



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

15<sup>th</sup> December 2022

Dear Parent/Carer,

**Year 13 Pre-Public Exams (PPE): Friday 27th January – Friday 4th February 2023**

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

Students will be on study leave from 27th January – 4th February. Normal lessons resume for all on Monday 6th February.

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

Morning exams start at 9.00 am and afternoon exams starts at 13.10. 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 8.40am at the latest for the morning exam in the Atrium to muster and register by 8.50pm
- Students should arrive at 12.55pm at the latest for the afternoon exam in the Atrium to muster and register by 13.00pm
- 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 this 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. Please wear additional layers of clothing if necessary to allow for the weather.
- Students may bring a small plastic bottle of water but it must have the label removed and have a sports cap

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. The 'Information for candidates

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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](mailto:exams@bishopramsey.school) or 01895 671041.

Yours sincerely,

**Mrs K Lovewell**  
**Assistant Headteacher**

**Mr B Aitken**  
**Year 13 Director**