



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

1<sup>st</sup> May 2024

Dear Parents and Carers

## Year 11 GCSE Examinations Key Dates and Support

I am writing to ensure that the final details for the GCSE examinations are clear. Also to inform you of additional Year 11 key dates and support being offered to pupils.

Pupils will have concluding lessons and an assembly on Tuesday, 7<sup>th</sup> May before their written GCSE examinations begin. We will wish them well during the assembly, but are not saying goodbye. All celebrations, shirt signing etc. will be carried out when the examinations have finished (please see previous letter sent at the end of March).

Before each exam, we will hold 'Exam Briefings' for that specific subject, where pupils can study before their exam with subject teachers who can go over key information and pupils will be able to ask any questions they may have. The briefings will run from 8-8:30am for morning exams and 12:45-13:15 for afternoon exams. Pupils should sign in and out at Reception, where they will be informed of which room to go to.

If your child does not wish to attend the exam briefings, please ensure they arrive to school for 8:30am for morning exams and 13:15 for the afternoon exams (see previous letter). JCQ allocate a window for all centres to begin an exam and if a pupil is late, they may not be able to sit the examination. If lateness is caused by external circumstances, such as transport issues, please contact the school immediately, so that we can assist if possible, including if required, informing exam boards and ensuring the exam can still go ahead.

A final reminder of key points for exams -

- 1) The time stated on the exam timetable is the exam start time, candidates should arrive 30 minutes before the exam
- 2) **Candidates must not have a mobile phone or smart watch on their person during an exam**
- 3) The only items taken into an exam should be those needed for the exam  
*Pencil case and water bottle must be transparent*
- 4) Communication of any sort is forbidden during the exam
- 5) Pupils are expected to be in full school uniform throughout the examination period, which includes a blazer, tie and black school shoes. The normal jewellery rules still apply
- 6) A missed exam without a clear medical reason will mean 0 marks awarded
- 7) Special consideration can be applied for if a candidate may not have been able to perform at their normal standard. The more evidence that can be provided the better. Please send evidence to the exams officer via -  
[exams@archten.croydon.sch.uk](mailto:exams@archten.croydon.sch.uk)

Finally, I would like to wish Year 11 pupils the best of luck and may God be with them throughout the exams.

Yours sincerely

Mr Winter

Senior Assistant Headteacher - Curriculum, Learning, Assessment, and Progress  
FCCT

[www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

Headteacher: Richard Parrish MA (Oxon)