

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com
Ashton Road Lancaster LA1 4RS



01524 64496
admin@ripley.lancs.sch.uk

27th April 2022

Dear Parents/Guardians,

As the period of public examinations draws near, I would like to take this opportunity to provide you with some important information. Detailed guidance on examinations for pupils and parents is already available on the school website in the form of a [booklet](#) from our examinations officer.

All candidates have now received a Statement of Entry with their exam details and dates. They will shortly be receiving their individual exam timetables with the dates and sessions (am or pm) of all the papers they are taking, their exam room and seat number. Please check each exam date carefully with your child to see if the exam is in the morning or the afternoon.

Study leave

The GCSE examinations start on the 16th May. During these first few weeks of the examination period, pupils will be expected to attend school normally, starting with registration in form at 8.45am. Some subject departments are organising a free breakfast for pupils prior to a morning examination to help calm exam nerves and provide some last-minute guidance (a full list of these breakfasts will be provided in due course). If pupils are not undertaking examinations during the school day, they will be in their usual classes and be given the opportunity to revise or will be provided with tuition by their teachers. Year 11 pupils will have a Leavers' Service after their English Literature exam on Wednesday 8th June. After this service ends in the early afternoon, a period of study leave will begin and pupils will only be expected to attend school for their examinations.

Morning exams start at 9.00am and afternoon exams at 1.30pm. Pupils must arrive at least 10 minutes prior to the start time of their examination to enable seating procedures to be carried out efficiently and to allow for any unforeseen room changes. Pupils are responsible for arriving at school on the correct day and time, properly dressed in school uniform and with all necessary equipment.

Every effort must be made to attend all examinations on time. In certain circumstances, candidates who arrive late for an examination may still be admitted but may not receive any additional time. Normally, candidates with a genuine reason for being late (please contact school reception on 01524 64496 if this the case) and who arrive within 30 minutes of the start time will be admitted.

Special Consideration

As is normal in a standard examination series, candidates are expected to complete all examinations to receive a grade. There may be exceptional cases though where this will not be possible such as a temporary illness on the day of the examination. Information about applying for special consideration is contained in our examinations booklet and detailed information is available from the [Joint Council for Qualifications \(JCQ\)](#). The JCQ has updated

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the guidance this year in line with the most recent UK Health Security Agency (UKHSA) guidance on Covid-19. Candidates who are unwell and have a high temperature are advised not to attend exams until they feel better and no longer have a temperature. Candidates who test positive for Covid (if they have chosen to take a test or have been directed to do so by a medical professional) are advised not to attend exams for 3 days. Please contact school immediately in these situations to report the absence and we can apply for special consideration on the grounds of 'absent from exam'. We will require that parents and pupils complete the [JCQ Form 14](#). This is a self-authentication form and requires pupils to sign to say they are not committing exam malpractice. **The form makes it clear that results can be withdrawn or candidates disqualified if false claims of illness are made.**

Revision

Please do talk to your child about their revision and encourage them to follow the guidance from their teachers and outlined in their revision guide as well as on Firefly. They may be struggling with motivation or managing their time – a supportive chat can make all the difference. Finally, please remind your child of the availability of the study room after school on Tuesdays, Wednesdays and Thursdays. A number of Year 11 pupils have been making good use of this facility for an hour of quiet revision prior to heading home.

Thank you for your continued support as your child prepares for and undertakes these important examinations.

Yours sincerely,

Mr E Goddard
Vice Principal