

1<sup>st</sup> November 2022

Dear Parents and Carers,

The Year 9 English and Maths internal exams will take place on Monday 28<sup>th</sup> November and Tuesday 29<sup>th</sup> November. These exams will take place in the F.B. Hall under formal exam conditions, to help prepare your child for their external exams in Year 10 and/or Year 11. I will hold an assembly prior to the exams to explain the rules and regulations which they will be expected to follow.

Please can you ensure that your child has all the necessary equipment with them for their exams, as we do not lend equipment. The equipment required includes:

- Black pen, pencil, rubber, ruler, sharpener
- Calculator
- Protractor and a pair of compasses
- A highlighter (for any subject where you need to highlight sections of text e.g. English)

Please note that only clear pencil cases or clear plastic bags are allowed in the exam room, there must be no graffiti on any of their equipment. No food can be taken into the exam room but if they wish to take in a bottle of water it must be in a clear bottle, with the label removed.

If your child has access arrangements in place, we are required by the JCQ Access Arrangements and Reasonable Adjustments to monitor the use of the access arrangements in internal school tests and mock examinations. Part of the criteria for granting access arrangements to candidates is it must be their normal way of working. If your child does not make use of the access arrangements granted to him/her then this is not his/her normal way of working and therefore the access arrangements cannot be awarded for their external examinations.

We appreciate that many students will feel nervous about their exams, this is a normal part of taking exams. JCQ states that '*Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre*'. If your child is nervous about their exams although we are not allowed to put them in a smaller venue, we can put in place supportive measures; such as where they are seated in the F.B. Hall, when they enter the room etc.

If you have any questions about the internal exams, please contact Clare Dewhurst (Exams Officer):  
[exams@woodhey.set.org](mailto:exams@woodhey.set.org).

Yours faithfully,



Mr G Holden  
Assistant Headteacher

Dean Watson **Headteacher**

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