

1<sup>st</sup> December 2022

«Parental\_Salutation»  
«Apartment» «HouseName»  
«HouseNumber» «Street»  
«Town»  
«Postcode»

Dear Parent and Carer,

**Re: BTEC Sport Exam – Attendance Essential**

I am writing to inform you that «Forename»'s online BTEC Sport exam has been booked for Wednesday 14<sup>th</sup> December 2022. This is a mandatory unit towards «Hisher» BTEC qualification.

The exam will be at «Time» with a pre-exam session beforehand, please ensure «Forename» arrives at school at the usual time in full school uniform.

I have included the nationally set 'Information for Candidates - On-screen Tests' document and 'Information for Candidates - Privacy Notice'. Please be advised to read them thoroughly with your child.

Wrist watches will not be permitted in the exam room and should be placed in your «SonDau»'s bag along with their mobile phone locked in the pouch. Both items should be switched off or on silent to make sure no alarms ring out during the exam.

If you have any questions or concerns regarding exams, please do not hesitate to contact me.

I wish your child every success with their exam.

Yours sincerely



Mrs P Heynes  
Examinations Officer

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