



February 2023

Dear Family

Business Online Examinations
Thursday, 9 February at 9:00am

Your child will be involved in an online Business administration exam on the date stated above. Please ensure your child attends this examination and arrives outside rooms IT1/2 by 8:45am.

Students also need to ensure that they have read all the JCQ Information for Candidates documents which are accessible on the Student Portal, under the examination information tab, prior to completing any examinations.

Students must adhere to the following basic expectations during the examinations:

- They must be on time to all examination sessions.
- They must enter the examination room with empty pockets.
- Mobile phones and electronic devices are not allowed.
- They are not allowed to wear a watch on their wrist in the examination room.
- Students **must** have a black pen.
- Students are only allowed water to drink in the examination room and this must be in clear bottle, the bottle must have the label removed.
- Students will be expected to leave all coats and bags at the back or front of the examination room as appropriate.
- Students will not be allowed to leave the room during the examination at any point unless it is for a valid medical reason.
- Students must remain in the examination room for the full time of their examination.

If you have any questions regarding this examination period, then please do not hesitate to contact me at the Academy.

Yours sincerely

Mrs J Kaur
Senior Teacher

Mr D Irish
Principal

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