



HEADTEACHER: Mr K Ford

May 11th 2023

Dear Parents / Carers

I am writing 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 in all subjects except BTECs in Public Services, Sport and Travel & Tourism (due to students by Friday June 16th). The deadlines for requesting internal reviews of these marks have now passed in all subjects except for the following:

Subject	Student deadline for requesting an internal review of marks for an internally assessed component
Creative Digital Media Production (BTEC)	Tuesday 16 th May
Childcare & Education (CACHE)	Wednesday 17 th May
Art (A Level)	Tuesday 23 rd May
Public Services (BTEC)	Friday 30 th June
Sport (BTEC)	Friday 30 th June
Travel & Tourism (BTEC)	Friday 30 th June

Those marks are 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.

I would like to clarify that the grades attained by students during any mock 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' 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 ask them to check this 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.

'Information for candidates for written examinations' is printed on the reverse of the timetable. We would be grateful if you would read through this, and the relevant [JCQ document](#), carefully with your child. Both are relatively short, but contain incredibly important information. The JCQ document can be found also on the website under Examinations Information – Information for candidates and parents / carers – IFC Written Examinations 2023 final. In addition, students are already aware that:

- pens must be black and non-erasable
- pencil cases must be transparent with no writing / labels
- water bottles must not have writing / labels
- we do not have spare equipment to lend to students who forget something

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 **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 but is disadvantaged.
- The candidate is absent for the examination for an acceptable reason. There are minimum requirements for enhanced grading in this case.

JCQ (Joint Council for Qualifications) outlines details of the special consideration process in its [guidance](#). Please read it carefully. If you feel that your son / daughter may be eligible for special consideration for a particular examination, they must complete this [MS Form](#) **immediately before, or on the day of, the examination**.

Mrs Chrominski, our Examinations Officer, will apply for special consideration on behalf of a student, should the stringent JCQ criteria be met, once the relevant MS Form has been completed. She will inform the student if any application has been submitted.

Key dates

Friday 12 th May	Leavers' Morning: 9.15am – 10.30 / 1am then students are off site.
Monday 15 th May	Main bulk of examinations start but registration and lessons continue as normal this week unless students have an examination
Monday 22 nd May	Attendance at lessons no longer mandatory but lessons will still be provided in subjects until exams in that subject are finished
Thursday 8 th June	Examinations Contingency Afternoon from 1pm
Thursday 15 th June	Examinations Contingency Afternoon from 1pm
Friday 23 rd June	Prom: Wycombe Heights Golf Club; 7 – 1 pm
Wednesday 28 th June	Examinations Contingency Day
Thursday 17 th August	Results' Day (more information to follow later) <ul style="list-style-type: none">• Collection in person: 8am – 10.30am• Emailed to student account: 10am• Sixth Form Team available for advice: 8am – 3pm

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 are sure that 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, ohollyman@gms.bucks.sch.uk or Mrs Chrominski, Examinations Officer, exams@gms.bucks.sch.uk if you have any questions or concerns.

Yours faithfully

Louise Fletcher
Achievement and Academic Data Standards Lead