

13th November 2017

Dear Parent/Carer,

OCR Cambridge Nationals Unit R081 – Pre-Production Documents (Exam)

I am writing to inform you of the forthcoming ICT Cambridge Nationals examination for your child. As I am sure you appreciate that examinations are an important part of your child's education. This exam in particular will count towards your child's over grade in the subject area.

Examination

The ICT Cambridge Nationals exam is on **Tuesday 9th January 2018**. We will be providing an early revision session for students at 7.30 am. Please can you ensure that you child utilises this opportunity as we are conscious that the exam falls on the first day back to school after the Christmas Holiday and we feel student will benefit greatly from this revision sessions.

Revision

Teachers will be talking to classes with regards to the examination, highlighting what needs to be revised and supporting them with different methods to do this. I would strongly encourage all students to make maximum use of the time by talking to their teachers about areas of work or revision that they need help with or are still struggling to understand.

We will be providing revision material to every student and additional helpful revision links can be found below:

- www.teach-ict.com
- **BBC Bitesize**
- **Teaching notes**
- **Revision PowerPoint (Student X:Drive)**
- **Revision Videos (links on Student X:Drive)**

Equipment

All students should bring suitable equipment to each examination (spare pens (black), pencil, ruler) and be in full school uniform. Mobile phones and digital devices will need to be switched off and placed in students' bags. Bringing the correct equipment is the students' responsibility.

Students should approach these examinations with a determination to do their best and, therefore, prepare thoroughly. Please support us in ensuring your child is fully prepared for these exams. If your child has any questions about their exams, please ask them to see myself, Mr Singh or Mrs West (Exams Officer) as soon as possible.

Yours faithfully,

Mrs C. Townsend

Head of Computing and Business Faculty