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May 2022

Dear Students,

Year 12 Progression exams and end of term arrangements

Firstly, please can we remind you that Year 12 Progression Exams are taking place from **Friday 24 June** through to **Friday 1 July**. These exams will take place for A level courses only. A level and GCSE lessons will finish on Thursday 23 June and there will be no further lessons for the remainder of the term. Additional information will follow for students studying applied general courses such as BTEC courses.

All Year 12 students must attend the Progression Day on Thursday 7 July. The format of the day will be explained when you arrive but please note that you will be given a specific time to arrive at the Students' Union. We will discuss the results of any Progression Exams, your progress in applied general courses, and other issues such as attendance and behaviour if they have been an issue of concern. The Progression Day is an important day on which your continuation into Year 13 will be determined. In most cases, it is an opportunity to recognise the good progress you have made in Year 12, and to celebrate your attendance and commitment. There will be no college buses running on Progression Day.

Students that do not attend one or more of their Progression Exams or who fail to attend Progression Day, without there being a legitimate reason accepted by the college, are unlikely to be permitted to continue their studies into Year 13.

Good luck with Progression Exams and external exams this summer

We want you to perform at your very best in your Progression Exams this summer. Some students, particularly those studying courses such as BTECs or GCSE, will also have **external exams** this summer which contribute to your qualification and your final results.

To help feel calm and confident, remember:

- Get plenty of **sleep** not just the night before your exam, but from now until all your exams are over.
- Don't forget the positive effect that **exercise** and **diet** can have on your physical and mental health. Keep the sugar and caffeine low, keep the water intake high.
- Keep to a focused and manageable **revision plan** from now until the end of your exams, using the revision strategies you've developed over the year.
- Remember that **you know what to expect** – you've done lots of assessments over the year already and have a good understanding of the topics that could come up and the style of questions you could be asked.

What if there are major problems on the day of an external exam?

Guidance from the Joint Council for Qualifications (JCQ), the exams regulator, sets out that '*As is normal as in a standard examination series, candidates are expected to complete their examinations to receive a grade.*'

If you miss an **external exam** this summer there might not be an opportunity to sit that exam again, so it is important that you attend. If you fail to attend an external exam this summer without legitimate

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reason that the college accepts, you may not be permitted to continue your studies in Year 13. If you are, you should expect disciplinary action, and to be issued with a bill to cover the cost of the exam you have missed.

Circumstances in which special consideration can be given where a student has sat an external exam but been disadvantaged are very limited. Examples include terminal illness of the candidate or a parent / carer at the time of the exam, life-threatening illness or major surgery at or near to the time of the exam, a recent death of a close friend or relative. Similarly, circumstances in which special consideration can be given where a student has been unable to sit an exam are also limited. These circumstances are determined not by the college but by JCQ. Such situations are exceptional and you **must** contact the Examinations Officer georgina.lawrence@nclt.ac.uk and also your Progress Tutor on the day of your external exam or earlier to make the college aware of your circumstances or the reason for your absence. Appropriate advice can then be given, including information about whether or not you need to provide any documentary evidence and whether or not you need to complete any paperwork for the examination boards. Applications for special consideration must be supported by the Senior Leadership Team and it is important that you contact the Examinations Officer on the date of your exam.

If for any reason there is an exceptional situation that prevents you being able to attend a Progression Exam, you **must** also contact the Examinations Officer and your Progress Tutor in the same way, as early as possible on the day of your Progression Exam.

When will exam results be available?

As mentioned previously, **Progression Exam results** will be collected by students as part of the Progression Day on Thursday 7 July. **A level maths results for year 12 students** will be available for collection in person at 9am on Thursday 18 August on the top floor of the LRC, or can be viewed in the Exams section of Cedar on Friday 19 August. Results of **external exams such as BTEC** will be released to the college over the summer, and will be available on Cedar on the morning of Friday 19 August. You can access them through 'Exams' on the Cedar menu; please note that any queries about these results will be dealt with at the start of term and not before.

We very much look forward to seeing how you perform in these important end of year exams and we wish you the very best of luck in your final preparations for them.

Yours sincerely

Vicky Marks
Principal