

28<sup>th</sup> April 2025

Dear Parent/Carer

The Summer exam series written exams start on **Friday 2<sup>nd</sup> May** and students should have their timetable and Exam Handbook containing all the information they need to sit their exams. We would appreciate your support in encouraging your child to arrive at school in good time for the duration of exams. **Morning exams now start at 9.00am.**

Here are a few reminders of the important information you and your child need to know regarding exams:

- Students must attend and be on time for all exams, and **in full school uniform.**
- Exam start time, duration, subject, exam room and seat number are all displayed on the individual candidate timetable. **Another copy is available from the Exams Officer if required.**
- If your child is ill or has an accident, inform the school immediately so we can help and advise you. Medical evidence from your GP or hospital will be required.
- Specialist equipment for exams is provided, however students should bring a **reliable black pen**, pencil cases should be clear/see-through and calculators must have the lid removed.
- Students are expected to **visit the toilet before** entering the exam room to avoid disturbing the other candidates during the exam.
- **Water is not provided by the school.** If a water bottle is brought into the exam room it should be **clear plastic** and have the **label removed**. No other food or drink is allowed in the exam room.
- Mobile phones, watches and smart watches, earbuds, iPods, MP3/4 players should be switched off and left in students' bags or handed in **before** entering the exam room.
- Notes/paperwork must be removed from pockets **before** entering the exam room.
- Students should put up their hand if they need to speak to an invigilator during an exam.
- Students are not allowed to leave their exam early.
- If a student is late they must report to the Exams Officer on arrival – there is a chance they could still sit the exam however the Exam Board may not accept the script.
- **If an exam is missed it cannot be sat at another time**, the marks will be recorded as 0 and parents may be charged for the cost of the entry.
- Exam contingency sessions are the afternoon of 11<sup>th</sup> June and all day on 25<sup>th</sup> June, in the unlikely event that an exam had to be moved nationally. Students must be available at these times.

Results day is on Thursday 21<sup>st</sup> August at 10.00am. Please do not hesitate to contact me or any of the staff at City Academy Norwich should you need clarification on any aspect of Year 11 exams or have information that would be helpful to know prior to your child sitting their exams.

I would like to take this opportunity to wish your child the best of luck in their forthcoming exams.

Yours sincerely

*S Parnell*

Mrs S Parnell  
Exams and Student Records Manager

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