



Headteacher:
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April 2025

Dear Parents and Carers,

As you will be aware, the summer GCSE exams begin on Tuesday 6th May.

To further support students in attaining the best possible grades, we will be running additional morning and lunchtime revision sessions on the day of each exam. A timetable for this is below.

To ensure continuity of pastoral care and allow for exam start procedures to be followed, from Monday 12th May, we will be stopping the form time interventions and students will be with their regular form tutor every day throughout the exam period.

The detailed exam timetable can be found on the Bradfield School website here: [Summer 2025 Exam Season](#)

I would also like to take this opportunity to share the JCQ information for candidates for written examinations. Students have been briefed on this numerous times in school, but we felt you may also find this a useful document for reference purposes. **It can be found at the end of this letter.**

Please ensure your child has the necessary equipment for all exams, this should be brought to school in a clear pencil case, as per the JCQ regulations.

I would like to take this opportunity to thank you for all of the support you are giving to the students at this really crucial time. I know how hard the students have been working and I have every faith that they are going to do amazingly well in the exams!

Yours sincerely,

Mrs Bott

Assistant Head Teacher

W/C 5 th May		Monday 5 th	Tuesday 6 th	Wednesday 7 th	Thursday 8 th	Friday 9 th		
AM: 8:00 - 8:35	Subject	Bank holiday	Health and Social Care		Drama			
	Location		N1/3		NB/6			
PM: 12:30 – 1:10	Subject							Business Studies
	Location							Hall

W/C 12 th May		Monday 12 th	Tuesday 13 th	Wednesday 14 th	Thursday 15 th	Friday 16 th
AM: 8:00 - 8:35	Subject	English Literature	RE	Geography	Maths	History
	Location	English Corridor	Main Hall	Hall	Maths Corridor	Hall
PM: 12:30 – 1:10	Subject	Computer Science	Biology			Business Studies
	Location	Hall	Hall Separate: 12:30 Combined: 12:40			Hall

Pre-exam revision timetable continues over the page.

W/C 19th May		Monday 19th	Tuesday 20th	Wednesday 21st	Thursday 22nd	Friday 23rd
AM: 8:00 - 8:35	Subject	PE 7:15-8am C1/3 Chemistry	English Literature	French	Physics	English Language
	Location	Hall Separate: 8:00 Combined: 8:10	English Corridor	Hall	Hall Separate: 8:00 Combined: 8:10	English Corridor
PM: 12:30 – 1:10	Subject	PE	Computer Science	RE		
	Location	Hall	Hall	Hall		

May Half Term

W/C 2nd June		Monday 2nd	Tuesday 3rd	Wednesday 4th	Thursday 5th	Friday 6th
AM: 8:00 - 8:35	Subject			Maths	History	English Language
	Location			Maths Corridor	Hall	English Corridor
PM: 12:30 – 1:10	Subject				French	Geography
	Location				Hall	Hall

W/C 9th June		Monday 9th	Tuesday 10th	Wednesday 11th	Thursday 12th	Friday 13th
AM: 8:00 - 8:35	Subject	PE 7:15-8am C1/3 Biology	Spanish	Maths	Geography	Chemistry
	Location	Hall Separate: 8:00 Combined: 8:10	Venue TBC	Maths Corridor	Hall	Hall Separate: 8:00 Combined: 8:10
PM: 12:30 – 1:10	Subject	PE	History		Further Maths	
	Location	Hall	Hall		Hall	

W/C 16th June		Monday 16th	Tuesday 17th	Wednesday 18th	Thursday	Friday
AM: 8:00 - 8:35	Subject	Physics	Spanish	DT		
	Location	Hall Separate: 8:00 Combined: 8:10	Venue TBC	Ms Ball: C0/3 Mr Humberstone: C0/4		
PM: 12:30 – 1:10	Subject		Food	Further Maths		
	Location		Venue TBC	C1/3		

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	