



May 4, 2018

Re: Year 12 Examinations Summer 2018

Dear Parents/Carers,

I am writing to inform you about the forthcoming internal exams for Year 12 during this Summer Term. A timetable for these exams is attached with further notes for students and is also available on the school website.

External Exams

If any students in Year 12 have any external exams, they will have received a separate timetable for these.

Internal Exams

From Monday 18th June, students will sit internal exams in most of their A Level and Level 3 subjects (as indicated in the school calendar). The normal school timetable is suspended for this week and students are only expected to attend school if they have an exam or they wish to revise in school.

It is important that students prepare properly for these exams and conduct themselves in a manner that allows both themselves and others to perform to the best of their ability. These internal exams are important for a number of reasons:

- They give teachers, parents and students an indication of the progress made so far in their A Level/Level 3 courses and help identify targets for the remainder of the year. They also provide information which may result in changes to students' curriculum in Year 13.
- They help teachers make decisions on predicted grades for students' UCAS, Apprenticeship and employment applications.
- They give students the opportunity to perform under examination conditions that are as similar to their A Level and other external exams as possible.

The exams will be supervised by external invigilators and will be conducted under the same strict conditions that the Exam Boards require in the summer. Students have been informed of and will be expected to adhere to a code of behaviour that follows Exam Board regulations and is in keeping with the school's Behaviour for Learning policy. **Any breaches of this code during exams will result in sanctions, starting automatically at the C3 level.** It is worth noting that, in the external A Level and Level 3 exams, breaches of the Exam Board regulations can result in a student being disqualified from all their exam entries in that exam season.

We would also advise your son/daughter to dress appropriately and to bring water to their exams as recent research has shown that students who are properly hydrated perform more successfully than those who are not.

Students will receive their results from their subject teachers after marking has been completed.

If you have any questions or concerns, please contact me during normal school hours.

Yours sincerely

R Jeffreys
(Examinations Manager)

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