



April 2025

## **Year 13 AS and A-Level Examinations 2025**

Please find enclosed with this communication links to the following documents:

Joint Council for Qualifications (JCQ) Information for candidates for

- [written exams](#)
- [privacy notice](#)
- [warning to candidates](#)
- [unauthorised items](#)
- [social media information](#)

Please would all students and parents read through the examination information included in this letter and the JCQ exam regulations.

Please ensure that your child:

- Revises thoroughly before the examinations. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for them to study at home.
- Checks their timetable every day to make sure they do not miss an examination.

### **Exam Timetable**

All Year 13 students received a finalised version at the end of last term. It is essential that students check their timetable for any errors or exam clashes (e.g. two exams scheduled at the same time). If any issues are found, they must see Mrs Round in the Exams Office immediately.

Important: Do not book family holidays during the exam period. It should be noted that there is a *National Contingency Day* on 25th June 2025, which may be used if exams need to be rescheduled nationally, which may be used if exams need to be rescheduled nationally. If this occurs, we will provide further updates.

### **Study Leave**

Study Leave for Year 13 begins on Tuesday 6th May. (Note: Monday 5 May is a Bank Holiday.)

The last day in school will be Friday 2nd May, and students are expected to attend all lessons as normal that week.

Questions regarding Study Leave should be directed to Mrs Bradley-Brophy, Deputy Headteacher/Director of Sixth Form.

### **Exam Format & Equipment**

- Students should understand the format of each paper. Ask subject teachers if unsure.
- Bring your own pens, pencils, rulers, and calculators—none will be provided.
- Exams start at 9:00am (morning) and 1:30pm (afternoon), unless advised otherwise.
  - Arrive at least 15 minutes early and check the seating plan outside the Sports Hall.
- For listening exams, students may bring their own headphones. Spares are available if needed.

Headteacher Mr R Bernard MA

Billing Road Northampton NN1 5RT T 01604 230240

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## Exam Rules

- Students must wear full school uniform.
- Prohibited in exam rooms: mobile phones, any smart devices, analogue watches, and all messaging-capable devices. These should be left at home or handed in to Student Services (changing rooms are not secure).
  - *Reminder:* Possession of such devices in the exam room (even if switched off) must be reported to the exam board and may lead to disqualification.
- Pencil cases must be transparent. A clear plastic bag is acceptable.
- Water bottles must be clear plastic with labels removed. No food is allowed unless pre-approved for medical reasons.
- All writing must be done in black ink (no gel pens).
- Calculators (if permitted) must have memory cleared and must not have instructions/manuals.
- Students must stay for the full duration of the exam.
- External invigilators supervise exams. Misconduct will be reported to senior staff, and may be reported to the examining bodies.

## Access Arrangements

Some students may be entitled to support (e.g. extra time). These must be approved in advance by the exam board and supported by evidence. If you believe your child may qualify for access arrangements and they are not already receiving support, contact Mrs Cleaver in the Additional Intervention Team immediately.

For last-minute issues (e.g. injury affecting writing), contact the school as soon as possible so we can help if permitted.

## Special Consideration

Special consideration is only available to students who are otherwise fully prepared and who experience *temporary* adverse circumstances. If a problem affects a student's performance just before or during an exam (e.g. illness, bereavement, or unexpected disruptions), contact the Exams Office immediately after the exam. We must apply within 7 days and need supporting evidence.

Qualifying situations include:

- Illness or injury
- Bereavement
- Domestic crisis
- Incorrect/defective exam papers or equipment failure
- Participation in international-level sporting events
- Centre's failure to implement access arrangements

If a candidate cannot attend an exam due to an emergency, inform the Exams Office immediately. In some cases, dispensation may be possible.

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## **Internal Assessment Appeals**

To appeal a non-exam assessment process, contact Mrs Round in the Exams Office for a copy of the Appeals Procedure.

## **Exam Results**

BTEC and A-Level results will be available on Thursday 14th August 2025. Details about Results Day will be shared on the school website after the exam period.

## **Review of Marking**

If there is concern about marking accuracy, students may request a review. There is a fee per unit, unless the school recommends the review (in which case the fee is typically waived). Students must sign a consent form acknowledging that their grade could go down. Forms will be available on Results Day.

For any further questions or concerns regarding exams, please contact me at school.

Mr J Marshall  
Assistant Head Teacher (Examinations)

Headteacher Mr R Bernard MA

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