

Dear Year 10 Student

It seems most likely at this stage that you will need to sit your assessments due to take place immediately after the Easter holiday **from 20th April at home**.

*(In the unlikely event that the students can return to school on 20th April, the school site team and exams office will require time to physically set up for the assessments, so they will take place from Monday 4th May for two weeks.)*

Please go through these instructions carefully ahead of 20th April

- Refer to your assessment timetable daily to see what assessments you have.
- Arrange access to IT to fit in with the rest of your family for the day.
- Teachers will be setting revision tasks for most of your lessons, so don't worry about trying to keep up with lessons as well as assessments every day.
- Check Show My Homework in the morning - your assessments for that day will have been sent to you by the Heads of Faculty. Those without IT access - your assessments are all being posted out to you.
- Check the instruction sheet for the assessment. It will tell you how long the assessment should last, any special instructions for completing the assessment etc.
- You can complete the assessments either straight onto the exam paper (word doc), in a separate word document or on paper - whatever works for you.
- The finished assessment must be returned via email to your subject teacher on the same day as the assessment is set if at all possible. If you don't know the name of your subject teacher, you can send the assessment back to the Head of Faculty via Show My Homework or email it to [homework@fullbrook.surrey.sch.uk](mailto:homework@fullbrook.surrey.sch.uk), if neither of the above work for you
- If you complete your assessment on paper, you can take a photo and email it to the above or you can keep all of your assessments and drop them through the reception post box or post them to the school at the end of the assessment cycle. Please label the envelope "Year 10 Assessments".
- If you have been informed in the past that you qualify for 25% extra time, then you should use 25% extra time to complete your assessment. When you move into the 25% extra time, please make sure that you change the colour of your writing so that your subject teacher can see that the work was completed in extra time.
- If you qualify for a reader for examinations, please ask an adult to read questions/ any materials out loud for you. They must not explain anything at all, but simply read out loud to you what is on the paper. They can repeat what they have read as many times as you require. Please write on your assessment that you have made use of a reader.

This is an excellent opportunity for you to find out what you know and how you are managing the GCSEs so far. You should prepare as best you can for the assessments and try to do your best in these unusual circumstances. We want you to have the chance to honestly test your own subject knowledge and technique, but do not become anxious in these very different conditions. We are relying on you to have a go at all of the assessments, but do not place yourself under too much pressure to perform. It would be wrong for these

assessments to prevent other activities from taking place in the family home, so your family can agree how best to run the assessments. If conditions are different from normal assessment conditions in the classroom, please make a note of this on the assessment.

This is a first for all of us, so there may well be glitches along the way. Whilst we all want to know how you are progressing and where your strengths and weaknesses lie at the moment, the results of these assessments will not form part of your GCSE prediction. The main aim is to help keep you focused on your studies, effectively conducting an audit of your GCSEs so far, for a smooth transition back to school at some point. Please do not worry if any issues arise during the assessment period. If there is a problem with a particular assessment/ subject, you can contact the Head of Faculty. If you are not sure whether you qualify for extra time or a reader, you can contact Mrs Hickford at [hickfordc@fullbrook.surrey.sch.uk](mailto:hickfordc@fullbrook.surrey.sch.uk) for confirmation. Any other issues, please contact Mr Jones or myself.

We wish you all a restful Easter holiday and good luck in your assessments.

Yours faithfully  
Mrs Shearer.