

## Sixth Form Preparation for Examinations 2019

Dear parent / carer,

Listed below are the arrangements for exams and study leave for the summer 2019 exam period. Also attached is the full exam timetable for AS and A2 exams for the May to July session.

### Year 12 students

**From week beginning Monday 13<sup>th</sup> May 2019**

- All students will attend all lessons until they have taken their **final examination for that subject for their AS level.**
- Once students have taken their last exam in that subject they will not be expected to return to that lesson and sixth form until the start of A2 teaching on Monday 10<sup>th</sup> June.
- On this date all **AS Level students will return to all lessons whether they intend to continue with that subject at A2 or not.**
- Vocational lessons will continue throughout the examination period and students will not receive time off from these. They are expected in all subjects (Hospitality, Engineering, Business, Health and Social Care, Sport, Youth Work) to complete coursework.
- **Tutor time:**  
All students are expected in tutor time as they will be starting the UCAS process. If there is an exam for their AS subject at 2pm, they are not required to attend so can revise. Students are **expected to communicate this to Lily.**

### Year 13 students

- All of the above points apply for year 13 students, except tutor time. Y13 students have collapsed tutor time which allows them to revise; they are not expected in tutor.
- Year 13 AS / A2 students will attend all lessons until they have taken their **final examination for that subject.**
- The last A2 exam is on **Monday 24<sup>th</sup> June 2019**

- Year 13 vocational courses will continue until the **coursework deadline date for all courses on April 26<sup>th</sup> 2019**. Students will continue to attend vocational lessons until coursework is completed to their target grade.
- There will be a leaver's assembly on **Thursday 27<sup>th</sup> June** at 13:30 in the theatre and all students (Y12 and 13) will be expected to attend to celebrate their achievements.
- There will also be our annual Y13 leaver's dinner on **Friday 28<sup>th</sup> June from 6pm**. This is an annual event where staff and students have a dinner and celebrate together.

### **RESULTS DAY 2019**

For both year groups, AS and A-Level results day will be held in Sixth Form on **Thursday 15<sup>th</sup> August** from **8am-12 noon**. This is a celebration of the success of students, so we welcome friends and family to come and join us in this; we expect students to collect results in person. If you are away on holiday, do let us know in advance as we will need to have these emailed over by the exams team. We are unable to give other students a candidates results without a letter of permission.

### **Y13 and UCAS**

UCAS' clearing will be open from 8am, and sixth form staff can assist students with this. We encourage students to come into sixth form as early as possible to discuss possible re-marks and admissions with subject teachers:

- Re-marks can be sent off but a document needs to be signed by the student before this can happen. Ideally, this should be done on results day; remarks are for those students who were 1 or 2 marks away from the next band
- UCAS's clearing opens at 8am. We have found that communication with admissions early in the morning opens more opportunities for students. Clearing places fill up fast, so we encourage students to come in as early as possible to ensure that staff are around to support in conversations
- Admissions to universities often release information regarding acceptance early on the UCAS Track website. However, a discussion with colleagues in sixth form who have expertise in UCAS may help with admissions into an institution

If you have any questions about this or the exam process in general, please contact the Sixth Form office on 01295 234233.

Yours sincerely,



Beth Hall  
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