

19th December 2023

Dear Parent / Carer,

I am writing to inform you that your child will take important Mock exams after half term and if taking a BTEC subject at Level 3, will have some external examinations in January. These exams commence 8th January 2024 and external exams have been highlighted in yellow.

Please see the exam timetable outlined below.

Year 13 Exam Timetable January 2024

Morning 9am start				Date	Afternoon 1.30pm start			
Subject	Paper	Level	Duration		Subject	Paper	Level	Duration
Biology	1		2h	Monday 8th January 2024	Sociology	1		2h
Art			3h		Art			2h
Geography	1		2h30m	Tuesday 9th January 2024	Maths	1		2h
Film Studies	1		2h30m		History	2		1h30m
Health & Social Care	31494H	L3 BTEC	3h	Wednesday 10th January 2024	Business Part A	31489H	BTEC L3	2h
Physics	1		2h		Applied Psychology	21331L	BTEC L3	1h30m
English Literature	2		3h	Thursday 11th January 2024	Maths	2		2h
Business Part B	31489H	BTEC L3	3h					
Photography			3h	Friday 12th January 2024	Health & Social Care	31490H	BTEC L3	1h30m
Biology	2		2h					
Photography			2h	Monday 15th January 2024	Sport	5827/03	L3 Cam Tech	1h
History (clash)	1		2h30m		Creative Media Prod	31668H	BTEC L3	2h
Health & Social Care	31491H	BTEC L3	1h30m	Tuesday 16th January 2024	IT Part A	31761H	BTEC L3	3h
Geography	2		2h30m	Wednesday 17th January 2024	English Literature	1		1h45m
Physics	2		2h		History (clash)	2		1h30m
IT Part B	31761H	BTEC L3	2h	Physics (clash)	2		2h	
History	1		2h30m	Thursday 18th January 2024	Applied Psychology	21333L	BTEC L3	2h
Maths	3		2h					
Film Studies	2		2h	Friday 19th January 2024	History	3		1h
				Monday 22nd January				

Personalised timetables with the dates, venues and seat numbers will be given to your child in advance of the break for Christmas and it is important that they keep this information safe in order to prepare effectively and ensure they are in the correct venue on time for the examination.

Your child has been given revision resources by subject staff who have been preparing them for the external BTEC exams and the internal Mock exams.

A link to the school website with the subject specific revision resources can be found here.

<https://alsophigh.org.uk/education/year-13>

The exams regulator JCQ is clear about the conduct that must be followed by both students and invigilators during exams.

Students are already familiar with the code of conduct and it is reinforced before and during each examination. Further details about the expected examination conduct of students is detailed at the end of this letter.

If you have any questions about the upcoming exam season please do not hesitate to contact us.

Yours faithfully,

Mrs C. Avison

Assistant Head teacher

Exams 2023-2024

INSTRUCTIONS FOR CANDIDATES

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

The rules are outlined in JCQ's **Information for candidates - written examinations 2023-2024**. The JCQ document has been written to help you – you should read it carefully and follow the instructions at the time of your exam(s).

At the time of your exam

- ① You **must not** enter the exam room until invited to do so by the invigilator
- ① You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave

This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room

You **must not** open the question paper until you are instructed by the invigilator that the exam can begin.

A breach of examination conditions is considered by the awarding bodies as **malpractice** and can result in your disqualification.

- ① You **must** listen to and follow the instructions given to you by the invigilator at all times
- ① The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper

- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures

The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (This is your final chance. Failure to do so may lead to disqualification)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

The invigilator will:

- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room
- tell you **when** you may complete the details on the front of your answer booklet (You must only do this when the invigilator's announcement is made)
- tell you **when** you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper