



March 2024

Dear Family

Year 12 BTEC Mock Examinations
Thursday, 14 March and Friday, 15 March 2024

Your child will be involved in BTEC mock examinations during Thursday, 14 March and Friday, 15 March 2024.

Students will be attending their normal timetabled lessons during this period unless they are in mock examinations. If examinations are in the morning, your child needs to ensure they arrive at the Academy no later than 8:45am for the examination to commence at 9:00am. If they have an afternoon examination, this will commence at 1:00pm and therefore will leave period 3 at 12:20pm for an earlier lunch. At the end of an afternoon examination your child will be dismissed from the examination room to either go straight to their period 5 or period 6 lesson if they have one.

Please ensure your child attends this examination as these examinations will help ensure that your child is best prepared for their actual examinations in the summer.

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.
- 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
Assistant Principal

Miss M Green
Principal