



Tuesday 18 March 2025

Year 10 Summer Assessments - 25th April to 2nd May 2025

Dear Parents/Carers,

Year 10 will have 6 days of assessments between **25th April to 2nd May**. This will be an opportunity for students to experience taking exams in a large venue and get used to this sort of environment, which will help them to prepare for public examinations at the end of Year 11 (GCSE Exams). It will also be a good opportunity for students to review their work completed so far and teachers will get an insight of their performance level and plan their studies ahead accordingly, which will support students moving forwards into Year 11.

All Year 10 students will have an assembly on March 24th from the Exams Officer, outlining instructions for their summer assessments. There will also be a tutor period on 25th March to go through things further, including the timetable (attached [here](#)) although we would ask that you ensure your daughter goes through both the timetable and this letter carefully with you and ask us if they have any questions.

Assessments will take place in the **Main Hall, Harding Hall, Drama Studio and S3**, as specified on their individual timetables. Individual timetables will be shared on *Edulink* (under the exams icon) after Easter. Students should arrive at their assessment venue **15 minutes** before the scheduled start time. For example: for a 09:00 start, students must arrive outside the exam venue by 08:45. When students don't have an assessment, they will be following their normal timetable where they will have private study time, supervised by their teachers. Students should make sure they bring appropriate revision materials with them each day to make the most of these private study sessions.

Students should come in **full school uniform** every day during the assessment period. All students are expected to arrive at school in good time so that we are able to start the assessments on time. If a student is going to miss an assessment due to illness or be late, due to traffic/late bus for example, please call Reception to let the school know as soon as possible and email **Mrs Faulkner** lfaulkner@ahs.bucks.sch.uk. The school may ask for a doctor's note/letter from GP to authorise persistence absence due to medical reasons during assessments. Please refer to the attendance policy on our school's [website](#). Please be aware that we cannot rearrange assessments for students who miss them. They will not get another chance to take it unless there is a doctor's letter to back up their condition. If students miss their Y10 assessment they should liaise with their subject teacher, who will decide if it is appropriate for students to have a copy of the paper to complete in their own time. This will also affect the School's ability to decide on an accurate Likely to Achieve Grade.

Form tutors will go through the following information with students, but please do read it through with your daughter to ensure they understand it fully:

- If students have a morning assessment, they should go straight to their exam venue and not to their normal form room.
- On the days where a student has an assessment in the afternoon starting either at 12:30, 12:45 or 1:00 pm, they must arrive outside the exam venue 15 mins before the start time. On these days, they will have an early **lunch that begins 45 minutes before the exam start time** (the Dining Hall will be open).

- Waiting areas for exam venues are as follows:
 - the Dining Hall for assessments in the Main Hall
 - the Drama Foyer for assessments in the Drama Studio
 - the Harding Hall Foyer for assessments in the Harding Hall
 - the Science Quad for assessments in S3
- Most of the sessions are divided in two, with two assessments running one after the other. Those sitting the second assessment will remain in their venue and work through the second assessment after a short break. If students are sitting the second of these and not the first (in case of optional subjects) they should be ready to enter the assessment venue 15 minutes before the scheduled start time but wait quietly if they are outside an exam venue as previous assessments may still be taking place.
- It is the student's responsibility to arrive at their scheduled exam venue and be ready to begin their assessments on time.
- It is the student's responsibility to ensure they have the correct equipment required to complete their assessments. For example: a calculator for the Maths (Calculator) assessment.

Further information about conduct during assessments will be shared with students after Easter via their tutors.

Yours faithfully,

Mrs R Tripathy (Exams Officer)

Mrs E Taylor (Head of Year 10)