



September 2019

Dear Parents/Carers and students,

Year 11 mock written examinations are taking place from Monday 21/10/19 to Friday 25/10/19 inclusive. An examination timetable is included on the back of this letter. Exams start promptly at 9.00am each day so your son/daughter must be in school for normal registration time.

There are two exams timetabled for each day but as some of these involve option subjects, not all of the students will be involved every day. Therefore at times when students are not timetabled to take an exam, they will **remain in normal lessons**.

Afternoon examinations will start at 1pm. Students will take an early lunch at 12.20pm to allow them to be seated within the exam hall for a prompt start.

Students will be required to wear full school uniform for the duration of the exams.

Please ensure that your child is fully prepared for every examination. They should have at least two black pens, a pencil and ruler. These should only be held within a clear pencil case or bag. Only water in a clear container is allowed within the exam room and all labels must be removed from any bottles before entering the exam room.

As per JCQ regulations no mobile phones or electronic devices of any kind are allowed in the examination room. Wristwatches must also be removed and placed at the front of the desk. Strict examination rules will be followed for all exams to ensure a calm and purposeful atmosphere within the hall. These rules have been issued to students and are available on the website.

Yours sincerely,

G.Rule

Mrs. G Rule
Examinations Officer