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20 October 2016

Dear Parent/Carer

Year 11 Pre Public Exams (PPEs) 21 November – 2 December 2016

Year 11 PPEs will be taking place from Monday 21 November until Friday 2 December 2016. These exams are of vital importance to our students, they will give them an accurate assessment of where they are in their learning and highlight areas that need more work before their final GCSEs in May and June 2017. The results will also be used in some subjects to decide the level of exam that they will sit in May/June.

To underline the importance of the exams, our intention is to make the PPE experience as close to that of external examinations as possible, so that students are encouraged to approach them with the same level of seriousness and also become familiar with what will be expected of them when they take part in the real thing. Inevitably, this means that there will be potentially serious consequences for any students whose conduct does not meet expectations.

With this in mind, please be aware of the following points:

- Exam **start** times are: morning session 9am; afternoon sessions 1.15pm. Students should arrive at least 15 minutes before the start of their exam. All exams will take place in the Main Hall, unless otherwise stated on the seating plans. Students **do not** need to go to registration on days that they have an exam as they will be registered in the exam.
- All students should have at least two **black** pens (all external exams are required to be completed in black pen), pencil, eraser, ruler and any other equipment needed for their exams e.g. calculator, protractor and a pair of compasses. All equipment should be in a clear pencil case or clear poly-pocket/food bag.
- Mobile phones and electronic devices are not allowed in the exam hall. If students have brought any into school, they should hand them in at the start of the exam, and should be aware that **failure to do so will result in disqualification**.
- Exams will be conducted under Exam Board regulations. This means that any student not following these rules will be disqualified from the exam.
- All students should check the seating plans displayed on the exams noticeboard, on the doors of the Main Hall yard entrance and on the windows near B4 & B5, before their exams.

Please confirm receipt of this letter and your son's/daughter's PPE timetable (attached) by completing the reply slip below and returning it to the Exams Office.

Your help and support is vital to this process and is greatly appreciated.

Yours sincerely

Mrs K Saunders
Examinations Officer

YEAR 11 Pre Public Exams: Monday 21 November - Friday 2 December 2016.

Name of Student Form

I have received the letter and timetable regarding the PPEs and understand the points raised.

Signed.....Parent/Carer