



Waterloo Road, Smethwick West Midlands, B66 4ND
Tel: 0121 558 8086

June 2024

Ref: SB/AC

Dear Family

**Year 10 Mock examinations beginning
Wednesday, 19 June 2024**

Attendance:

- Students must attend their mock examinations, just as they would the official ones. Please can you support your child with their attendance, and make sure they arrive punctually in the mornings.

Uniform:

- Students must be in full academy uniform. PE kits and trainers are not acceptable without an accompanying note from a parent or carer.

Timings:

- **Morning** exams will begin promptly at 9:00am. Students must be lined up at 8:40am for the exam to begin on time. After their exam, students will return to lessons. They will take an early lunch at 12:20pm.
- **Afternoon** exams will begin at 1:00pm. Students must be lined up at 12:40pm. At the end of the exam, students will be escorted off site. They will not return to lessons.

Examination timetables:

- Students will be able to find their examination timetable on Edulink, under the 'exams' button. They will also be able to see their seat number for every exam. Every student needs to check their own timetable.
- Students must check they know when their examinations are taking place, **this is their responsibility**. Edulink will have updated timetables if seats change, therefore students must check Edulink every morning.

During the examination:

- Students are in EXAMINATION CONDITIONS the moment they enter the examination room
- **No electronic devices** allowed of any kind
- **Bags** cannot be taken into the exam room. Leave these in the **changing rooms**.
- **Empty pockets**
- **No watches** on your wrist
- **You MUST HAVE a black pen**
- **Water only** – in a clear bottle with the label removed

Further examination information:

- On the student portal is a section dedicated to examinations. Please make sure you can access this and read through the Joint Council for Qualifications (JCQ) rules and regulations.

If you have any further questions, please contact either Mrs S Bradford or Mr M Salloo.

Yours sincerely

Mrs S Bradford
Assistant Principal

Miss M Green
Principal