

November 2024

HAMMERSMITH

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## BTEC EXAMINATIONS – JANUARY 2025

Dear Parent/Carer,

You are receiving this letter as your child is studying for one or more Level 3 BTEC qualifications.

BTEC qualifications include coursework units, which are internally marked and externally moderated. They also include both internal units in the form of coursework and external units in the form of exams which are marked externally.

Students MUST pass both types of units in order to achieve an overall BTEC qualification. A fail in the either internal or external unit will result in a fail in the whole course, regardless of results in either type of units. It is therefore vital that your child fully prepares for the external units and maintains consistency in meeting the internal unit coursework deadlines as required by the course leader. Failure to meet the internal deadlines will jeopardise your child's overall grade.

I have included the timetable for the dates of the external exams at the end of this letter. Please take some time to identify the exams that your child will be taking and support their preparation for them. Students must attend all exams that they have been registered for, fully prepared, with the correct equipment and on time.

If students are resitting external exams it will detract from other internal and external units due at that time. Most of the BTEC qualifications will only allow one resit (details of this can be found on the course specification or from your child's teacher). Therefore, students must put great emphasis on the January examinations to get the highest marks possible to avoid resitting the examinations.

BTEC qualifications are essential to applying for further study and future employment as they are recognised as building key skills vital at university and the world of work. With hard work students can achieve Distinctions and Distinction\* in these qualifications, which I urge all students to challenge themselves to aim for. I ask that you join me in having these very high expectations for your child.

Hammersmith Academy examination policies and notices are available on the academy website:  
<https://www.hammersmithacademy.org/information/exam-information>

Yours faithfully

**BTEC Quality Nominee**