



Dear Student and Parent/Carer

January 2021

Year 12 Trial Exams: week commencing 18 January 2021

I would like to start by taking this opportunity to wish you and your family a Happy New Year.

Prior to the national lockdown we had taken the decision to move the Year 12 trial exams to the week commencing 18 January 2021, when we anticipated that students would be back in school. However, given that the country has now entered a national lockdown, it will not be possible for these exams to go ahead in school.

As a result, we have taken the decision that students will still have trial exams during the week commencing 18 January, but that they will be completed at home. To ensure that teachers are provided with the best possible information on how students are progressing in their A Level subjects, we ask that the following guidelines are followed:

1. Students will be sent their exam papers by post, along with a prepaid envelope in which they must return their completed exam papers to the school.
2. We recommend that students complete their exams as if they are in exam conditions, i.e. without using their class notes, textbooks or the internet, and within the time allowance specified by their subject teachers.
3. However, to make this assessment meaningful, we ask that students do their best to complete the exam paper in the time set, but that if they need additional time, they make a note on their answer sheet to show where they got to in the time specified, and then go on to complete the exam paper.
4. Once complete, students will need to return their exam papers/answers to school using the prepaid envelope provided. Students must also take a photograph of their completed answers and upload these to Google Classroom.

If you are a student with access arrangements in place, please ensure you use your extra time and mark the exam paper, or typed work, where the extra time began. If your arrangements include the use of a word processor/laptop then please print your work off and return to school; if you do not have access to a printer you can email the work directly to Mrs Dolt - tdolt@ashlyns.herts.sch.uk. This will then be used as evidence to support the need for your arrangements to roll forward. If you are unsure of your current arrangements or have any questions at all please contact Mrs Dolt.

Please do not hesitate to get in touch if you have any questions regarding these arrangements.

Yours sincerely

Ms K Gaches,
Head of Sixth Form