includes mobile phones and other digital devices, watches, bracelets, and revision notes.
- Unauthorised devices or materials must be left in bags or coat pockets or handed in before the examinations start. Bags and coats will be locked away in a separate area.

Full JCQ rules and advice are here - https://www.jcq.org.uk/wp-content/uploads/2023/02/IFC-Written_Examinations_2023_FINAL.pdf



Advice for Exam Days

Following the tips below will help students to feel more in control and less anxious on exam days.

- Get to bed at a sensible time, no later than 11pm. Late night revision is often counter-productive, students need sleep to re-set and be alert for exams
- Ensure you eat breakfast. Your brains need energy to function properly, however consuming energy drinks prior to exams is not advisable. Breakfast club is open as normal in the canteen before school.
- Do not try to cram the whole syllabus just prior to the exam. Look at a couple of key pieces of information and remind yourself of the structure of the exam.

I would like to take the opportunity to wish all of our students the very best for the exam season and thank parents for their ongoing support. A letter will be sent next term to give details about the results day on the 24th August.

If you have any further questions, please email me at jgreen@cityofderbyacademy.org

Yours sincerely,



Mr. J Green

Assistant Head - Assessment, Exams, Reporting, Home Learning