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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

March 2024

Dear Parent / Guardian,

Re: Year 12 Exams – Monday 22nd April – Friday 3rd May 2024

As stated on the school calendar, year 12 will be sitting pre-public examinations in their A-level subjects. These will take place from Monday 22nd April – Friday 3rd May 2024 (inclusive).

In an attempt to reduce our carbon footprint, we are trialing a new system which enables us to send electronically, a student's exam timetable to both the student (school email account) and parent/guardian. You will shortly be receiving an email from School WorkSpace with a copy of your child's exam timetable. This will illustrate the exam subject information, dates, times, location and seat number for each exam. Can we please ask that you stress upon your child the importance of checking their school email account.

It is obviously a difficult balancing act for us explaining the importance of these examinations, whilst not creating undue stress and anxiety for your son/daughter. Detailed below are some key points:

- During this period, all year 12 students will follow the examination timetable, which can be found on the [school website](#). Some afternoon examinations will end after the usual school day, as will occur when your child sits their A-levels in summer 2025.
- Attendance to school is compulsory and all students will be expected in school at the start of the school day. No study leave will be given during this time, as it is critical that students attend all lessons when they do not have examinations.
- Those students, who are timetabled to undertake the Art exam, please discuss arrangements directly with your respective subject teacher or Head of Department.
- These examinations will be conducted in a manner so that it mirrors what a student will expect when they are sitting their public exams during summer 2025. Therefore, it is important that your son/daughter reads, fully understands and strictly adheres to all exam protocol as set by JCQ (Joint Council for Qualifications) as failure to do so could lead to disqualification. This information can be found on the [exams link](#) located on the school's website.
- If your son/daughter is unable to attend any examination (for example, illness), then it is critical that you contact the school and inform the Exams Office, prior to the examination taking place.
- During these times, it is essential that all students come to school fully equipped for sitting these exams since we are unable to lend essential equipment. Students are expected to arrive at least 20 minutes before the stated start time for each of their exams. Students will not be allowed to leave the exam until the full-time duration has lapsed.

These exams are a crucial milestone in your son/daughter's academic journey, providing them with a valuable opportunity to gauge their progress and identify areas for improvement leading towards the final A-level examinations. They provide students with an opportunity to work under exam-like conditions and test how well their revision strategies are working. For the school, it is a useful indication of how likely a student is to achieve a certain grade in the "real" exams. Additionally, as previously explained, these examinations will help form the basis of the 'predicted grades' which are formulated in the summer term and will eventually be sent to universities and employers. To ensure success, it is vital that your son/daughter engages in focused revision over the coming weeks. The 6th Form Pastoral Team have already written home regarding the support we are putting in place to help students prepare for upcoming examinations. This ranges from a bespoke session with a specialist company on revision skills, support and producing a clear revision plan and tutor sessions focusing



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on key revision techniques such as interviewing, spaced retrieval and the Leitner revision method. Details of A-level specifications and links to the websites can be found in the [Examinations – Student Handbook](#). Furthermore, this document may also assist in answering any questions you have regarding the exams process.

If you have any questions about these upcoming examinations, please do not hesitate to contact a member of the exams team.

Thank you for your continued support and we wish all the students well in this stage of their academic career.

Yours faithfully,

Mrs. A. Titley

Examinations and Data Manager

Encs. Exam timetable