



1536



1701

THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

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

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

February 2020

Dear Parent / Carer,

Re: YEAR 12 – End of Year Exams – 18th – 27th March 2020 (inclusive)

We are writing to inform you about the Year 12 end of year examinations which run from Wednesday 18th – Friday 27th March (inclusive). During this period, all Year 12 students will follow the end of year examination timetable, a copy of which can be found on the school's website.

We enclose your child's personalised timetable (orange sheet) detailing the dates, times and locations of each written examination. Please keep this document in a safe place for future reference.

These examinations are of vital importance in giving students accurate feedback about their current standard of performance and ability to perform in examination conditions. We would encourage all our students to work hard over the coming weeks to ensure that their end of year examination performance provides them with encouraging feedback about their progress.

High performance in most A-levels is dependent on students being able to retrieve large quantities of precise knowledge and perform complex skills under examination conditions. We cannot stress enough therefore the importance of students continuing with their revision and knowledge-retrieval process and spending time practising examination questions. It is recommended that students do 5 hours of independent study a week for each A-level subject they study, and more revision and retrieval should be happening in addition to this.

To optimise their performance we expect that all students:

- Have organised folders;
- Have a revision timetable;
- Have revision notes;
- Are spending significant amounts of time revising;
- Are spending significant amounts of time doing practice examination questions and papers;
- Have attendance of at least 95%.

Your support to ensure that your son or daughter are doing all of the above, are fully focused and prepared for these exams is greatly appreciated. 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 few occasions when students will not have an examination, they will be required to attend their usual timetabled lesson.

Students must bring their own equipment required for every exam and they must **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.

P.T.O

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 has previously been emailed to all students at the beginning of the academic year and can also be found on the exams link located on the school's website:-

<http://www.cooperscoborn.co.uk/Examinations>

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.

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. Individual Candidate Timetable – orange sheet