



29 November 2019

Dear Parent / Carer

This morning I went through the **examination protocol** with all Year 11 in preparation for the start of their examination series. Please find attached the PowerPoint for your reference. Being fully prepared, both in terms of knowledge and equipment, is essential for positive outcomes. If you haven't done so already, please can you ensure your son/daughter has the following in terms of equipment to ensure a smooth examination period:

#### ESSENTIAL ITEMS

- 2 or more black pens (not blue!)
- Pencil, pencil sharpener, rubber
- Ruler, protractor, compasses
- Calculator (no lids!)

OPTIONAL: Highlighter (to highlight text in the question paper only—cannot be used in your answers)

Some examinations require: Coloured pencils

ALL OF THE ABOVE ITEMS NEED TO BE IN A COMPLETELY TRANSPARENT PENCIL CASE OR PLASTIC BAG.

The next two weeks are going to be incredibly busy for all parties. The period around the time of exams is the most stressful for your son/daughter. Emotions after exams vary considerably. On the night before an exam students should only attempt light revision using revision notes and not try any totally new revision. Towards the end of the exam period students will get very tired, and any enthusiasm they may have shown for revising will inevitably wane. You too will start to flag. This is not an easy time for students taking exams or for parents looking on, but there will be light at the end of the tunnel soon.

Please can I also stress the importance of these exams and the need to approach them in a mature and appropriate manner. The results obtained will allow us to put into place the appropriate support; hence a consistent approach to all exams is therefore needed.

Thank you again for your continued support. Please do not hesitate to contact me if you require any further information.

Yours sincerely

Mark Taylor

ASSISTANT HEADTEACHER

Director of Learning, Attainment and Progress for Years 10 & 11

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**Calendared events:**

29.11.19	Year 11 Exam Assembly
28.11–17.12.19	Year 11 Examination Period
7.01–10.01.20	MFL Speaking Exams
16.01.20	Year 11 Results Day
29.01.20	Parents' Evening
2.03–6.03.20	Additional Examinations in English Literature, Science and Geography
30.03–3.04.20	First Week of Easter Provision
6.04–9.04.20	Second week of Easter School
21.04–24.04.20	GCSE MFL Speaking exams
11.05.20 onwards	GCSE Exams commence