



Church of England School
Executive Head and CEO: Dr Hilary Macaulay

20th October 2022

Dear Parent/Carer,

Year 11 Pre-Public Exams (PPE): Friday 2nd – Friday 16th December 2022

The PPE's will take place between the above-mentioned dates and you will find attached a general exam schedule. Students with clashes will be spoken to individually.

In line with the DfE regulations, we are no longer able to allow students 'study leave'. As a result, students are expected to be in school at all times during an examination period. When students are not in an examination, they will be in their normal lessons carrying out supervised revision.

Coats and bags are not allowed in the exam venue and should be left in lockers. Students should also check before registering for the exam that they do not have their mobile phone or watch with them.

Morning exams start at 9.00am and afternoon exams starts at 1.10pm. Please note that some afternoon sessions may run beyond the end of the school day. However, we would emphasise the following:

- Students should arrive at 8.30am for the morning exam and be lined up outside the Sports Hall to muster and register by 8.35am at the latest
- Students should be lined up outside the Sports Hall to muster and register by 12.55pm at the latest for the afternoon session
- Students who are late will not be allowed to make up lost time
- Students may only miss an examination for illness supported by a doctor's certificate. A resit will only be offered to students who produce such a certificate. Please remember that PPE results are one of the factors used to decide examination entries for next summer
- Strict examination rules will apply throughout the examination period
- Students should have all necessary equipment (black pens/pencils/rulers and calculators where appropriate) in a clear pencil case or in their hands. Spare equipment will not be available. Calculators must have any stored data, lids or covers removed
- Correct and appropriate uniform including shoes and a complete lanyard must be worn at all times. Failure to do so will result in the usual school sanctions. Watches and mobiles phones are not allowed in the exam room
- Students may bring a small plastic bottle of water **but** it must have had the label removed and have a **sports cap**
- To aid ventilation, doors and windows will be open, please ensure students wear additional layers of clothing if necessary, as coats are not allowed in the exam venue.

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Email: office@bishopramsey.school ∞ **Website:** www.bishopramseyschool.org

The PPE's are conducted in line with the rules and regulations operated by the examining boards, copies of which are available on the school website along with the school's examination policy. The 'Information for candidates for written exams' is also attached to this letter. Please familiarise yourselves with these documents, which are updated each year.

The school wishes every success to all students in these Pre-Public Examinations. If any problems occur, please contact Mrs Jerham, Data & Exams Manager, at exams@bishopramsey.school or 01895 671041.

Yours sincerely,

Mrs K Lovelwell
Assistant Headteacher

Mr S Forrest
Year 11 Director