



Ballyclare Secondary School

Doagh Road
Ballyclare
Co Antrim
BT39 9BG

Tel: 028 9332 2610

Principal: Mrs K O Bell BA Adv Cert Ed PQH

5th May 2023

Dear parent/carer

The summer examination season has already started, and courses have finished, or if they haven't, they're almost there. From experience, once courses finish it is much better for pupils to make final preparations at home for their examinations.

I wish to confirm that today is the final school day for Year 12 & 13 pupils. It is important that pupils make the most of this opportunity and spend their time wisely. Please note: staff are available in school and are always happy to assist pupils, please read the accompanying study leave timetable carefully. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations. If required, pupils can use the Lecture Theatre to study during the morning time before an afternoon examination.

Examination Regulations

Pupils must follow the instructions of the Chief Invigilator during the examinations at all times. Pupils have been issued with their examination timetables and have received a presentation from Ms. Trimble, our Examinations Officer, which gave details on examination rules. Any infringement of the examination rules must be treated seriously. Please assist us by ensuring that your young person arrives at least 20 minutes before the start of the examination on the appropriate day and that they have everything necessary for that day's examination(s). If they are going to be late or absent for an examination due to circumstances beyond their control, the school office must be informed immediately. Pupils must not have any of the following devices in their possession in the examination hall:

- mobile phone;
- watch;
- iPods;
- MP3/MP4 players or similar devices;
- any revision materials.



Our instruction is that mobile phones must not be brought to school on examination days. Serious penalties will be imposed by the examination board where pupils are found in possession of any of the devices listed above in the examination room. A full version of the presentation given to pupils by Miss Trimble has been sent out in the "Information For Candidates" document, on the public examinations section of our school website. I would encourage you to read over it carefully with them.

Access Arrangements and Special Consideration

- (i) For those to whom this applies, access arrangements are already in place for your young person and will continue throughout the period of public examinations. If you have a new access arrangement e.g., an injury, please contact the school immediately by phoning or sending an email for the attention of Miss Trimble.
- (ii) Candidates will NOT be eligible for special consideration if preparation for, or performance in, the assessment is affected by:
 - lost teaching and learning due to COVID-19;
 - long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment;
 - bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are ongoing implications such as an inquest or court case;
 - domestic inconvenience, such as moving house, taking holidays at the time of the assessment;
 - minor disturbance in the assessment room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
 - quality of teaching or staff shortages;
 - a disability or learning difficulties (diagnosed or undiagnosed) unless the disability or circumstances exacerbate what would otherwise be a minor issue at the time of the assessment, i.e. difficulties over and above those that previously approved access arrangements would have alleviated. The school will not enter into discussion with candidates or their parents as to how much special consideration should be applied, as the process of choosing the allowance amount is completely under the control of Awarding Organisations (the maximum allowance given will be 5% of the total raw marks available in a component and the most common category of allowance is 2% of the total raw marks in a component).

Results Day

Results from all examination boards will be issued in school on Thursday 17th August 2023 for A Level and AS Level from 9am and on Thursday 24th August 2023 for GCSE and Level 2 courses from 9am. Alternatively, a written request may be submitted to the Examinations Officer to arrange for parents or other designated individuals to collect the results. **Due to the confidential nature of these results, it is school policy not to release examination results by telephone.** We would prefer pupils to collect their examination results in person, as it is vital that they also confirm their Year 13/14 Subject Choice at that stage. Staff will be available in school to offer advice and guidance should this be necessary.

Our school website contains all relevant information and guidance for pupils, some of which is already highlighted above, such as Information For Candidates and the special consideration application form, as well as information on the venues being used for each examination.

For our Year 12 pupils, we offer a wide range of A-Level and Level 3 BTEC courses which will equip pupils in their journey towards higher education and employment. Pupils have already been informed of the process for accessing 6th Form in a special assembly, and further information on subject options will be sent to pupils and parents soon.

Finally, I would like to take this opportunity to wish your young person success in these important examinations and in the next step in their career.

Yours sincerely

A handwritten signature in black ink, appearing to read 'W Shingleton', with a horizontal line underneath it.

Wendy Shingleton (Mrs)