



January 2024

Ref: JK/AC

Dear Family

**On Demand Business Administration Level 2 Exam
Tuesday, 6 February 2024 9:00am in IT2**

Your child will be sitting their on demand Business Administration Level 2 Examination on Tuesday, 6 February at 9:00am. Please ensure students arrive to the Academy by 8:45am and meet outside the examination room.

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 silent and with empty pockets.
- 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.
- **No watches** allowed.
- **No mobile phones** or electronic devices of any nature are allowed into the examination room, except calculators that must have cases/covers removed.
- Students will be expected to leave all coats and bags outside the examination room.
- All phones should be completely switched off.
- 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.

Prior to this examination, students must familiarise themselves with all the examination polices which can be found on the student portal under examination information.

Yours sincerely

Mrs J Kaur
Assistant Principal

Miss M Green
Principal