

The Sholing Technology College

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Respect • Ambition • Challenge • Creativity

Ref: BRI/RPE

27th September 2017

Dear Parent

Your child will be sitting a range of mock exams over the coming months with the first of these taking place on Monday 2nd and Tuesday 3rd October. These mocks are for core subjects; Maths, English Language and Science. I am writing to ask if you could support your child by ensuring they are fully aware of the following: -

Exam Room Etiquette

The students have been studying hard, so please remind them to take these rules seriously. We don't want them to ruin their chances at getting the results they deserve by making avoidable mistakes.

- Students must arrive on time. They should aim to get to the exam room at least 10-15 minutes before the start of the exam. If students are late, their work might not be accepted. Getting there early will also give them some breathing space to relax before they start writing their paper.
- Students must wear the correct school uniform. Students will not be allowed entry to the exam room if they are not wearing the correct school uniform.
- Students must make sure they do not have their mobile phone or smart watch on them. Phones and other similar portable devices are not allowed in the exam room. Best advice – leave them at home. Last year, a student received an ungraded in their exam, because they left their phone in their pocket.
- Students must listen carefully to the exam invigilators' instructions before, during and after the exam. They should follow instructions about all unauthorised materials and equipment, including phones.
- Students must be quiet once they enter the exam room. If they are seen turning around, talking to, or disturbing other students, it may be seen as misconduct and lead to a penalty.
- If students have a question (there is no such thing as a dumb question!), feel ill or need to leave the room, they should raise their hand and wait for an invigilator to come to them.

What can your child take into the exam?

The Sholing Technology College will provide the question paper and answer sheets. Students must check with their teacher beforehand if there are any specific instructions for the exam, or additional equipment or stationery they need to provide, such as a calculator for maths or coloured pencils for textiles.

Students can take the following into the exam room:

- a black pen (including spares)
- additional equipment, such as erasers, pencils, ruler, protractor, compasses, calculator
- a clear pencil case
- a clear water bottle with a sports style lid (no screw lids). Labels must be removed.

Please read the JCQ's Information for Candidates for a list of instructions on exam room conduct and permissible materials and equipment.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---written-exams-2017-2018>

I would like to take this opportunity to thank you for your continued support. If you have any questions about the exams, please do not hesitate to contact me.

Yours faithfully

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

Mrs B Ridley

Examinations' Officer