



16<sup>th</sup> October 2023

Dear Parents/Carers

**Re: Year 11 PPE Examinations**

Please find attached to this parentmail an updated version of the PPE timetable for Year 11 pupils. These take place over a 2-week period at the start of November and students may well have an exam in both the morning and afternoon session. Students do not have study leave during this period and will be working to their normal timetable if not taking an exam. There will be some afternoon exams that finish half way through period 5 (e.g. 2.30). We will allow these pupils to leave the site early on these few occasions.

The timetable for (written) exams in Summer 2024 show that they will start on the 6<sup>th</sup> May and finish on 26<sup>th</sup> June 2024.

It is vital that students take these PPEs seriously and prepare in an appropriate way, as well as attending all their expected examinations as timetabled. Due to the importance of these exams, any absence for routine appointments or for other similar reasons will not be allowed.

The **JCQ Information for Candidates - Written Examinations** document that students need to be familiar with was issued recently on Class Charts to both students and parents (it is also included as part of this parentmail). Please note that students will be sanctioned in line with the JCQ malpractice regulations if they do not follow the rules whilst in the exam hall and details of any malpractice is held on file.

**Equipment list-** please check the PPE reminders to see what students need in their pencil case for the exams, pleasure ensure they have everything they need.

**Late to Exams Policy-** all students must be on site by 8.15am to ensure they receive their exam briefing and for the exam to start on time

If you have any queries about the PPEs please contact the Exams and Data Office on [exams@stmichaelscs.org](mailto:exams@stmichaelscs.org) or 01494 895804.

Yours faithfully,

Mrs J Watson  
Examinations Officer

