

6 December 2024

Dear Parents and Carers

Year 11 Trial Examinations

As we near the end of the practical trial examinations this week and prepare for the start of study leave and the Year 11 trial written examinations next week (commencing Monday, 9 December), we would like to remind parents, carers and students of the following important information:

As you are aware, these examinations provide students with an opportunity to test their knowledge and understanding of their GCSE courses, they also provide students with the experience of **learning all the rules and regulations** that will apply when sitting their GCSE examinations in the summer, which are required by JCQ. Failure to follow the regulations may lead to disqualification and potentially the school informing examination boards in the future, therefore, it is **vitaly important** that students are familiar with **examination protocols and regulations**. Please remind your child of the following key points:

- Students must **not** have **any electronic devices**, including phones in their pockets; they should be in their bags and **must** be switched off. A mobile phone on silent mode is **not** acceptable.
- Students should be at their exam room **15 minutes before** the start of their examination.
- Students must ensure they have a **calculator** for **all** examinations, as well as all other equipment. There are many subjects where a calculator is allowed and if they do not have one they will be at a disadvantage. If they are in a non-calculator examination, we will remind them to keep it in their bag.
- Students must be in **silence** when they enter the examination room. They should **not talk to or communicate** with other students once they enter the room. They should find their seat and **sit facing forward**.
- When students are not in an examination, they must work in the allocated **revision room or leave the school site**. The revision room schedule is posted on Google Classroom and a printed copy is displayed in the PSB and Cafe 6.
- If students are in school during **morning registration** and **not** in an exam, they must only be in **Cafe 6** and nowhere else around the school site (no food or drink will be served during this time). They should move promptly to the **revision rooms** for **Period 1**.
- Normal school rules apply regarding **mobile phones**. Students must not use their mobile phones in the revision rooms or when they are walking around the site after leaving an examination.
- **Normal school uniform applies** during the examination period. We do suggest students wear a school jumper as it can get cold in examination rooms (PE tops and hoodies are **not** acceptable).
- Please be reminded to read the following important documents before Monday:
 - [Trial Exam Assembly \(Rules to follow\)](#)
 - [Study Room Timetable](#)
 - [Trial Exam Generic Timetable](#)

Headmaster: Mr Michael Jones BA Med

High Elms Lane, Garston, Herts WD25 0UU

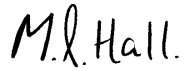
admin@parmiters.herts.sch.uk | www.parmiters.herts.sch.uk | 01923 671424 | Thomas Parmiter Sports Centre 01923 682805

Please discuss the above points with your child and we thank you in advance for your support. We wish your child every success for the trial examination period.

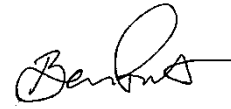
Yours sincerely



Mr Baker
Deputy Headteacher



Ms Hall
Head of Key Stage 4



Mr Poulton
Head of Year 11