



December 2023

REF: KMN/JKR

Dear Family

**Year 12 & 13 BTEC Examinations,  
Tuesday, 9 until Thursday, 18 January 2024**

Your child will be involved in BTEC examinations during the period stated above.

Students will be attending their normal timetabled lessons during this period unless they are in examinations. If examinations are in the morning, your child needs to ensure they arrive at school no later than 8:45am for the exam to commence at 9:00am. If they have an afternoon examination, this will commence at 1:00pm and your child will be dismissed from the examination room to either go straight to their period 5 or 6 lesson.

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.

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 be expected to leave all coats and bags outside the exam room.
- 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**