



28th April 2022

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Dear Parents/Guardians

Year 11 Update to the Guidance for the Summer External Examinations 2022

Students across the country will start their external examinations on 16th May. We have sent much of this information previously, but as we are closer to the time, some of the information might serve as a useful reminder. Over Easter the DfE and JCQ updated their guidance on absence from examinations due to Covid; this information is new and it is important that you and your child are aware of a few important points.

To help you pick out relevant information and to make this letter easier to refer back to, the information has been presented as responses to commonly asked questions:

Will any students receive TAGs this year?

None of the summer examinations will be replaced by Teacher Assessed Grades. In some vocational subjects a unit may have been determined by a TAG.

If your child misses examinations this summer there is no DfE contingency plan to replace their examinations with TAGs.

What happens if my child misses an exam?

If your child is absent due to illness, please notify the school on 01564 773348 (please speak to Reception) by 8.30am on the morning of the examination. A medical certificate (from GP) or the JCQ Self-Certification Form 14 (see below) must be produced to the Examinations Officer (Mrs Foulkes) within 5 days of the examination.

What must my child bring to their exams?

All students should bring the necessary equipment; a black pen, pencil and maths equipment including calculator etc as required for each exam. Students **MUST NOT** bring a mobile phone, watch or any electronic device to the exams; these are not allowed in the exam room and the school is not responsible for items left outside the exam rooms.



The answers to the questions above and other similar questions can be found in the attached 'Examination Information Booklet for Year 11 Students'. It is also published on the school website:

<https://www.arden.solihull.sch.uk/information/examination-information/>

This was issued earlier this year, so you may have already read this.

What should I do if my child has Covid or tests positive for Covid on the day of an exam?

It is important that all parents read Appendix 1 of this JCQ document if their child has Covid when they are taking external examinations.

<https://www.jcq.org.uk/wp-content/uploads/2022/04/A-guide-to-the-special-consideration-process-202122-%E2%80%93-General-and-Vocational-qualifications-Updated-8-April-2022.pdf>

In summary, the following facts are important to note:

- The DfE no longer recommends that children are tested for Covid, unless told to do so by a health professional
- If your child has mild 'cold' symptoms, such as a runny nose or slightly sore throat, the guidance is that they should attend the examination
- If your child is unwell and has a high temperature / persistent cough they should remain at home and return to school when they feel better and they no longer have a high temperature
- The guidance states there is no need for any child to isolate if a family member has Covid
- If a student misses an examination due to Covid we will ask parents and student to complete page 2 of JCQ Form 14 to self-certify. This form must be signed and returned to the Examination Officer within 5 days of the exam. No other evidence will be required, this form is on the school website: <https://www.arden.solihull.sch.uk/information/examination-information/>
- If a student misses an examination for an acceptable reason the school will also apply to the exam board so a grade can be awarded, based on the examinations that they do sit.
- All examinations for the same subject are spaced 10 days apart. This means that if one of the exam papers is missed for a particular subject a grade can be calculated based on the other components (exam papers)
- If no papers are completed for a particular subject a grade cannot be awarded
- If the school suspects that the child is not ill or has submitted false information to justify missing an examination, the school is obliged to carry out a malpractice investigation on behalf of the exam board. The severest

sanction for malpractice is disqualification from all subjects and no grades will be awarded.

The above reflects recently updated UKHSA and JCQ guidance, if this changes, we will update you.

Please also take time to read the four example scenarios at the end of the JCQ guidance document (link shown above).

When will exam results be issued this year?

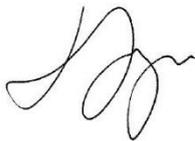
We will issue results to Year 11 students, in person, on Thursday 25th August. Enrolment into Arden Sixth Form will also take place on this day.

Further logistical details will be provided closer to the time.

Results are the property of the student and we do not issue them to anyone else, including parents/guardians, without written permission from the student. We do not issue results over the phone or by email. Students can leave a stamped addressed envelope with the Exams Officer and have their results posted on results day.

Our teachers and the pastoral team continue to support your child in their preparation for the summer examinations. If you do have any concerns, please contact the school and we will do all we can to help.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Linda Page', written in a cursive style.

Linda Page
Deputy Headteacher