



# Moseley School and Sixth Form

Moseley School and Sixth Form  
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Headteacher: Mr A Bate BSc NPQH

9<sup>th</sup> May 2023

Dear Parents and Carers

We know that this is an important year for our year 11 students and I would like to let you know of the arrangements for the examinations.

## **Start of Written External Examinations – 15<sup>th</sup> May**

External written exams start on Monday 15<sup>th</sup> May. Students need to make sure that they attend every external examination and arrive on time for all external examinations as late entry will not be permitted and no examination can be completed at a later time. Students will sit exams in all of their subjects in the sports hall or CG01 and will need to follow regulations set out by JCQ. This information has already been sent to you and can be found for reference on the website.

Students need to arrive no later than 8.30am for a morning exam and 1.00pm for an afternoon exam. They then line up in their rows on the playground as per their timetable. Their row and seat number can be found on Edu link. They have also received a paper copy of their examination timetable with this information on it.

On exam days phones should not be brought into school as they are not allowed into the examination room. If a student brings a phone into school, this needs to be handed in before every examination. The school accepts no liability for any losses of phones in school.

Once in the examination room no communication should occur. This includes talking, turning around and any other instances that can be interpreted as communication. Unauthorised equipment is not allowed in examination rooms, this includes watches of any kind. All equipment should be brought in for all examinations as no equipment will be able to be given out. All pencil cases and water bottles should be clear. Pens should be black and if an examination requires a calculator, this should not have any backs on them. Any breaches of regulations could result in an exam being cancelled along with further examinations with that examination board.

## **Booster Programme 12<sup>th</sup> May**

To help support students in preparation for their final exam we will be holding booster sessions directly before a morning exam at 8am, directly before an afternoon exam at 11am or the penultimate day before their exam also at 11am. You will be able to find a link to the booster programme along with an examination timetable at the end of this letter. These booster sessions are important because the students will be given 'last minute' information and the 'final actions' that they can take their final examinations.

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.

This booster programme has been designed to make sure that your son/daughter has the best possible preparation for their next examination but if any student fails to follow what is required of them they will not be allowed into the booster session and be sent home. They will then not be allowed to any further session and will only be allowed on site for their examinations.

At all other times students need to stay at home and prepare for their next examination. Students will only be required in school for an examination or a booster session. If you would like your son/daughter to stay in school at other times, can you please let me know so that I can arrange this. Students will be allowed to stay in school but only if arrangement has been obtained before the day required.

### **Ways you can help - Important Information**

I have listed below a few questions and ideas that you can use to help with your son/daughters preparation:

- Ask your son/daughter what you can do to help them with their revision.
- Tell them that you are here to support them and will do anything you can to make them achieve the best that they can do.
- Support them with timing practice exam papers. If you give them a minute per mark this will help them focus.
- Make sure that your son/daughter is eating healthy, drinking water often, getting exercise and eight hours sleep. These are all good for energy levels and concentration.

Your continued support in your son/daughter's education is most important. Together, we can work to help your son/daughter achieve the highest possible success; therefore, I ask you to make every effort to support your child during this time.

**Link to Exam and Booster Session Timetable here:** <https://www.moseley.bham.sch.uk/wp-content/uploads/Summer-Exams-2023-Booster-and-Exam-Timetable.pdf>

If you require any further information, please do not hesitate to contact me.

**Mr K Harris**

**Assistant Headteacher**