



December 2023

REF: KMN/JKR

Dear Family

Year 12 Technical Examinations
Tuesday, 9 until Friday, 12 January 2024

Your child will be involved in examinations during the dates stated above. Students will be attending their normal timetabled lessons during this period unless they are in examinations. If your child has a morning examination, they need to be outside the exam room at 8:45am. If they have an afternoon examination, this will commence at 1:00pm and your child will need to have lunch at 12:20pm and will need to be ready by 12:45pm outside the exam room. They will be dismissed from the examination room to either go straight to their afternoon lessons.

Students can view their individual timetables online via Edulink. It is important for students to understand that it is their responsibility to know when they have examinations and where they need to be in order to sit those examinations.

The running order of these exams is:

DATE/Exam	START	ROOM	LENGTH
Tuesday, 9 January 2024 - Unit 2 Principle of concept design	9:00am	IT 2/3	120 mins
Wednesday, 10 January 2024 - Unit 2 Principle of concept design	9:00am	IT 2/3	90 mins
Thursday, 11 January 2024 - Unit 1 Digital Media and Emerging Technologies	1:00pm	IT 2/3	45 mins
Friday, 12 January 2024 - Unit 2 Principles of concept design and pre-production	9:00am	IT 2/3	90 mins

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, both now and in the Summer:

- They must be on time to all examination sessions.
- They must enter the examination room with empty pockets.
- They are **not** allowed to wear any kind of 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 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
Acting Assistant Principal



Miss M Green
Principal