



Blackfen School for Girls

Raising aspirations - releasing potential

Headteacher Carrie Senior MA (Oxon) NPQH

Blackfen School for Girls,
Blackfen Road,
Sidcup, Kent.
DA15 9NU
T: 020 8303 1887

E: admin@blackfen.bexley.sch.uk
www.blackfenschoolforgirls.co.uk

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ARRANGEMENTS FOR YEAR 11 PUBLIC EXAMINATIONS

Dear Parent/Carer,

I would like to thank you for your time and commitment to your daughter's academic and personal development in school during the past five years, and for your willingness to engage with the school in supporting her preparation for public examinations, next term. To this end, I look forward to meeting you on GCSE results day – **Thursday 21st August 2025** – and to celebrating all our students' well-deserved success.

The provisional GCSE Summer timetable is posted on the school website, alongside other useful documents which guide students and their families in their preparation for public examinations. Year 11 students will receive the first edition of their personal examination timetables after the February half term break. Their practical examinations will also start in this half term and will continue after the Easter holiday, finishing just before the start of the written examinations on 8th May 2025.

Success in the GCSE examinations relies on the revision of specific examination techniques and timings for different questions, as well as subject content. This is why Year 11 teaching staff will continue to plan and deliver specific revision lessons up to and after the May half term break, which Year 11 students are expected to attend in line with their usual timetable. Sustained revision keeps examination techniques and timings refreshed and easy to remember under pressure, so I want our Year 11 students to benefit from continued tailored and personalised academic support. As students finish their examinations in each subject, the additional time in their timetable will be allocated to subjects whose examinations are still pending. As was the case last year, teachers of these subjects will run extended revision and preparation sessions which students are expected to attend, so that they are properly supported until they sit their final examination paper.

First and last date of Summer 2025 public examinations:

First examination: 8th May 2025

Last examination: 24th June 2025

EXAMINATION CONTINGENCY DATES

The contingency dates for Summer 2025 examinations are as follows:

Wednesday 11th June - afternoon

Wednesday 25th June - all day



All examination candidates sitting Summer 2025 public examinations at Blackfen School must be available to sit GCSE, A Level and BTEC examinations from the date of their first examination until Wednesday 25th June 2025. This decision is not a school decision and it applies to all candidates, in all schools.

RULES AND EXPECTATIONS REGARDING PUBLIC EXAMINATIONS

The letter sent to Year 11 Parents/Carers on 8.11.24 is the **formal warning to students, their parents and carers, that the school will always take action regarding evidence of candidate malpractice or cheating in public examinations or in the coursework tasks that form part of a qualification course.**

The Joint Council for Qualifications (JCQ) defines 'Malpractice' as the failure to follow the rules of an examination or assessment. It includes any act, default or practice which is listed below but is not limited to these examples:

- a breach of the Regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates
- compromises public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

Candidate malpractice

'Candidate malpractice' means actions taken by a candidate, such as - but not limited to - those actions listed above, in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

In adhering to the rules from JCQ, students must follow the arrangements below:

- Students must wear full school uniform to sit all public examinations.
- Unless advised otherwise, morning examinations begin at **9.00 am**. Students should be lined up outside the correct room by **8.45 am**. Afternoon examinations begin at **1 pm**. Students should be lined up by **12.45 pm**.
- Mobile phones must be switched off and the batteries removed **before** students enter the examination room.
- Mobile phones, mobile devices and all watches must be handed in at the beginning of the examination. Any student whose mobile phone rings during an assessment or examination will be reported to JCQ and may result in further action being taken, including the cancellation of grades in one or more subjects. Phones are kept safely for the duration of the examination in individually numbered bags, placed at the end of each row of examination tables and in full view of students.
- Equipment – black pens, pencils, rubbers, rulers, protractors, compass and calculators – should be put in a clear bag or pencil case the night before each examination.

- The Examinations Office does not provide calculators for students. Students are likely to lose marks in GCSE examinations if they do not bring calculators to examinations where required.
- Drinking water only (no other kind of drink) may be taken into the examination room. It must be contained in a clear, plastic bottle with the label removed.

COLLECTION OF EXAMINATION RESULTS

GCSE and BTEC examination results are published on **Thursday 21st August 2025** and will be available for collection in the Performance Space from **9.00 am to 10.30 am, only**. Results that are not collected at this time will be posted home to students. Parents and carers are warmly invited to join students in the Performance Space for this special occasion and may collect results on behalf of students as long as this arrangement has been agreed and processed by the Exams Office *before* the end of term and suitable identification is provided, for example, a driving licence photo card or passport.

ENROLMENT OF YEAR 11 STUDENTS IN BLACKFEN SCHOOL SIXTH FORM

In order to confirm their place in the Sixth form, current Year 11 students must enrol on-line on **Thursday 21st August by 11.45 am**.

1. Go to the **'Sixth Form'** tab on the Blackfen School website (www.blackfenschoolforgirls.co.uk).
2. Click on **'Enrolment'** on the right-hand side of the page.
3. Complete the form by entering your GCSE results and confirmed course choices. Then click on **'Submit'**.
4. You will receive a confirmation email with a unique ID. **Save this email.**

Any queries on the day should be emailed to: sixthform@blackfen.bexley.sch.uk. Year 11 students must have the correct entry requirements for their course choices. We will only contact you (via email or mobile phone) if there is a problem with your course choice.

The details in this letter should be read very carefully with students and kept in a safe place for future reference. Once again, I wish to pass on my very best wishes to every Year 11 student and their family and look forward to hearing about their success in August.

Yours sincerely,



Carrie Senior
Headteacher