



April 4, 2025

To: Parents/Guardians of Year 11 Students

**Re: Year 11 Summer exams, Thursday 8<sup>th</sup> May – Wednesday 25<sup>th</sup> June.**

Dear Sir/Madam

I am writing to inform you of the arrangements for the forthcoming Year 11 examinations in the summer term. This week, your son/daughter will be given a rooming timetable and an updated, individual version of their exam timetable. Please take some time over the next few days to read through this information. The rooming timetable is also available on the school website under the Menu/ParentsandStudents/Exams link: <http://finhampark.com/exams/>.

The majority of the summer term exams will be held between Thursday 8<sup>th</sup> May and Wednesday 25<sup>th</sup> of June. There will be two exam sessions in the day, one morning session and one afternoon session. The morning sessions will start at **9.15 am** and afternoon exams at **1.30 pm**. Students should go straight to their exam venue if they have an exam at this time. Punctuality is essential as these exams cannot be re-arranged if students are too late to start an exam or miss an exam altogether.

During the exams, students will have “early” lunch (12.35 pm – 1.00 pm) if they need to remain on site in order to accommodate the afternoon exams. The exact finishing times for the morning and afternoon sessions will vary from day to day according to the duration of the exams. Students entitled to Access Arrangements and/or extra time during exams will receive this in their Summer exams. Students will be expected to wear normal school uniform during the exams. After 12<sup>th</sup> May, students should only come in to school if they have an exam.

Students should check for any “clashes” on their timetable, i.e. occasions where it appears they have 2 exams in the same session. If students think they have found a “clash” which has not already been resolved for them, they should see Mr Jeffreys or Mrs Williams in A22 (the examinations office) as soon as possible.

The assessments will be supervised by external invigilators, with support from teaching and associate staff, which will include identification of students before and during the exams. The exams will be conducted under the normal exam board regulations. A copy of the most recent version of these regulations is available on the JCQ website: [https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written\\_Examinations\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf)

Students are also expected to adhere to the school's normal Behaviour for Learning policy. Any breaches of this code or of the exam board regulations during exams will result in sanctions, starting automatically at the C3 level. It is worth noting that breaches of the Exam Boards' regulations can result in a student being disqualified from all their examination entries in that exam season.

If you wish to discuss any of the matters above, please do not hesitate to contact me.

Yours faithfully

Robin Jeffreys  
Examinations and Assessment Manager  
E-mail: [exams@finhampark.co.uk](mailto:exams@finhampark.co.uk)

Tel: 02476 840829