

HEA/tb

28 May 2021



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To: Parents/Carers of Year 10 students

Dear Parents/Carers

In order for students to be given the best chance for success in their GCSE and Vocational courses, students in Yr 10 will be sitting internal exams later this month.

These internal written assessments will take place from Monday 14 June to Thursday 24 June inclusive. With this letter you will find a general timetable for these exams. Pupils who are studying GCSE Art will be sitting an 'all day' exam on either 1 or 2 July, depending on which teaching group they are in.

Students should go to morning registration as usual and will be able to have an early lunch break if they have an afternoon exam. When not in an exam, students will be in their usual lessons. The school day will end at the normal time of 3.10pm

Students will be issued with individual timetables the week after half term, giving full details of timings and venues and dealing with any clashes. On the back of the timetables will be some important notes which students should read carefully and familiarise themselves with.

Students will be expected to behave in the same way and follow the same regulations as they would during their real GCSE/external examinations. I therefore thought it would be useful to set out the requirements regarding exam arrangements.

Students are required to bring their own basic equipment to every exam. They will need a black pen, pencil, ruler, rubber and pencil sharpener which should be kept in a clear bag or pencil case to meet JCQ regulations. Students are required to provide their own calculators and maths equipment.

A small number of students are entitled to access arrangements due to their Special Educational Needs or medical needs, and will be seated in a separate room as per regulations. All other students are required to sit as per the seating plan in the main examination hall which is generated using candidate numbers. No students will be allowed to sit at the back of the examination hall unless they produce medical evidence supporting this request in the form of a doctor's note. This policy applies to both internal and official external examinations set by the awarding bodies.

Any student refusing to go into any examination room in either an internal exam or official exam will forfeit their examination and will be awarded a 'U'. This will also have an impact on the school's decision to enter the student for future examinations. Any student distracting others or refusing to comply with the examination regulations will be asked to leave the examination hall.

There should be no unauthorised items brought into the exam room including mobile phones, ipods, MP3/4 players, smartwatches or any technological/web enabled sources of information. We also ask that wristwatches are not brought into the exam room.

We understand that, for many, exams can be an extremely stressful time. Fortunately, our students display extremely high standards of behaviour in the exam hall as well as elsewhere, and so this guidance is largely just to inform you about what the regulations surrounding exams are for your son or daughter. As always, I trust you will be supportive of these actions to ensure that all our students have the best possible chance of success.

Thank you for your continued support.

If you have any queries regarding this letter, please contact myself or Mrs Braund on the school telephone number or via email at admin@pilton.college

Yours sincerely

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

Danny Heaton
Deputy Headteacher