



Wednesday 11th May 2022

Dear parents / carers,

I am writing with information about this year's examinations. Some important information is covered and a copy of the letter will be available on the school website under Examinations Information.

Process to date

Students have been informed of the marks proposed for any internally assessed components. The deadlines for requesting internal reviews of these marks have now passed in all subjects except Art and D&T (deadline 24th May for both). Those marks have been submitted to the exam boards for external moderation. This moderation process ensures that our marking is in line with national standards. It is important to note that the marks submitted to the awarding bodies are subject to possible change and should be considered as provisional still.

We can say with certainty that the summer examinations will be going ahead. The grades attained by students during our autumn and spring internal examinations will **not** form part of grading in subjects and we have **not** been asked to submit these marks to the awarding bodies. Nevertheless, these practice examinations have been an excellent opportunity for students to assess their progress, as well as getting used to the formalities of sitting examinations. We have been impressed with students' resilience and positive attitude. Staff are continuing to work hard to make sure that everyone is well prepared for the forthcoming examinations.

Students have received their final timetable. Please make sure this is checked carefully for examination clashes. If there is a clash, and your son / daughter has not yet received an email about this, it is their responsibility to inform us about this through exams@gms.bucks.sch.uk as soon as possible. On the reverse of the timetable is printed 'Information for candidates for written examinations'. We would be grateful if you would read through this carefully with them.

Special Consideration

Candidates are eligible for special consideration "if they have been fully prepared and have covered a whole course but their performance in an examination, or in the production of non-examined assessment, **is materially affected by temporary adverse conditions beyond their control at the time of the assessment**".

There are two possibilities:

- The candidate is present for the examination, or non-examined assessment, but is disadvantaged.

- The candidate is absent for the examination, or non-examined assessment, for an acceptable reason. This year, an acceptable reason would include testing positive for COVID-19, or being unwell with relevant symptoms. This is because the UK Health Security Agency's guidance in this situation is that the candidate should stay at home and not attend examinations for three days.

JCQ (Joint Council for Qualifications) outlines details of the special consideration process in its main [guidance](#) and the accompanying [Frequently Asked Questions](#).

If, during the examination period and after reading this JCQ information, you feel your son / daughter may be eligible for special consideration for a particular examination, please complete this [MS Form](#) immediately before, or on the day of, the examination.

In the unlikely event of a student needing to miss an examination *due to a temporary illness*, there is a slightly different process. Please inform us immediately by emailing exams@gms.bucks.sch.uk and requesting and completing a Form 14 (Self-certification). This form must be hand-signed.

Mrs Chrominski, our Examinations Officer, will apply for special consideration on behalf of a student, should the JCQ criteria be met, once the relevant form has been completed.

Key dates

Friday 13 th May	Leavers' Morning; 9.15 am – 10.30 / 11 am
Monday 16 th May	Main bulk of examinations start
Monday 23 rd May	Attendance at lessons no longer mandatory but lessons will still be provided in subjects until exams in that subject are finished
Friday 24 th June	Prom, Hazlemere Golf Club; 7 pm – 12 am
Wednesday 29 th June	Examinations Contingency Day
Thursday 18 th August	Results' Day (more information to follow later) <ul style="list-style-type: none"> • Collection in person: 8.30 am – 10.30 am • Emailed to student account: 10 am • Sixth Form team available for advice: 8.30 am – 3 pm

I, and my colleagues, would like to wish everyone well with their revision and to encourage everyone to continue to look after their wellbeing in this challenging period. We are proud of the approach taken by the year 13 students so far and believe these examinations will allow them to show what they are capable of.

Please do not hesitate to contact either Mr Hollyman, Director of Learning Key Stage 5; Mrs Chrominski, Examinations Officer; or myself if you have any questions or concerns.

Kind regards,

Louise Fletcher
Associate Assistant Headteacher