



01.05.2025

Dear student/parent/carer

Further exam period arrangements

The GCSE exams start from 8th May. This letter outlines some of the key information for parents and students to guide them through the exam period and beyond.

Arrangements from Thursday 8th May to Friday 6th June

Students will be expected to remain in school full time until Friday 6th June. 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 to Form and then to the Hall at 08:55 where we will ensure a prompt and well-prepared start. 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 will then be allowed to go for lunch early at 12:55 to ensure they have plenty of time to eat before assembling to be escorted to their exam rooms at 13:30. They should remain in the Hall/Canteen to ensure supervision.

Students should return to lessons after their exams.

Arrangements from Monday 9th June onwards

The school will be open for all students that wish to attend from 9th June onwards.

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

No Exams	Study at home or at school Attend exam at 08:45, meet in the Hall.
Morning exam only	Return home after the exam, leave via Community Entrance. Attend morning exam at 08:45, meet in the Hall.
Morning and Afternoon exams	Spaces will be available for private study during the day, and lunch will be available as normal at 12:35 Attend exam at 13:10, meet in the Hall.
Afternoon exam only	Attend exam at 13:15 - Use Community Entrance, meet in the Hall. Return home after the exam

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/2024/08/IFC-Written_Examinations_2024_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 our students the very best for the exam season and thank parents for their ongoing support. A letter will be sent soon to give details about the results day on the 21st August.

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

Yours sincerely,

A handwritten signature in blue ink, consisting of a stylized 'J' and 'G' followed by a horizontal line.

Mr. J Green
Assistant Head - Assessment, Exams, Reporting, Home Learning