

25th January 2023

**Ref: - 1st FEBRUARY 2023 BTEC DIGITAL INFORMATION TECHNOLOGY EXAM**

Dear Parent/Carer,

We are writing to confirm your son/daughter will sit their BTEC Digital Information Technology written exam on Wednesday 1st February. This date is a revised date following a change to the exam timetable by the exam board.

Students are expected to attend their examination for which they are entered. If your child is unable to attend due to circumstances outside your control e.g illness, please inform the Attendance Office **AND** the Exams Office as soon as possible, or at the latest, on the day of the exam. If medical or appropriate evidence is provided within 5 days of the exam, it may still be possible for the Exam Boards to award a grade. However, in most cases, if absent, a grade cannot be awarded. Students who do not attend without supporting appropriate evidence will obtain 'No Result' and may be expected to pay the cost of the entry fee, usually about £40 per subject, depending upon the examination board.

Students are expected to bring their **own** equipment required for every exam and they are expected to arrive on time at the correct venue. Please note that only **black** pens can be used for exams. Students should arrive at school by 8.30am for their exam. Students will not be allowed to leave the exam until the full time duration has lapsed. As these are public exams, start times or sessions cannot be changed to suit the school or individual students.

I hope this gives you all the information you need here but please do not hesitate to contact me at school if you have any further questions.

Yours sincerely,



Mr Jon Edwards  
Applied Learning Curriculum Leader/  
Head of Physical Education

## Staying Healthy During Exams

There is no doubt that this is a stressful time for young people taking exams. Understanding what you need to do and planning your revision time and breaks is important to managing the pressure of the exam period. The key to finding this balance is to be well organised.

Prepare a revision timetable, breaking your time up into slots for work and others for relaxation. It is very hard to concentrate for longer than 40 minutes at a time so take 15-20 min breaks in between subjects. Below are some other tips to help you stay healthy.

### **1. Sleep better**

- Do not work in your bed. You should associate your bed with relaxation not stress
- Develop a routine; stop work at least an hour before you want to sleep and try to do something relaxing in the meantime. Go to bed and wake up at the same point each day
- If you find yourself awake and worrying about a particular issue, try keeping a notebook at the side of the bed to jot these things down to deal with in the morning

### **2. Stay Active**

- Exercising even for 15 minutes a day will make a huge difference to your wellbeing – physical activity increases the heart rate and makes the blood circulate faster. This ensures the brain gets more oxygen which increases productivity and reduces stress and tiredness
- Think about your diet; try to eat fruit and veg every day and remember that a good amount of carbohydrate will give you energy. Also make sure you drink lots of water.
- Use rewards to keep you going; if you achieve your goals give yourself a treat or something to look forward to.

### **3. Talk About it**

- Talk to family members, especially those who may have been through exams recently like older brothers, sister or cousins
- Don't be afraid to talk about how you are feeling with your friends but pick carefully - some people can make you feel worse by giving you even more to worry about
- Why not talk to a member of staff? They might be able to help you understand why you feel stressed, anxious, etc... and can help with changing your negative thought patterns

### **4. Think Positively**

- Be careful about comparing yourself to others; it's easy to assume everyone else is finding it easy or working 8 hour days but you don't really know how they are feeling or coping
- Don't obsess with the future; look after yourself now and the future will take care of itself
- Don't think in 'all or nothing' terms – these exams are for practice and your aim is to improve and be ready for May, there will be more opportunities to practice
- Be kind to yourself; focus on your strengths and accept that no-one is perfect. If you find you are giving yourself a hard time, imagine what another reasonable, kind person would tell you



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### Useful websites

Young Minds – <http://www.youngminds.org.uk>

MIND – The Mind infoline is - 0300 123 339



The Wapping and Shadwell  
Secondary Education Trust Company  
Number: 07412515