

January 2025

Dear Year 13 Students and Parents/Carers

### **Year 13 Examinations (Monday 3 - Friday 14 February 2025)**

**Please note that the MFL oral examinations take place before this examination period.**

We are writing to update you on arrangements for the Year 13 trial examinations.

#### **Individual timetables**

Individual timetables were emailed to the student's school email address on Friday 17 January 2025. These were also emailed to the primary parent/carer contact held on our data management system. Students will receive a printed copy this week. These will be distributed via their form tutor, or students can collect them from the register trays.

All students should check their timetable and contact Mrs Hicks, our Exams Officer, if they have any questions. They can go to see her or email [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk).

Students must be able to access their timetable every day during their examinations. We will not print new copies of timetables.

#### **Examination clashes and supervised revision**

Where a student had an examination clash (two examinations that happen at the same time) on the generic timetable, this has been resolved on their individual timetable. One examination will have been moved earlier, or later. For the time between these two examinations, students must be supervised. They can revise during this supervised time, but cannot have access to any electronic devices; they must bring exercise books, textbooks, revision notes, etc to revise from. They may bring snacks and drinks. If they are supervised over lunch, they will be escorted to the canteen if they wish to buy food and/or drink.

#### **Study leave and working in school**

During the period Monday 3 to Friday 14 February 2025, students will be on study leave. Students are only required to attend school for the examinations. However, the study facilities in the Sixth Form, with the exception of the Conference Centre, will be available at all times. **When in school, either for an examination or to revise, students must sign in and out** so that we are aware of who is on the school site. The usual standards of punctuality, behaviour and dress are expected.

If students choose to take advantage of this study leave, they must ensure they arrive promptly for all of their examinations. Students must be outside their examination room 15 minutes before the examination is due to start, having already organised their equipment and been to the toilet.

Study leave may be cancelled for individual students if:

- they are late/miss an examination because they are not organised about getting to school on time.
- they do not follow the examination rules or the school rules.
- they are behind on any of their NEA (Mr Henson will be in touch approximately 1 week before examinations start, if this is the case).

Please note that, for this period, the school lunch break will be 12.20pm to 1.20pm, allowing students to have lunch before afternoon examinations. Please be aware that some examinations may run past the end of the school day (as is the case during public examinations). Unfortunately, it is not possible to hold the school buses past 3.30pm; where necessary, students should ensure they make appropriate arrangements to get home.

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**Headmaster: Mr Michael Jones BA Med**

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### Equipment, school rules and exam regulations

Students are expected to have all necessary equipment for their examinations. Please note that students must write in black ink (not blue). Students will not be loaned equipment, unless their equipment breaks/stops working during the examination.

**Calculators:** exam regulations state that “candidates are responsible for making sure that their calculator meets the awarding bodies’ regulations”. Where necessary, students must ensure they know how to activate the ‘exam mode’ to ensure it complies with these regulations. If you are unsure, please speak to your teacher or see Mr Baker.

Please be aware that the school rules apply to all students during the examination period.

On Monday 20 January, all students will attend the examination briefing assembly. Ahead of the assembly, please find attached the JCQ ‘[Information for candidates - Written examinations](#)’ that provides the regulations as they apply to the Summer A Level examinations. Students will be expected to adhere to these same regulations in these trial examinations.

### Absence during examinations

If your child is too unwell to attend an examination, please **report the absence as early as possible by contacting Mrs Smith** (Sixth Form Academic Support Officer) on 01923 665715 or email [k.smith@parmiters.herts.sch.uk](mailto:k.smith@parmiters.herts.sch.uk). Mrs Smith must also be informed of any University/Apprenticeship interviews that fall within the examination period. If the reason for the absence is legitimate, we will endeavour to reschedule examinations missed. Students should be prepared to sit rescheduled examinations missed at short notice. Mrs Hicks (Exams Officer) will email students with the dates/times of any rescheduled examinations.

### Mitigating circumstances

Since the cancellation of A Level examinations in Summer 2020 and 2021, Ofqual (the body that oversees examinations and assessments in England) have required that schools have information from trial examinations that could be used to award A Level grades if all/some examinations are cancelled. Whilst this is extremely unlikely, it is prudent for us to collect information about any extenuating circumstances that affect an individual’s performance in these trial examinations.

If a student believes that their performance was affected by an event that was outside of their control at the time of, or immediately before, the assessment (such as illness, family crisis or bereavement), then you need to make us aware via [this Google form](#) by the end of day on **Monday 20 February 2025**. This information will **not** be used to adjust the mark/grade at this time, but will be taken into consideration if A Level examinations are cancelled and we are required to use the outcomes of these trial examinations as part of the grading process.

If you have any questions about the Year 13 trial examinations, please get in touch:

Mrs Hicks, Exams Officer: [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk)

Mrs Smith, Sixth Form Academic Support Officer: [k.smith@parmiters.herts.sch.uk](mailto:k.smith@parmiters.herts.sch.uk)

Mr Baker, Deputy Headteacher: [a.baker@parmiters.herts.sch.uk](mailto:a.baker@parmiters.herts.sch.uk)

We wish students every success as they enter the final stage of their A Level studies.

Yours sincerely



Mr A Baker (Deputy Headteacher)



Mr T Henson (Head of Sixth Form)



Mrs H Potter (Head of Year 13)