

Tongue Lane, Leeds LS6 4QE

Telephone: (0113) 887 3240
Email: info@cardinalheenan.com
Website: www.cardinalheenan.com
Headteacher: Mr D Kelly BA (Hons) NPQH



30 April 2024

Dear Parents/Carers

I write to share with you information in advance of the Year 11 external examinations this summer. Included within this letter is information about:

- Exam Requirements, Policies and Procedures
- Exam Timings
- Wellbeing Support
- Results Day and Post-Exam Services

Exam Requirements, Policies and Procedures

External exams are formal events, which are governed by rules set out by the Joint Council for Qualifications (JCQ) who work to ensure fairness across exams sat at different schools. Attached to this letter is Information for Candidates issued by the JCQ. This sets out the rules that students must follow for their exams.

To help to ensure that the exam experience is as smooth as possible for students, we follow all of the JCQ rules for exams during the mock exam period. This means that students have practised the routines, and so have a clear understanding of what to expect in their summer exams. This allows them to focus on the content of their exam, rather than the rules.

In summary:

- Students are only permitted to take stationery in with them, and this should be stored in a clear plastic pencil case
- Students may take a bottle of water with them, but this must be in a clear plastic bottle with no label on
- Students must empty their pockets before entering the exam hall and must have clean hands (with no notes written on)
- Students place their bags and coats at the back of the exam hall
- As mobile phones, earphones, airpods and watches are not permitted in the exam hall, students are given a brown envelope to put these in. These are then handed in to one of our pastoral team, who stores them securely during the exam and then returns them straight after the exam

Malpractice

We are required by the JCQ to report to the exam board any instances of malpractice (where a student fails to follow the exam procedures) no matter how small. Where this happens, we provide a detail report to the exam board of the incident and they determine the appropriate sanction. Sanctions include: Written warning; Loss of marks; Disqualification from unit/paper; Disqualification from the qualification; Disqualification from all subjects; and Barred from entering exams. Our Exams Malpractice Policy is available on request (if you require a copy, please email exams@cardinalheenan.com), along with our Exams Complaints and Appeals Policy.

We are keen that no student ends up in the difficult situation of being reported for malpractice and have outlined the requirements to them in detail; I would be grateful if you could take the time to once again review the Information for Candidates (attached to this letter) with your child. If you or they have any questions, please do not hesitate to ask.

Exam Timings

Morning exams start at 9am, afternoon exams start at 1pm. It is important that your child is on time for their exams. If an unforeseen circumstance impacts on this, please contact school as soon as possible, to allow us to provide appropriate support and guidance. In the event that a school bus is delayed there are arrangements in place to ensure that all students receive the correct amount of time to complete their exam.





Your child needs to wear full school uniform for all of their exams.

Wellbeing Support

The final run-up to exams can be a challenging time for young people. There is always someone at school to help, and numerous sources of external support that we are able to signpost. Further information is available in our booklet on "Supporting Your Child with Exam Preparation" available on the school [website](#). This includes information on Reframing your Thinking, Managing the Physical Feelings of Worry, and guidance from the Anna Freud Foundation on how parents/carers can support young people's wellbeing.

Results Day

This year results day will take place on Thursday 22 August 2024. Results will be issued in person between 9am and 11am. Please be aware that we are only able to issue results to students, not to parents/carers or any other representative. If you know that you will be away for this time, please contact us on exams@cardinalheenan.com and we will be able to make arrangements to email your child's results. Please be aware that as results must be issued to students, we are only able to email results to students' school email address. This will be done after results have been issued to students attending school in person on results day (22 August 2024). We are not able to issue results prior to Thursday 22 August 2024.

Post-Results Services

If your results are not as you expected in the summer there are various post-results services on offer:

- Clerical Re-Check of Marks – this will check that all parts of the script have been marked, marks have been totalled correctly and all marks have been recorded correctly
- Review of Marks – this will check that the mark scheme has been applied correctly and there are no errors of marking
- Review of Moderation – this will check the original moderation of Non-Exam Assessment has been fairly and consistently applied

Each of these services carries a cost set by the exam boards and student consent is required before proceeding as a student's overall grade may decrease as well as increase. All requests for these services need to be made through the school; exam boards will not accept requests direct from students. Full details, deadlines and costs of the services on offer will be contained with your child's exam results on results day.

Contact Details

The final run-up to exams can be a worrying and a daunting time for young people and their families. At Cardinal Heenan, we are keen to ensure this experience is as smooth and stress-free as possible. I hope that the information provided in and with this letter help you and your child to understand what to expect. If you have any further questions, please do not hesitate to contact us on:

- Mrs Angela Millington (Head of Year 11) – amn@cardinalheenan.com
- Mrs Annette Powell-Wiffen (SEND Co, inc. exams access arrangements) – apn@cardinalheenan.com
- Mrs Anna Marks (Student Services Manager) – ams@cardinalheenan.com
- Ms Lizzie Stockton-Pitt (Deputy Headteacher) – ept@cardinalheenan.com

Best Wishes

Ms E Stockton-Pitt
Deputy Headteacher (Quality of Education)