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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

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January 2020

Dear Parent / Guardian,

Re: Year 11 Mock Exams – 9th – 13th March 2020 (inclusive)

As stated on the school calendar, Year 11 students will have a second stage of mock exams in some subjects. These will take place from Monday 9th to Friday 13th March 2020 (inclusive). During this period, all Year 11 students will follow the mock examination timetable, which can be found on the reverse of this letter and the school website.

Enclosed is your child's individual exam timetable (green sheet) which students should keep in a safe place for future reference.

As advised previously, it is vital that your child reads, fully understands and **strictly** adheres to all exam protocol as set by JCQ (Joint Council for Qualifications) as failure to do so could lead to disqualification. This information can be found on the exams link located on the school's website:-

<https://www.cooperscoborn.org.uk/examinations/>

Your support to ensure that your son or daughter is fully focused and prepared for these mock exams is greatly appreciated. The results of these exams will give a clear indication on how students could perform in the summer so it is vital that each student attempts to achieve their full potential.

Attendance is compulsory and all students will be expected in school at the commencement of the school day. Normal lessons will continue throughout the course of this exam period and during the occasions when students will not have an examination, they will be required to attend their usual timetabled lesson.

Students are expected to bring their own equipment required for every exam and they are expected to arrive at least 20 minutes before the stated start time. Students will not be allowed to leave the exam until the full time duration has lapsed.

Please notify the exams office as soon as possible, should your child be unable to attend a mock examination for whatever reason. Should you have any queries regarding the contents of this letter, please feel free to contact either Mrs. Titley or Mrs. Butler in the exams team.

With regards to the Summer 2020 exam series, your child will shortly be receiving their statement of entry and candidate timetable. Once in receipt of this documentation can you please take the time to check that the information contained within the body of these two documents are correct (in particular the spelling of the legal names and date of birth). A copy of the full exam timetable can be found on the exams link of the school's website.

Thank you for your continued support and we wish all the students well in this stage of their academic career.

Yours faithfully,

Mrs. A. Titley

Examinations and Data Manager

Encs. Your child's personal exam timetable (green sheet)