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**Headteacher / Prifathro: Mr D H Jenkins MA(Ed)**

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## **Key Stage 3: Internal Examinations 2017 – April/May 2017**

Dear Parent/Carer

We wish to inform you of the dates for the internal examinations for Key Stage 3 this year; please refer to timetable overleaf.

Pupils should register as normal and when there are no examinations scheduled, should go to normal lessons and bring all books and equipment. There is no time given in class for extra revision and as such, pupils must prepare and revise for all exams at home. We advise pupils to spend at least 1 hour revising each subject.

All KS3 internal examinations are 45 minutes in duration (pupils who currently receive Learning Support will receive their extra time allocation). Pupils sit in their registration groups in the same seat for every exam and this seating information will be cascaded to pupils in due course.

Pupils should come to all examinations prepared with all equipment, including calculators (lids removed), pens, pencils etc. All examinations should be completed in black pen. All equipment should be kept in a clear pencil case or clear plastic wallet. The only food/drink permitted in exam venues is a clear/see-through bottle of still water, if required, with the label removed.

Any pupil not adhering to our school behaviour policy during the examination period will be reported to the Head of Year and parents will be informed. Similarly, pupils found in possession of electronic equipment during an examination, such as mobile phones, data watches or similar, may be subject to disqualification.

I would like to stress the importance of attendance in school for these internal examinations and I look forward to your support in this matter. If you have any further questions I will be happy to answer them.

Yours faithfully

Mr R Martin  
Assistant Headteacher