

28th March 2023

Parent/Carer of NAME

Dear Parents and Carers,

RE: Summer Exam Season 2023

The summer 2022 GCSE and A'level exam season commences Thursday 17th May and concludes on the 20th June.

I would like to take this opportunity to wish NAME the very best of luck in their examinations.

We are working hard to ensure that examinations run smoothly, and I know that students have been working equally hard in their preparations.

Please find below details of your child's exam entries and dates for the summer season. You will also find enclosed, accompanying information booklet that includes details of examination rules and regulations provided by the *Joint Council for Qualifications*.

Exam Details

Please check through the details below carefully. If there are any concerns, email the examinations officer at examsofficer@boa-stageandscreen.co.uk

Subject	Exam Venue	Exam Paper and Date	Access Arrangements

The information above should be considered provisional at this time. A finalised statement of entries will be issued to candidates after the Easter break. During the exam season, reminders as to the location of each exam will also be displayed on screens around the academy.

Rules and Reminders

The enclosed information booklet explains the rules and regulations around exam conduct. We ask that students read this information together with their parent/carer, to ensure they are clear about how to conduct themselves in the examinations. There will be an assembly on examination expectations and further guidance prior to the commencement of the exam season.

- **The dates and times of external exams are set by the exam boards. We are not able to deviate from these time slots and students will not be able to catch up any missed exams.** Students' attendance in external exams is essential even if your child feels a little under the weather, they must attend as this is their only opportunity. Where absence is necessary, proof of illness through a doctor's note will be required. Candidates should be advised that unlike during the Covid-19 crisis, it is unlikely that exam boards will provide much compensation for illness-related absence. Parents/candidates will be charged for unnecessarily missed exams.

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- **It is essential that students be on academy site in plenty of time when they have an exam.** The start time of morning exams is 9:00am, and afternoon exams start at 2:00 pm. These times are not flexible. Students should be present and ready to enter the exam hall at least 10 minutes prior to the start time. Public transport can at times be unreliable and so we urge students to catch earlier buses/trains on the days of exams to make sure they are not late.
- **The following items are banned from exams:** Mobile phones; MP3 players; all watches, including smart watches. Students will be reported to the exam board if they have any of these items with them and this may lead to disqualification. It may be worth students leaving their watches at home on the days of exams. Additionally, it may be pertinent for students to entrust their mobile phones with a trusted friend during the times of exams.

The overall summer exam timetable and accompanying information can be found on our website.

Classes as Normal

Students are expected to attend the academy as normal around their examinations. There is no exam leave, and classes will proceed as normal. During exam season we encourage students to attend full days, in order to make best use of our facilities for revision and teacher support during their free periods and independent study time.

Exam Results

We intend to distribute results via email this year. Results days are as follows:

- A-Level Results Thursday 17th August 2023
- GCSE Results Day Thursday 24th August 2023

BTEC Extended Diploma Results (Pathways)

The Level 3 BTEC courses that students study at BOA Stage and Screen Production Academy are modular and internally assessed. They have no exams. This means students will know what grade they have achieved prior to the summer break. When students “sign-off” during the final term, we will issue them with a certificate of achievement as proof of their BTEC result (which can be used for university enrolment, job induction etc). They will then be invited back in November 2023 to collect their official certificates from the awarding body when they arrive.

If you have any questions, please email the examinations officer at examsofficer@boa-stageandscreen.co.uk

Kind regards



Michael Painter

PRINCIPAL

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