



January 2020

Dear Parent/Carer

Year 13 Trial Examinations – February 2020

Please find attached a copy of the Year 13 Trial Examinations timetable. These examinations take place between **Monday 24 February 2020 and Thursday 5 March 2020**.

Your son/daughter has today been issued with 2 personalised copies of the timetable. It is essential that students keep these timetables safe as the venues and seating arrangements for the exams are shown on their timetable.

These are important examinations, the results of which will be used, along with other work that your son/daughter has completed, to help prepare them for their A-level exams commencing in May. We would be grateful if you, as well as your son/daughter, make a careful note of all of the arrangements.

Students should go to form first at 8.50am sharp to register prior to any morning examinations and then report to the examination venue no later than 9.00am. Morning examinations start at 9.15am. Afternoon examinations start at 1.15pm (1.00pm on Wednesdays). Students should report to the examination venue at 1.00pm (12.45pm on Wednesdays) i.e. 15 minutes before the end of lunch. It is essential that students are punctual for each examination. Please note that some afternoon exams run beyond the end of the school day. Students are being asked to line up 15 minutes before the end of lunch to reduce the amount of time that they will be required to stay beyond the end of the school day. All students will be required to stay for the full duration of each paper.

Once again, we would like to reinforce the fact that **mobile phones or other data receiving devices such as smart watches** are not allowed in the examination room under any circumstances. If your son/daughter is found to be in possession of a mobile phone (or any other type of electronic communication or storage device) during an examination (even if it is turned off) it will be taken from them.

Please ensure that your son/daughter has all of the necessary equipment for these examinations. Students taking exams will be expected to use a black pen (no other colour), equipment should be carried in a clear (see through) pencil case.

When students are not involved in these examinations, they should follow their normal timetable.

I'm sure that we can count on your support to ensure that your son/daughter prepares properly for these examinations and that the examinations run as smoothly as possible for the benefit of all students. If you have any questions or concerns, please do not hesitate to contact either myself or Mr Ladha, Assistant Head Teacher (Head of Sixth Form).

Yours faithfully

Mrs T Ingham
Examinations Officer

(TY-AA) Y13 Trial Examinations Feb 20 - January 2020