



# The Ripley Academy and Sixth Form

Executive Headteacher: **Mrs H Frost-Briggs** BA (Hons)



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Head of School: **Mr J de Rijk** BA (Hons)  
Deputy Headteacher: **Mrs J Thawley** BSc (Hons)  
Deputy Headteacher: **Mr M Kirkland** BSc (Hons)  
Assistant Headteacher: **Mr S Kingsland** BSc (Hons)

Dear Parent / Carer and Student

I am writing to you regarding key information and arrangements for the A-level exam season which begins on May 4<sup>th</sup> and ends on 23<sup>rd</sup> June. Please also be aware that the 8th, 15th and 28th June are national exam contingency dates. These are scheduled in case of any significant disruption during the exam season.

During the exam period, students are expected to attend their normal lessons in school until their final examination in that subject. Once students have completed all of their exams in June, there will no longer be a need for them to attend school.

For students, it is important that you prepare yourself appropriately for your exams by following these guidelines:

- Read your timetable carefully; be clear about all arrangements. Students with exam clashes will be given further information about arrangements closer to the time.
- Students **must** use their legal names on exam papers and should also complete their candidate number on every exam paper.
- Plan and revise thoroughly; get in the right frame of mind before the exam.
- Ensure you get plenty of rest.
- Arrive in plenty of time with the correct equipment to start the exam.
- Line up quietly and enter the exam hall silently when asked to do so.

Morning examinations will start at **9am** and afternoon exams will start at **1pm**. School lunchtimes will change for all students to run from 12.20pm to 1 pm throughout the exam season.

At the start of each exam a register will be taken while you are lined up. Be sure to be in row and seat order. It is important that you are in the correct seat for your exams. To ensure there are no delays to the start of the exam please be lined up 15 minutes before the start time unless advised otherwise.

You are not allowed to bring notes, mobile phones, watches of any kind or any other data storage or programmable device into the examination room. All personal belongings, including mobile phones, will be placed in the changing rooms before the start of the exams (bags and coats will **not** be placed at the front of the gym). We strongly advise that pupils do not bring expensive items, such as mobile phones, into school as **The Ripley Academy will not accept any responsibility for any items that are lost or damaged.**

During the examination there is no communicating permitted. If you require the invigilator, please raise your hand and they will approach you as soon as possible. The invigilator cannot provide any assistance with instructions or answers.

All students will remain in the exam room until the scheduled end of the examination.

A-level Results are available for collection between 9am and 11am on Thursday 17th August in the Suite. If you are unable to collect your results yourself, you can give written and signed permission for someone to collect them on your

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behalf. Alternatively, you may bring a stamped self-addressed envelope in to school for your results to be posted to you. The school will not email results.

Exam certificates will be available for collection by the end of November 2023 from main reception.

If you have any queries regarding your exams or your exam timetable please speak with your subject teacher in the first instance or speak with myself before the exams begin.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Thawley', written in a cursive style.

Mrs J Thawley

Deputy Headteacher