



Joseph Leckie Academy

Thursday 16th June 2022

Dear Parents/Carers,

You will remember that I wrote to you earlier in the year to make you aware that the period Monday 27th June to Friday 8th July would be an examination period for Years 7, 9 and 10. This period is set into the calendar to allow students to be tested on all of the learning throughout the academic year and to prepare them for formalised examinations, which all of the students will face during their time here at Joseph Leckie during GCSEs, vocational qualifications and A-Levels.

We have undertaken examination weeks with all year groups this year with Year 11, 12 and 13 mock exams alongside Year 8 examinations in February. All of these have been very successful and we expect this examination period to be no different. The timetable for formal exams, taking place in the sports hall is included on the back of this letter.

All students will have formal examinations in the Sports Hall for core subjects; English, Maths and Science in the week 27th June to 1st July and will have examinations and assessments in their other lessons during class time. If your child has a SEND need and requires access arrangements putting in place, such as a scribe or reader, this will be put into place during this exam time, as it will be common practice in their lessons, also.

Can I ask that you talk to your child about these examinations and remind them of the following important messages:

- Students must arrive on time for examinations ready to start the exam for the allocated time.
- Students must follow the instructions of all teachers, invigilators and staff.
- Students must ensure that mobile phones, watches and any papers etc. are away in bags and coats or handed into a member of staff prior to the exam, to ensure that there can be no interruptions.
- Students who do not follow the instructions of examination conduct will be removed from the examination and awarded no mark for their examination, as it will be void.
- Students must work in silence during examinations and must raise their hand and wait if they need assistance.
- Students should go to the toilet before examinations and will not be able to leave the examination to attend the toilet, unless they have a medical toilet pass.
- Students must return to normal lessons on the conclusion of each examination.

Teachers have been asked to submit grades for these examinations by Friday 15th July and students will be given their grades so you can discuss with them their attainment and progress. If you have any questions about the exam period, please do not hesitate to contact me at the Academy.

Kind regards,

Joe Greaves
Assistant Principal



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