

3rd November 2021

Dear Parent/Guardian,

RE: YEAR 11 MOCK EXAMS

As you will be aware from the Calendar of Events, GCSE mock exams are due to commence on **Monday 22nd November 2021**. These exams will run until **Monday 6th December 2021** inclusive. I would like to inform you of the following arrangements the school has put in place for the mock exams:

1. Your child was given a timetable which lists the timing and duration of each exam. I have attached a copy for your information.
2. Full school uniform **MUST** be worn. If your child is **not dressed in FULL** uniform, they will **not be** allowed to enter the examination hall.
3. Morning Exams commence at **9.00 AM**. Afternoon exams commence at **1.30 PM**. Students are expected to attend morning registration on days when they have morning exams. Afternoon registration will be held in the exam hall.
4. Student are expected to remain in school in between exams, i.e, they have an exam in both the morning and afternoon sessions, a room will be made available for them to study.
5. **Lunch arrangements – Students will have early lunch in the cafeteria from 12:30 pm to 1:30 pm (asked to get packed lunch).**
6. Your child has been allocated a candidate number and he/she must sit in the seat allocated.
7. Students should come prepared with calculator, ruler, pencil, pens, and eraser etc for their exams. They will not be allowed to borrow. Only **clear plastic pencil cases** are allowed. Clear plastic water bottles are allowed into the exam hall without labels.
8. **Mobile phones or other unauthorised electronic devices are NOT allowed into the examination hall. Please encourage your child to leave their mobiles at home, or with the Receptionist.**
9. ESL students may use a dictionary which provides a one-word translation (in subjects other than English language). Electronic dictionaries and other dictionaries which provide meanings of words are not permitted.
10. No playing devices will be allowed to the school during the two weeks of examinations. They will be confiscated, if found using them for playing video games etc. You may be allowed to bring your laptop for revision purposes only.
11. Please read the attached “Information for candidates for written examinations”.

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Please remember the school's policy on mock examination results. As the school has high expectations, we expect students to obtain minimum of **grade 4**.

I would also like you to impress upon your child the importance of arriving to the exam on time. They should be outside the examination hall **10 minutes prior to the start of their exam. If a student arrives later than half an hour for an exam, they will not be permitted to sit the exam.**

If you have any queries or concern about the above, please do not hesitate to contact me.

I would like to take this opportunity to wish your child the very best in the forthcoming Mock exams.

Please return the reply slip no later than **Friday 12th November 2021** to confirm receipt of the GCSE mock exams letter.

Yours sincerely,

Mr. W. Nalli
Examinations Officer

FAO Mr. W. Nalli

Student Name.....
Form Group: **Year 11**

I confirm receipt of the Year 11 Mock Exams Letter outlining the arrangements for the exams commencing Monday 22nd November 2021 for duration of two weeks.

Name.....

Signature.....
(Please Print)

Relationship to child.....

Date.....