



Stephenson Trust  
Post 16 Centre

Stephenson (MK) Trust Post 16 Centre  
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Wednesday, 22 February 2023

Dear Parent/Carer,

I am writing to inform you that we will be running a March Exam Series for Functional Skills on Tuesday 28<sup>th</sup> February 2023 (Maths) and Wednesday 1<sup>st</sup> March 2023 (English).

These exams will take place as follows, and due to the high number of students sitting these exams the school will be shut for these two days, with work packs being sent home for students not involved in these exams.

**Tuesday 28<sup>th</sup> February 2023**

9:30am – Maths Functional Skills Paper 1 (30min)  
1:00pm – Maths Functional Skills Paper 2 (1h 30min)

**Wednesday 1<sup>st</sup> March 2023**

9:30am – English Functional Skills Reading (1h)  
1:00pm – English Functional Skills Writing (1h)

These are public and formal exams and with successful passing of these, students will achieve these qualifications prior to the summer series. Please find enclosed your child's personal exam timetable for the upcoming series and information from the exam board. Should your child have access arrangements to support them in their exams, these will be communicated to students directly.

New regulations now stipulate that watches cannot be worn for exams, and mobile devices must not enter the exam room or students face disqualification from the exam board. Vapes and all other electronic devices are also not permitted to enter the exam rooms.

If you have any questions or concerns about these upcoming exams, please do not hesitate to contact reception who can direct your call to form tutors or senior staff.

Yours faithfully,

Mrs C Dehnel  
Assistant Principal  
Post 16 Centre