



21 November 2023

Dear Parents/Carers

BTEC Level 3 mock examinations

I am writing to inform you of the BTEC Level 3 mock examinations that will be taking place on **Monday 4th December 2023**, these will take place in the **Garner Lecture Theatre, M119** and **IT3**. The purpose of the examinations is to provide both students and teachers alike with information regarding students' current understanding. This will support both students and teachers with their preparation for formal exams in January 2024. It is, therefore, imperative that students take the examinations very seriously both in terms of their preparation and conduct.

Study leave

We have taken the decision to allow study leave for students who are sitting exams on this date. Study leave will enable students to have additional time at home to revise during the morning in preparation for their afternoon exam. This is only applicable for students who have an exam in the afternoon. Students are not expected to be in the community at this time but at home to prepare for their examinations. Students are also welcome to use the facilities in school to revise including the SP4L and Sixth Form centre

JCQ regulations During the mock examination

Students will be adhering to the JCQ regulations. As per examination regulations, students must write in black biro and store all equipment in a transparent pencil case. Students are required to bring all of the subject specific equipment they are required to use in their examination. Regarding electronic devices, in particular mobile phones, these must not be in the possession of the student nor inside the examination room; all such items must be handed in prior to the exam. Under DFE contingency guidance, following the examination marking, student exam papers can be shared with students during feedback lessons but must remain in school.

Further support

If students are ill during the mock period, they should attempt to attend the examination and inform the invigilators. If the illness is severe then please notify the school of the absence in the usual way. Students who have concerns about examinations should speak with their tutor or a member of the Sixth Form Office team.

Yours faithfully

Miss F Keith
Vocational Lead

Mr N Ladd
Assistant Headteacher/Director of Sixth Form

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