



March 2024

Dear Parent/Carer,

YEAR 10 INTERNAL EXAMINATIONS 2024

The internal examinations for pupils in Year 10 will take place between Monday 29th April and Friday 3rd May 2024. The timetable is shown below.

I will be attending the Year 10 Assembly at the end of this term to explain the timetable and will again see students at the start of next term to talk through the logistics of the examinations.

When students are not attending exams, they should attend normal lessons. Students should go to morning registration as normal before their exams. In the afternoon, students should go straight to their exam room.

You can help your child to prepare for these examinations by:

- talking to them about the tests and what work they need to do to prepare for them
- making sure they complete any revision homework set by their teachers
- making sure they know which exams they have on which days by displaying the timetable, on the reverse of this letter, at home
- helping them to learn work by testing at home on work covered in class or at the request of their subject teachers
- providing a quiet place for them to work in the period leading up to the examinations
- telling them not to worry about the tests – just to do their best

Exam Venue

All examinations will take place in the Sports Hall under examination conditions. There may be a small number of students who will have access arrangements which require them to take their papers in a different room, Mrs Cleaver (Access Arrangements Administrator) will issue students with an individual timetable if this applies to them.

A number of practical assessments, such as Expressive Arts practicals will take place in normal lessons and students will be advised of these details by their class teachers.

Forbidden Items

Please note that mobile phones or any device capable of receiving and/or storing data are not allowed in any examination rooms. This includes all watches, and ear buds.

We recommend that all such devices are left at home on exam days, however, if any parent believes that it is important that their child has a mobile phone with them at school, then the phone **MUST** be handed in to Student Services, prior to the start of the exam. We do not recommend that items of value are left in the changing rooms, as these are not locked during the exams.

If you have any queries about exam arrangements, please contact me at the school.

Mr Marshall
Assistant Head Teacher (Examinations)

Headteacher [Mr R Bernard MA](#)

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