



Cranbourne Business & Enterprise College
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Dear Parents & Carers,

Year 10 mock examinations run from Monday 27th February to Friday 3rd March for which a full timetable will be published on the College website in due course. I wish to provide you with the salient details in order that you are able to support fully both your child and the College. I will deliver an expanded version of these details to the year group via assembly.

The purpose of the examinations is to provide both students and teachers alike with information regarding students' current understanding as well as gaps in their knowledge. Furthermore, it is the mock examinations in Year 11 that inform teachers when providing predicted grades to support college / sixth form applications. It is, therefore, imperative that students take the mock examinations very seriously both in terms of their preparation and conduct. Personalised timetables will be provided to ensure that all students know what is happening and when. Please ask your child to share this information with you so you can firstly monitor their revision and, secondly, ensure they leave home with extra time to spare for morning examinations. If students are late to an exam they will be allowed to enter at our discretion. If a student is late a second time then they will be permitted to enter on the understanding that it will be necessary for them to attend an after-College course regarding examination regulations. Students must get into the habit of being punctual to examinations.

As per examination regulations, students must write in black biro and store all equipment in a transparent pencil case. Regarding electronic devices, in particular mobile phones, these must not be in the possession of the student nor inside the examination room. All such items must be handed in prior to the exam where they will be kept securely. It may be easier to leave these items at home when examinations are taking place.

I must make it plain that any student not following the examination regulations, or who are deemed to be in breach of any College rule during the examinations, will be dealt with accordingly and appropriately sanctioned.

I thank you in advance for your support and cooperation, please do not hesitate to contact me should you have any queries regarding this matter.

Checklist for parents:

- Ensure your child fully understands the mock examination timetable.
- Ensure your child creates a revision timetable and adheres to it.
- Encourage your child to make full use of teachers, tutors, revision guides and resources available to them.
- Ensure all relevant equipment is available.
- Ensure punctuality to all examinations.

Yours faithfully

A handwritten signature in black ink that reads 'R Pegler'.

Richard Pegler
Assistant Headteacher