



14 December 2023

Dear Families and Students

Year 13 Mock Exams

Exam timetable

In advance of the Christmas break, I would like to confirm that we have issued students with their mock exam timetable. This has been sent to your child's school email address. Early next term, this timetable will be available to view with seating and rooming arrangements on Bromcom via MCAS.

It is very important that students take responsibility now to check their individual exam timetables and raise any queries through the correct channel. Exam timetables come from our exams office, not through the sixth form office. Queries can be raised via this email address: sackvilleexams@sackvilleschool.org.uk. This is the quickest and most efficient way to have queries raised and resolved. Please can I ask you to encourage your child to check their timetable as soon as possible. Please be aware that there are no rooms or seating plans issued as yet, just dates and times.

Please note an assembly about formal exam protocol will be held on **Tuesday 16 January at 8.25am** in the dining hall, for the whole of year 13. It is important to note we aim to replicate formal external examination conditions in this exam session. Here are a couple of key points that I would like you to be aware of:

Timings of exams

Please note all morning exams start at **8.30am** and all afternoon exams at **1.00pm**.

Please ensure students arrive promptly in school for the start time of these exams.

Attendance

Attendance for exams are both mandatory and expected. Students must be available for the complete duration of the exam they are sitting.

Further information will follow about the exam period in January 2024, but in the meantime, I do hope you find this helpful.

Yours sincerely

Helen Valentine
Assistant Headteacher / Head of Sixth Form