



**An Ashmole Trust School**

Executive Head Teacher: **Mr Tim Sullivan**

Head Teacher: **Mr Balbinder Dhinsa**

**'Excellence, Aspiration and Care'**

23<sup>rd</sup> November 2023

Dear Parent/Carer

**Re: Year 13 Mock Examinations 27<sup>th</sup> November – 8<sup>th</sup> December 2023**

With just a few days from the start of the mock examination period for Year 13, I want to take this opportunity to thank you for all of your support in the lead up to this internal mock examination series.

The examination period is extremely busy. All students have had copies of their examination timetables, and structured revision at home should be well under way.

Please note the following:

- Students must arrive on time for each mock examination with the correct equipment. Students must ensure they bring a pencil case with a black pen and a spare to all examinations; no other material is permissible unless indicated by the Examinations Board. It is also advisable that students bring a bottle of water to the examinations which is transparent and labels have been removed.
- Morning examinations in the Sports Hall start at 8.45am so students are required to report to their form rooms by 8.40am, where they will be registered and be sent to the examination venue by their form tutor. Those students who have access arrangements will go to SF1 and SF2 to complete their examinations.
- Afternoon examinations start at 2.00pm so students must report to their examination venue by 1.55pm.
- Most afternoon examinations finish within the school day. However, on occasions, some examinations may finish later than 3.20pm, which is stated on the students' individual timetables.
- Mobile phones are not permitted in any of the examination rooms so it is advised that your child does not bring their mobile phone on the days of examinations. This also applies to other electronic devices including smart watches. Please see the examination handbook attached with this letter for details.
- If your child arrives late, they will not be allowed the additional time to complete the mock examination due to the logistics of the mock examination period. We expect all of our students' punctuality and attendance to be exemplary over this period.
- Notices of all examination venues will be posted outside of the Refectory for students to be made aware of their specific seat prior to entering the examination venue, which will ease the running of the examinations. Student seat numbers are also on their personalised examination timetable.
- Behaviour throughout all examinations should remain highly professional, with silence being insisted upon, before, during and after the examination has been completed. Only once outside the examination venue are students allowed to communicate.

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Please can you ensure you have read through the attached handbook with your child to ensure they are made aware of the very important JCQ guidelines for all examinations.

I would like to take this opportunity to wish your child the very best of luck and I am sure all the hard work and determination will pay dividends during this important mock examination series.

Yours faithfully

A handwritten signature in black ink, appearing to read 'V Clarke', with a stylized flourish at the end.

Miss V Clarke  
**Assistant Head Teacher**