



Headteacher: Thomas Maltby BA (Hons), MA, NPQH

Deputy Headteacher: George Anstee-Parry

13th May 2022

Dear Parent / Carer,

Year 11 GCSE Final Reminders

With the start of the GCSE exams on Monday 16th May finally upon us, I wanted to provide you with some final reminders for you and your child to ensure the process goes as smoothly as possible.

- All students should arrive by 8.30am and register with their form tutor. Students with a morning exam should then go to the muster area in Sports Centre by 8.40am.
- For afternoon exams, the start time has been amended to 1.15pm to avoid issues with buses at the end of the day. Students with an afternoon exam should go to the muster area by 1.00pm.
- Bags will be placed in the lockers in the Sports Centre and phones and all watches are to be placed in the phone tray (which will be kept in the main office).
- Students will then be arranged in groups per exam subject / level and exam room and candidate sequence. Students will be escorted to their exam room by Invigilators.
- Students should be in correct uniform with no hoodies, coats, etc
- All students should come to each exam with the correct equipment. Depending on the exam, each student should have **black** pens (more than one), pencil, 30cm ruler, eraser, scientific calculator, protractor, compasses. Any pencil case must be clear / see-through. Bottles of water are allowed in the exam room but must be clear plastic bottles with no label.
- In the event that a student arrives after 8.30am, they should go straight to the main office where they will be registered. Students arriving more than one hour after the start of an exam will not be able to enter the exam room.
- If a student is absent due to illness, we will require a doctor's letter, which must be handed in to the exam office within 2 days of the exam. Please contact the Academy office by telephone to advise of any absence. (01473 328317 from 7.30am to 4.30pm)

If you have any queries about this summer's exams, please contact me directly: kerrick.newstead@holbrookacademy.org.

Yours sincerely,

Mr K Newstead



Exam Practicalities

Making sure everything goes to plan



Know where to be and what to bring

Use your exam timetable to be in the right place at the right time. Be very clear about what you can and cannot bring into the exam. If you do not follow the exam rules, you may lose all of your marks.

Don't be late!

If you are late, you may still be able to sit your exam. You should get to school as quickly as possible, and contact us once you are on your way. If you are too late to join us in the PAC, go to the main office instead.



Morning Exams

For morning exams, you need to register with your form tutor and then come straight to the PAC. You will then be organised into groups, and leave your belongings in lockers. You must be at the PAC by 8:40.

Afternoon Exams

Afternoon exams will start at 13:15. Your lunch break will be slightly shorter, and a bell will sound at 13:00 to let you know that it is time to go to the PAC. You must go straight there to register and get organised for your exam.

