

Ref: SME/BCH

Monday 28 April 2025

Dear Year 11 Parents and Carers,

### **Re: Examinations Expectations**

I am writing to you to outline important expectations that all students must follow when taking part in the public exams this term.

- Students are expected to arrive outside their exam venue wearing full Plume Academy uniform.
- Students are to report to the specified waiting area 15 minutes prior to the exam start time to permit sufficient time for them to be registered for their examination.
- Students are to write with a black pen only.
- All mobile phones and smart devices must be turned off and stored away from the exam venue together with watches and earpods/earphones. Alternatively, these items may be handed in to the Exam Invigilators for the duration of the exam.
- Students will require the following equipment for their exams: black pen (plus a spare), pencil, ruler, calculator (where permitted), protractor and a compass. This equipment must be in a see-through pencil case. Other equipment is optional, although a calculator will be required for certain exams.
- There is no food allowed in the exam. However, students can bring a clear bottle (labels removed) filled with water or very diluted squash.
- Bottles and pencil cases must not have any writing or marking on them.
- Requests to use the toilet during exams that last less than 1 hour 45 minutes will not be granted unless the student has a pass. Exam Invigilators will be instructed to use their discretion in exceptional cases.

Each exam venue will have Exam Invigilators, with members of the Pastoral and Senior Leadership Team on hand so that the exams run as expected. There will be a zero-tolerance policy with regards to behaviour and any negative behaviour will be dealt with appropriately.

I very much look forward to seeing all Year 11 students complete the process and hope that they have a positive experience that not only allows them to have confidence moving into the next stage of their studies, but also achieving their full potential. To facilitate this, students will need to continue to utilise the subject catch-up, revision sessions and exam warm-up sessions that will continue to be on offer throughout the remainder of this academic year.

If you have any questions relating to the examinations process, please contact the exams team ([exams@plume.essex.sch.uk](mailto:exams@plume.essex.sch.uk)). For any pastoral queries, please contact Mrs Rhodes ([p.rhodes@plume.essex.sch.uk](mailto:p.rhodes@plume.essex.sch.uk)) or Mr Rose ([d.rose@plume.essex.sch.uk](mailto:d.rose@plume.essex.sch.uk)) in the first instance.

### **Exam Warm-up Sessions and Lunchtimes**

Faculty areas will be issuing the necessary information to all students regarding warm-up sessions prior to the exams. If you have any questions regarding these, please contact your child's class teachers directly. Students who have an afternoon exam will be permitted to leave their period 4 lessons at 12:40 so that they can eat prior to their exams starting at 13:30. Students will be expected to arrive at their exam location at 13:15 for afternoon exams.

## Exam Stress

I would also like to share some useful links below that have information on how to manage exam and revision stress and mindfulness. We understand that this period can be stressful and our students may need some extra assistance in coping with what can be an overwhelming situation. However, by managing work load and seeking advice and guidance can allow students to succeed.

[OCR Managing Stress](#)

[Pearson Exam Stress and Wellbeing](#)

[AQA Managing Stress](#)

[Student Room - Handling Revision and Exam Stress](#)

Lastly, I take this opportunity to wish all students good luck in their exams, and look forward to celebrating their time at the Year 11 Leaver's Assembly and Prom very soon. If there are questions or queries, then please do not hesitate to contact the Year 11 pastoral team.

Yours sincerely

*S. Meadows*

**Mr. S Meadows**

Assistant Headteacher

Fambridge Road Campus Lead

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