



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 |

December 2020

Dear Parent / Carer,

Re: YEAR 12 – Internal Exams – 6th – 15th January 2021 (inclusive)

We are writing to inform you about the Year 12 internal examinations which run from Wednesday 6th – Friday 15th January (inclusive). During this period, all Year 12 students will follow the internal 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.

We would encourage all our students to work hard over the coming weeks to ensure that their examination performance provides them with encouraging feedback about their progress. Furthermore, due to events in summer 2020 with the awarding of GCSE and A-level results, it is more important than ever for students to be tested on their subject knowledge in an exam environment for the following reasons:-

- Internal exams are of vital importance and a useful tool for students, teachers and parents to measure how well students are progressing in their studies.
- It allows students with an opportunity to work under exam-like conditions and test how well their revision strategies are working.
- For the school, it is a useful indication of how likely a student is to achieve a certain grade in the "real" exams and therefore a benchmark on whether to review a set of results when it comes to your child receiving these in August 2022;
- For students wishing to apply to university, exams will help determine UCAS grades.
- In light of the recent pandemic, internal exam data, along with other historic data on students assisted teaching staff to make holistic judgements when submitting centre-assessed grades and rank orders to the exam boards to enable students to receive either their GCSE or A-level results in summer 2020.

The above are just examples of the importance of hosting internal exam periods and this year, it is even more important than ever for students to be tested on their knowledge in a test environment.

These examinations are an attempt to duplicate the situation that will arise when all Year 12 students take their external examinations scheduled in summer 2022. Your support to ensure that your son or daughter is fully focused and prepared for these exams is greatly appreciated. Despite the fact that they are effectively a practice, it is paramount that preparation for them is sound, since the results can affect the estimation of likely performance when informing on future predicted grades.

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.



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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%.

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. Furthermore, as you can appreciate we are in very challenging times and it is crucial that we do our part in stopping the spread of the virus and exams are no exception. Therefore, unless your son/daughter is medically exempt, all students will be required to wear face coverings whilst sitting their exams.

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 of 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 an 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

