

# Ballakermeen High School

Chair of Governors: Mr Tim Howland



Head Teacher

Mrs P. A. Burnett MA (Ed.) NPQH

26<sup>th</sup> March 2018

Dear Parent/Carer

ICT Practicals for Year 11 students taking IGCSE ICT take place on **Tuesday 24<sup>th</sup> April** and **Thursday 26<sup>th</sup> April**. The exam is 2 hours 30 minutes in length. The afternoon exam sessions are timed to ensure students leave on time at the end of the school day - those who are eligible for additional time to complete their Practical will start at 12 o'clock, the remainder will begin at 12.30.

As these are externally assessed examinations they have to follow rules laid down by the Cambridge International Examination board. One of the rules dictates that students must be under full school supervision between the start and end of the day. This means:

1. Students register as normal at 8.50 am before making their way to their normal ICT room.
2. It is advised that students do NOT bring their mobile phone OR wristwatch on these days as Examination Board Regulations dictate they must be handed in at the start of the session. If they must bring a phone or wristwatch to school, students will be requested to hand them in when first attending their ICT class in the morning. Mobiles and wristwatches will be returned to students after the exam has finished, meaning students will not have access to them at break or lunchtime. Students are reminded that they must have their phone switched off during exam time and that any student whose mobile rings inside an exam venue during the day will be reported to the examination board for breaching exam regulations.
3. From 10am onwards students must remain under staff supervision at all times.
4. Students must remain within the school building during the day, and therefore will need to have a **school lunch** or else bring a **packed lunch**, both of which will need to be eaten in the New Canteen, in a designated area under staff supervision.
5. On Tuesday 24<sup>th</sup> April, students will be monitored by a member of the Senior Leadership Team on their route down to the New Canteen and registered upon arrival. This arrangement will be replicated on Thursday 26<sup>th</sup> April.

Please note that students are expected to print any work for submission **WITHIN** the time allocated for the exam. Students will **NOT** be allowed to print after the 2 hours 30 minutes (or 3 hours 8 minutes for extra-timers) has passed.

As it is crucially important that students abide by the rules and times set out above, their full cooperation will be relied upon. Students are advised they should make full use of the opportunity of the comfort break, provided mid-morning, as they will only be permitted to leave their classroom or the exam, in an emergency, under staff supervision.

Yours faithfully

Mr Paul Withington  
Director of Logistics

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