



Morton Academy

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Part of United Learning

SG/LW

7th November 2022

Dear Parent/Carer

Year 11 Mock Examination Arrangements

I know you will join me in wanting to make sure that your son/daughter is well supported during the final weeks leading up to the mock examinations. The purpose of this letter is to help you and your child prepare effectively so that the examinations run smoothly. It also provides an opportunity for us to make clear our expectations surrounding examination practice and behaviour.

I have pleasure in enclosing two copies of your son/daughter's examination timetable: one copy for you and one for them. Please can I encourage you to display it in your home and to make constant reference to it. Examinations in the morning will begin at 8.35 am so students will need to make sure they arrive punctually at the normal time. Examinations in the afternoon will begin at 1.30 pm and this will allow all students to have lunch beforehand. It is worth pointing out that some examinations will not finish until after the close of the normal school day at 3.10 pm.

I have also enclosed copies of the regulations surrounding how examinations need to be conducted and the behaviour expected of all students. These are determined nationally, and our job is to make sure these are rigidly enforced. In view of this can I ask that you spend time explaining the importance of appropriate behaviour at all times, as slight breaches of the code can, and does, result in disqualification. I would draw particular attention to the rules surrounding the use of mobile phones/iPods and other electronic devices which students are strongly advised not to bring with them into the examination room at any time.

If a student takes an electronic device/mobile phone into the examination room by mistake the device must be handed to the invigilator. The phone must be switched off by the student and placed in a tray. These are returned at the end of the examination.

If you have any questions regarding the mock exams, please do not hesitate to contact me at school.

Yours sincerely

S Graham

Susan Graham
Exams Officer

