



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

17th January 2024

Dear Parent/Student

RE: Year 13 Mock Examinations

Study Leave from Wednesday 24th January 2024 to Friday 2nd February 2024

I am writing to inform you about the arrangements for the Year 13 Mock examinations. Exams will run from Wednesday 24th January 2024 to Friday 2nd February 2024.

Students will be granted study leave throughout this period and will not be required to be in school except at their scheduled examination times. The examinations will be held in the Sports Hall/MPR and various other rooms. Those students who receive additional support, will be informed of their rooming prior to their examination day.

The morning exam start times are 8:10am, 10:20am or 10:25am, and the afternoon exam start time is 1:20pm. Students are expected to **arrive in school at least 30 minutes before the exam starts** and assemble in the Sixth Form Common Room. Students have been given their personal exam timetable. Please allow additional travelling time due to traffic on Springfield Road.

BTEC Science Students Only will be required to attend all Science lessons in order to complete their course materials. They will be registered by the class teacher on arrival rather than their Form Tutor. They may leave school at the end of their lessons for the day.

Business Students will be on study leave next week. They all have a lot of coursework to complete in that time - and will be given a checklist of what to complete. **They must attend their all other subjects scheduled exams.**

Students will be escorted to the exam room at least 20 minutes prior to the exam start time to ensure students are seated and start the exam at the designated time.

All students must ensure they wear their ID Card on them at all times. They must sign in at reception on arrival and sign out on leaving school by swiping their ID Card.

I would like to take this opportunity to encourage students to do all that they can to work hard and persevere towards their goals. Regular completion of textbook questions, attempting practice exam papers and self-marking from the mark schemes are excellent steps in order to identify problematic areas, make corrections and see rapid academic progress. Teaching staff will support any students needing additional help.

If you have any concerns regarding these arrangements, or require further clarification, please do not hesitate to contact me via the school office.

Yours faithfully

Christine Wilson

Mrs C Wilson
Assistant Principal - Post 16