



6 May 2022

Dear Parent/Guardian

As GCSE examinations approach, experience has shown that once courses finish it is much better for pupils to make final preparations at home for their examinations. I wish to confirm that today is the final school day for Year 12 pupils. It is important that pupils make the most of this opportunity and spend their time wisely. Please note staff are available in school and are always happy to assist pupils and should a pupil wish to attend school to revise - this can be arranged. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations.

Examination Regulations

Pupils must follow the instructions of the Chief Invigilator during the examinations at all times. Pupils have been issued with their examination timetables and have received a presentation from Mr Hanlon, Examinations Officer, which gave details on examination rules. Any infringement of the examination rules will be viewed seriously. Please assist us by ensuring that your son/daughter arrives at least **20 minutes** before the start of the examination on the **appropriate day** and that he/she has everything necessary for that day's examination(s). If your son/daughter is going to be late or absent for an examination due to circumstances beyond their control, **the school office must be informed immediately.**

Pupils **must not** have any of the following devices in their possession in the examination hall:

- **mobile phone**
- **watch**
- **iPods**
- **MP3/MP4 players or similar devices**

Our instruction is that mobile phones **must not** be brought to school on examination days. Serious penalties will be imposed by the **examination board** where pupils are found in possession of any of the devices listed above in the examination room.

A full version of the presentation given to pupils by Mr Hanlon is summarised in the "**Information For Candidates**" document, on the public examinations section of our school website. **I would encourage you to read over it carefully with your son/daughter:**

https://docs.google.com/document/d/1eSMx98hWUMMLs2ujVHC20x8_5erMJ7qBothROKJWEExw/edit?usp=sharing

Access Arrangements and Special Consideration

(i) Access Arrangements

If applicable, access arrangements are already in place for your son/daughter and will continue throughout the period of public examinations. If you have a new access arrangement e.g. an injury, please contact the School immediately by writing or sending an email to info@banbridgeacademy.banbridge.ni.sch.uk.

(ii) Special Consideration

Banbridge Academy follows the advice given by the Joint Council for Qualifications (JCQ) in relation to special consideration.

https://www.jcq.org.uk/wp-content/uploads/2022/05/A-guide-to-the-special-consideration-process-202122-%E2%80%93-General-and-Vocational-qualifications-Updated-4-May-2022_FINAL.pdf

As defined by JCQ, 'special consideration' is a post-examination adjustment to a candidate's mark or grade to reflect a temporary illness, temporary injury or other imposition **at the time of the assessment** which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his/her normal level of attainment in an assessment.

These include:

- temporary illness or accident/injury **at the time of assessment**;
- bereavement **at the time of the assessment** (where whole groups are affected, normally only those most closely involved will be eligible);
- domestic crisis arising **at the time of the assessment**;
- serious disturbance **during an assessment**;
- extreme distress **on the day of the assessment** (not simply assessment related stress).

Candidates will **NOT** be eligible for special consideration if preparation for, or performance in, the assessment is affected by:

- lost teaching and learning due to COVID-19;
- long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves **at the time of the assessment**;
- bereavement occurring more than six months before the assessment, unless an anniversary has been reached **at the time of the assessment** or there are ongoing implications such as an inquest or court case;
- domestic inconvenience, such as moving house, taking holidays at the time of the assessment; minor disturbance in the assessment room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- quality of teaching or staff shortages;
- a disability or learning difficulties (diagnosed or undiagnosed) unless the disability or circumstances exacerbate what would otherwise be a minor issue **at the time of the assessment**, i.e. difficulties over and above those that previously approved access arrangements would have alleviated.

If you feel your son/daughter is eligible for special consideration, **please complete the special consideration application form which is available at the following link:**

<https://docs.google.com/forms/d/e/1FAIpQLSfumag2RBqETSaGK2-PSC2ILg4XCiqQV5wgkdauegUIya5f mw/viewform>

The form should be submitted as soon as possible and prior to **3.00pm on Friday 1 July 2022**. Please note that completion of the form does not guarantee that an allowance will be granted. If the issue is related to illness/injury, it is helpful to submit medical evidence such as a Doctor's letter (on headed paper) outlining how, **on the day of the assessment**, the candidate may be potentially disadvantaged. This evidence can be submitted to the school office, for the attention of the Examinations Officer, Mr Hanlon, in a sealed envelope labelled with the pupil name and Form Class. Or alternatively, it can be sent in electronic format to specialconsideration@banbridgeacademy.org.uk, with the pupil name and Form Class clearly stated in the email.

The School may already be aware of issues which would be considered eligible for special consideration. **However, for the avoidance of doubt**, applications for special consideration should be completed using the form in the link above. **The School will not enter into discussion with candidates or their parents as to how much special consideration should be applied**, as the process of choosing the allowance amount is completely under the control of Awarding Organisations (the maximum allowance given will be 5% of the total raw marks available in a component and the most common category of allowance is 2% of the total raw marks in a component).

Results Day

Results from all examination boards will be issued in school on **Thursday 25 August from 9.15am**. **It is important, however, that if results are to be posted out to pupils, a stamped addressed envelope is left in the school office for this purpose. Alternatively, a written request may be submitted to the Examinations Officer to arrange for parents or other designated individuals to collect the results. Owing to the confidential nature of these results it is school policy not to release examination results by telephone.** We would prefer pupils to collect their examination results in person as it is vital that they also confirm their Year 13 Subject Choice at that stage. Staff will be available in school to offer advice and guidance should this be necessary.

Textbooks

At the end of the examinations pupils must return all textbooks to the appropriate department. Your cooperation in ensuring that this is done would be greatly appreciated. As textbooks are very expensive items to replace it is essential that all pupils return individual copies, following the guidelines issued by each department. Parents will be asked to pay for textbooks which are not returned or indeed for those which are returned in very poor condition.

Queries/Support

A dedicated area has been set up on our school website for public examinations in Summer 2022. It can be located under **Quick Links (Home Page) - Public Exams 2022**, or alternatively in the link below:

<http://www.banbridgeacademy.org.uk/parental-information-3/policiesdocuments/#publicexams>

This area of the website contains all relevant information and guidance for pupils, some of which is already highlighted above, such as Information For Candidates and the special consideration application form, as well as information on the venues being used for each examination. **Pupils/parents can forward any queries in relation to examinations via email to examqueries@banbridgeacademy.org.uk.**

Pupils/parents may also find the following links useful during the course of the examinations:

- [CCEA's Summer 2022 Student Support Area](#)
- [CCEA's Top Tips For Revision](#)
- [Banbridge Academy's Pupil Wellbeing Page](#)

Finally, I would like to take this opportunity to wish your son/daughter success in these important examinations and in the next step in his/her career.

Yours sincerely

R S McLoughlin

Principal