

Thursday, 14 March 2019

Dear parent/carer,

The summer 2019 GCSE and A'Level exam season kicks off the week beginning 14<sup>th</sup> May with GCSE examinations in Science, French and English.

I would like to take this opportunity to wish your son/daughter the very best of luck in his/her exams, and to offer you my assurances that we will be doing everything in our power to ensure the smooth facilitation of the summer 2019 season.

Please find enclosed a copy of your child's exam entries and dates for the summer season, accompanying "Information for Exam Candidates" leaflet, and a publication from the Joint Council for Qualifications that details exam rules.

Please note that we have not yet published exam room details. This information will be distributed to learners closer to the start of the season with details of any special arrangements in place, and will also be on display in the atrium area at BOA on the morning of each exam for our students' peace of mind.

Please do check through the enclosed timetable carefully and notify Mrs Jass in the examinations office if there are any concerns ([exams@boa-academy.co.uk](mailto:exams@boa-academy.co.uk)). Please pay close attention to GCSE Languages, Science and Mathematics entries where a letter "F" signifies a student is entered for a foundation tier exam paper (for students targeted grades 1- 5), and an "H" signifies a student has been entered for a higher tier paper (for students targeting grades 5-9).

The windows and deadlines for the externally assessed elements of the BTEC pathways are mostly closed by the second week of June, with the exception of any traditionally examined components. Note dates/times for the non-examined elements of the BTEC qualifications are not included on the attached timetable but we have taken steps to avoid any clashes with GCSE and A-Level examinations. Your child has been provided with details of BTEC assessment via their pathway teachers.

The "Information for Exam Candidates" leaflet and JCQ guidance publication explain the rules and regulations around exam conduct. Please read this information together with your son/daughter to ensure they are clear about how to conduct themselves in the examinations. There will be an assembly on our expectations and further guidance prior to the commencement of the season.

Following the May half-term break (27<sup>th</sup> May – 31<sup>st</sup> May), year 11 and year 13 Pathway, GCSE and A-level timetables will continue as normal to allow students the opportunity to revise in a conducive environment and seek support from their teachers should they wish to attend.

Year 13 students have been informed that they will need to continue to attend Pathway lessons around their examinations until their Director, or a member of SLT has confirmed they have maximised their achievement in their BTEC qualification in accordance with our signing off process. It is usual for students to continue working on their BTEC right up until the end of June so please bear this in mind if booking holidays.

This is an exciting, but extremely busy time of year for us here at BOA, and a challenging yet highly rewarding experience for your children. If you have any concerns about how your child is managing during the exam season or would like any advice in supporting them please do not hesitate to contact the pastoral team and/or your child's subject teacher.

For quick reference we have placed a basic overview of exam dates in the parents' section of our website, but please refer to the attached list of entries for details of your child's specific timetable.

Yours sincerely

Michael Painter

Assistant Principal