

March 2023

Dear Y12 Students, Parents and Carers,

All Year 12 students will be sitting some form of major examination this summer. This might be an internal Progression Exam (almost all A level courses) or a real external examination that contributes to final grades (almost all BTEC courses). Because of the importance of these exams, this letter sets out many of the formal arrangements and provides detailed information that students and parents need to be aware of.

Progression Exams and their purpose

Year 12 Progression Exams are taking place from Friday 5 May through to Friday 12 May. Progression Exams are running slightly earlier than in previous years. Progression Exams are formal exams towards the end of the year that take place in the sports hall.

The purpose of Progression Exams is to check each student's readiness to progress to a second year of study at New College Doncaster. They also provide a valuable opportunity to practise formal exams similar to ones students will sit in Year 13, and help to reinforce learning.

Arrangements during Progression Exams

Students should continue to attend timetabled lessons throughout the week of Progression Exams, except at the specific times they are sitting a Progression Exam. This arrangement replicates what will happen when students sit mock exams in Year 13. Teachers will not deliver new subject content in lessons but will deliver revision and consolidation lessons throughout the week.

Please note that college will be **closed on Wednesday 17 May**. If students have timetabled lessons on this day teachers will set independent work to complete. Teachers will return papers and grades as soon as they are reasonably able, once they have marked all their scripts and once quality assurance systems have taken place across our three colleges. Students can expect that teachers will return to papers and grades by Thursday 25 May, but in many cases sooner.

Information about the actual exams

In nearly all cases exams will take place in the sports hall. In a small number of cases where a student has agreed access arrangements, they may take place in a different location.

Exam timetables will be available on Cedar by Wednesday 19 April. Key things for students to remember:

- Please arrive at the exam venue (check this carefully on Cedar) by 8.45am for morning exams, and 1.00pm for afternoon exams
- Make sure you know your candidate number and your seat number when you arrive at your exam – this information is also on Cedar
- Wrap up nice and warm – you'll need to leave all coats and hats in the changing rooms
- Your phone, watch and all other equipment must be stored in your bag and kept in the changing room, which will be locked
- You must remember to bring the key equipment you need for your exam (black pens, calculator if needed, etc). If you bring a pencil case it must be fully transparent and not contain items such as lip balm, tippex, sweets, tissues

- You can take in a bottle of water, but it must have no labels and must be fully transparent with no writing or logos on it

If a student arrives late they might not be permitted to sit the exam, whether it's a Progression Exam or an external exam.

Progression Day

All Year 12 students must attend Progression Day on **Monday 19 June**. Every student will have an individual interview on this day where we will discuss the results of Progression Exams, progress in Applied General courses, and other issues such as attendance and behaviour if they have been an issue of concern. We will also discuss future career plans, and whether students have taken part in wider enrichment and extra-curricular opportunities at College. In some cases, we may consider whether any additional support or intervention is needed, or conditions for returning in Year 13. The Progression Day is an important day on which your continuation into Year 13 will be determined. In most cases, it is an opportunity to recognise the good progress students have made in Year 12, and to celebrate attendance and commitment.

Lessons will continue as normal after Progression Day and the last day of teaching in Year 12 is Tuesday 4 July. This provides a lengthy summer break and students and parents are respectfully reminded that holidays in term time must not be taken under any circumstances and are dealt with as a disciplinary matter.

Students that do not attend one or more of their Progression Exams or who fail to attend Progression Day, without there being a legitimate reason and evidence accepted by the college, are unlikely to be permitted to continue their studies into Year 13, or disciplinary action may be taken.

Good luck with Progression Exams and external exams this summer

We want students to perform at their very best in Progression Exams and external exams this summer.

To help feel calm and confident, remember:

- Get plenty of **sleep**, not just the night before your exam, but from now until all your exams are over.
- Don't forget the positive effect that **exercise** and **diet** can have on your physical and mental health. Keep the sugar and caffeine low, keep the water intake high.
- Keep to a focused and manageable **revision plan** from now until the end of your exams, using the revision strategies you've developed over the year.
- Remember that **you know what to expect** – you've done lots of assessments over the year already and have a good understanding of the topics that could come up and the style of questions you could be asked.

External Examinations

Some students, particularly those studying courses such as BTECs or GCSE Mathematics or English, will also have **external exams** this summer which contribute to qualifications and final results. Courses that have an external exam at the end of Year 12 are listed at the end of this letter.

If a student misses an **external exam** this summer there might not be an opportunity to sit that exam again, so it is vitally important that students attend. If a student fails to attend an external exam this summer without legitimate reason that the college accepts, and without appropriate evidence, they may not be

permitted to continue their studies in Year 13. If a student is permitted to continue into Year 13, they should expect disciplinary action to be taken and to be issued with a bill to cover the cost of the exam they have missed.

Circumstances in which special consideration can be given where a student has sat an external exam but been disadvantaged are very limited. Examples include terminal illness of the candidate or a parent/carer at the time of the exam, life-threatening illness or major surgery at or near to the time of the exam, a recent death of a close friend or relative. Similarly, circumstances in which special consideration can be given where a student has been unable to sit an exam are also limited. These circumstances are determined not by the college but by the exam board regulator, JCQ. Such situations are exceptional and students **must** contact the Examinations Officer Jayne.pownall@nclt.ac.uk and also their Progress Tutor on the day of the external exam or earlier to make the college aware of their circumstances or the reason for their absence.

Appropriate advice can then be given, including information about whether or not the student needs to provide any documentary evidence and whether or not they need to complete any paperwork for the examination boards. Applications for special consideration must be supported by the senior leadership team and it is important that students contact the Examinations Officer on the date of their exam.

If for any reason there is an exceptional situation that prevents a student being able to attend a Progression Exam, they **must** also contact the Examinations Officer and their Progress Tutor in the same way, as early as possible on the day of their Progression Exam.

We very much look forward to seeing how students perform in these important end of year exams and we wish students the very best of luck in their final preparations for them.

Yours sincerely



Brendon Fletcher
Principal

Courses that will have Progression Exams (between Fri 5 May and Fri 12 May)	Courses that will have External Examinations this summer (between Tue 2 May and Wed 14 June <i>with contingency sessions on 8,15 and 28 June. Students should be available for exams up and including 28 June</i>)
<p>A Level: Accounting Biology Business Studies Chemistry Computer Science Economics English Language English Language & Literature English Literature Geography History Law Maths Media Studies Physical Education Physics Politics Psychology Religious Studies Sociology Spanish</p> <p>BTEC: Creative Media</p>	<p>BTEC Applied Law (PEARSON) BTEC Applied Human Biology (PEARSON) BTEC Business (PEARSON) BTEC Health and Social Care – Certificate, Diploma and Extended Diploma (PEARSON) BTEC Sport - Certificate, Diploma and Extended Diploma (PEARSON) BTEC Dance (PEARSON) BTEC Applied Science (PEARSON) BTEC Creative Media (PEARSON) BTEC Uniformed Protective Services – Certificate and Extended Diploma (PEARSON) WJEC Criminology (EDUQAS) IT (OCR) BTEC Applied Psychology (PEARSON)* BTEC Music (PEARSON)*</p> <p>GCSE English Language GCSE Mathematics</p> <p><i>* For students resitting a January exam only</i></p>