



11th May 2023

Dear Year 11 parent/carer,

We are a matter of days away from the start of the public examinations for Year 11. I want to take this opportunity to thank you for all your support and I feel that Year 11 are now well placed to succeed. The exam period is extremely busy. All students have copies of their exam timetable and structured revision at home should be well underway.

Please note the following:

Students must arrive on time for each examination with the correct equipment. Students must ensure they bring a black pen, pencil, ruler, rubber, calculator and for the maths exams a maths equipment set to all exams; no other material is permissible unless indicated by the Examinations Board. It is also advisable that students bring a bottle of water to the exams which is transparent with labels removed.

Morning Exams

Morning exams start at 9am so students are required to be on site by 8.30am.

Afternoon Exams

Afternoon exams start at 1.30pm. Most afternoon exams finish within the school day.

Mobile phones

Mobile phones are not permitted in any of the examination rooms, so it is advised that your child does not bring your mobile phone on the days of examinations. This also applies to other electronic devices. It is essential you read the attached information from the Joint Qualification Council JCQ with regards to student sitting examinations this year. Possession of a mobile phone, or similar item will automatically result in disqualification from the examination and potentially all examinations within that exam board.

Uniform

All Year 11 pupils must be in full uniform to sit public examinations. If your child arrives late, he/she may not be allowed in the examination room.

Special Arrangements

The Examinations Officers will be aware of any students who are eligible for any special arrangements and will ensure that the invigilators know. These students should also check with the examination officer before the start of each examination.

Contingency Day

We would also like to inform you that the awarding bodies have designated **Wednesday 28th June 2023** as a '**contingency day**' for examinations. The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom.

Candidates must remain available until Wednesday 28th June 2023 should an awarding body need to invoke its contingency plan.

Yours faithfully,

RAskoolum

Roy Askoolum

Deputy Headteacher