

11<sup>th</sup> June 2019

Dear Parents,

## Key Stage 3 Summer Examinations

I am writing to remind you that there are to be formal examinations for all students in years 7, 8 and 9 in the core subjects of English, Maths and Science. An examination timetable accompanies this letter, showing specific exams for each year group. The exams will take place in the main school hall, with smaller venues arranged for those students with special considerations. They will take place at different times over a week long period, beginning Monday 1<sup>st</sup> July. If students do not have an exam, they will attend their timetabled lessons. Some non-core subjects will have classroom based examinations during this period. Your son/daughter will be informed of the timing of these exams by their teachers.

We feel that it is important for students to know and practise examination protocol, thereby acquiring and developing good examination techniques. All of the subjects students will be studying at GCSE level will require students to sit formal external exams at the end of the course. We feel that introducing students to this setting earlier, rather than later, allows them to get used to the challenges and atmosphere of the exam hall.

The Key Stage 3 examinations are also used to inform students, teachers and parents about the progress made thus far. This allows us to both celebrate successes and to better intervene where students have found certain aspects of the curriculum difficult.

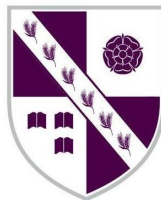
Please take the time to look at the attached timetable and information with your son/daughter so that they become familiar with the conduct required in the examination hall, equipment needed for their examinations and the seating arrangements.

Thank you for your continued support. If you wish to discuss this further, please do not hesitate to contact me at [t.mclardy@tarletonacademy.org](mailto:t.mclardy@tarletonacademy.org) or via the school office.

T McLardy

Mr T McLardy  
Assistant Headteacher – Curriculum and Assessment

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## Key Stage 3 Examination Timetable

Day	P1 8.45am-9.50am	P2 9.50am-10.50am	P3 11.10am-12.10pm	P4 12.10pm-1.10pm	Pm Reg 1.50pm-2.15pm	P5 2.15pm-3.15pm
Monday 1st July	ENGLISH: Year 7 (1hr30min)		ENGLISH: Year 9 (1hr)		MATHS non calc: Year 8 (1hr)	
Tuesday 2nd July	MATHS non calc: Year 9 (1hr30min)		SCIENCE: Year 8 (1hr)		MATHS non-calc : Year 7 (1hr)	
Wednesday 3rd July	Science: Year 9 (1hr30min)		ENGLISH: Year 8 (1hr30min)		SCIENCE: Year 7 (1hr)	
Thursday 4th July	MATHS calc: Year 9 (1hr30min)		MATHS calc: Year 8 (1hr)			

### KS3 EXAMINATIONS 2019 INFORMATION FOR CANDIDATES

**EXAM TIMETABLE:** You need to mark clearly which examinations you are taking and ensure that you are prepared for them.

**SEATING ARRANGEMENTS:** You will be allocated a different seat for each of the exams that you take. These will be given to tutors and be displayed on the exam notice board (located outside the sports hall). It is imperative that you check these before the start of each exam.

**FOR EACH EXAM:** You should assemble on the tennis courts in your house groups. A member of staff will then escort you into the examination room.

**SAFE ROOM:** This will be one of the PE changing rooms. All belongings to be left in the safe room which is securely locked.

**CONDUCT IN THE EXAMINATION ROOM:** The examinations will be conducted according to the JCQ regulations for examinations. When you enter the examination room you should go immediately to your place and sit quietly to await the start of the examination. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. You must follow the instructions of the invigilator. If you require any assistance, stay silent and raise your hand, the invigilator will then come to you. If you miss examinations through absence then Mrs Miller will organise an opportunity for you to take any exams that you have missed.

**EQUIPMENT:** Black pen – always bring a spare. Pencils, eraser, ruler and pencil sharpener. Tippex may NOT be used Pencil cases must be transparent or bring your equipment in a see-through polythene bag.

**Calculator and mathematical equipment** – for Maths and Science. Always ensure you have the equipment you need, do not rely on being able to borrow on the day.

Finally, consult your examination timetable and plan your revision. GOOD LUCK!

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