14 May 2019

Dear Parents and Carers

**Key Stage 3 Exams**

Please find below the information regarding the upcoming Key Stage 3 examinations.

**Timetable**

<table>
<thead>
<tr>
<th>Date</th>
<th>8.40am</th>
<th>11.05am</th>
<th>2pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3 June</td>
<td>Year 8 Maths (non-calculator)</td>
<td>Year 9 English</td>
<td>Year 7 German</td>
</tr>
<tr>
<td>Tues 4 June</td>
<td>Year 7 Maths (non-calculator)</td>
<td>Year 9 Maths (calculator)</td>
<td>Year 8 MFL</td>
</tr>
<tr>
<td>Weds 5 June</td>
<td>Year 7 Science</td>
<td>Year 8 English</td>
<td>Year 9 MFL</td>
</tr>
<tr>
<td>Thurs 6 June</td>
<td>Year 7 English</td>
<td>Year 8 Maths (calculator)</td>
<td>Year 7 Maths (calculator)</td>
</tr>
<tr>
<td>Fri 7 June</td>
<td>Year 9 Maths (non-calculator)</td>
<td>Year 8 Science</td>
<td>Year 7 French</td>
</tr>
</tbody>
</table>

**Essential Equipment for Exams**

- Clear Pencil Case
- 2 x Black or Blue Pens
- Pencil
- Ruler
- Protractor
- Compass
- Eraser
- Sharpener
- Calculator

All essential equipment can be purchased from the School Library.

**Exam Etiquette**

- Exams are 1 hour in length
Entering the Exam Hall

- The exams must be completed in strict exam conditions. Sanctions for any inappropriate behaviour and if necessary students will be removed
- Students must remove jackets and bags before lining up. They must line up in alphabetical order in classes, with all equipment needed
- Students are allowed clear bottles and pencil cases, no mobile phones are permitted. Ensure students are in correct uniform
- Enter one class at a time
- Students will be staggered at the entrance to the exam hall to avoid a queue at the hall door

End of exams

- Students must leave in silence
- Depending on the time students should return to lessons or go to break
  - Students cannot leave School before 3.15pm
  - Students with PM exam will have no form time.

Extra Information

- No Home Learning should be set from Friday 17 May other than revision
- No new content should be taught in core subject the week before the trial exams
- In the week before the exams, lessons should be subject specific revision
- Students can revise for any subject when in lessons during trial exams
- Subject teachers must provide students with the appropriate revision guidance
- All lessons must follow this format;
  - 40 minutes silent revision (no exceptions)
  - 20 minutes constructive paired work
  - No headphones
- Normal lessons will resume once students have completed their exams
- If your son/daughter requires extra time, please ask them to highlight this to their classroom teacher prior to exam

Yours sincerely

Mr G Burgess
Years 8&9 Director of Learning

Mr S White
Year 7 Director of Learning