



2 May 2024

Dear Parent/Carer

External examinations

As the formal external examinations start for our Year 11 and 13 students, we would like to remind parents / carers of the following guidance:

JCQ regulations

Under JCQ regulations we are instructed to start examinations punctually and so it is imperative that all students arrive on time. We would like to ask for your support to ensure your child arrives at school by **8.25am** for morning examinations and by **1.15pm** for afternoon examinations to allow us to start in line with regulations.

Attendance to all exams is a requirement of all students to ensure the external examinations run smoothly. As a parent/carer we politely remind you that it is your responsibility for making sure your child attends all of their timetabled examinations on time.

In addition to this, we would like to take this opportunity to remind you that under regulations, external examinations are not re-arranged. In the event that your child is seriously unwell and therefore unable to attend school for any examinations, we ask that you contact the school and ask to speak with either Mrs Mawer or Mrs Martin. We will also request medical evidence.

Students must ensure that all electronic devices including mobile phones, air pods, headphones, laptops, watches and iPads are turned off and placed into the desk pouch. A breach of these regulations could lead to severe sanctions in line with the JCQ regulations around suspected malpractice.

Equipment

As per examination regulations, students must write in black biro. Students will need to bring a transparent pencil case or clear plastic bag containing their equipment. Students are permitted to take a bottle of water into examinations, but this must be in a clear bottle with no labels on. Required equipment:

Black biro x 2

Pencil

Ruler

Calculator

Protractor

Highlighters (optional)

Study leave

As per our previous communication, in the instance a student has a morning and an afternoon examination in one day, they will leave site between those exams. If you do not want your child to leave site between examinations please email Year11office@mrus.co.uk so that we can make arrangements.

A light breakfast is available for all Year 11 students in the B block foyer at 7.45am before large cohort exams and our canteen is open every day should they wish to purchase a hot breakfast at 7.45am.

Kindest regards

A handwritten signature in black ink, appearing to read 'Mrs Spencer', written in a cursive style.

Mrs Spencer
Deputy Headteacher