

To: Parents/ Carers Year 11 Students

29 November 2022

Ref: 87372646

Dear Parents, Carers and Students,

## GCSE Mock Exams: December 2022

The mock exams for Year 11 will take place in the two weeks from Monday 5 December and students have now received their mock exam timetables. We are absolutely delighted with the hard work students are putting in to prepare for these mock exams and we would encourage them to continue to seek advice and support from their teachers, form tutors and House teams as we approach these.

If a student is absent from school during a mock exam, we are able to give the student another opportunity to sit the mock exam in school. If a student is absent during this period, please let the school absence team know as normal. A member of our team will be in touch to discuss arrangements for any missed exams.

JCQ (The Joint Council for Qualifications) publish rules on exams and coursework which all students should familiarise themselves with. These have been shared with students in a year 11 assembly on Tuesday 22 November as we will be using these guidelines in our mock exams, and electronic versions are available here (we have attached the main guidance for students alongside this letter):

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

The mock exams are an opportunity for students to gain personalised feedback from teachers about their strengths and areas to focus on for further progress. Ahead of these exams, please take a moment to discuss the following with your child:

- Students who have an exam should go to form time at 8.40 to be registered then go to their exam area
- Students must not bring watches (of any description), phones or any other electronic devices into the exam room. If one of these items is brought into the exam room it will be confiscated and available to collect from reception as per our mobile phone policy
- To allow a prompt start, students need to know their seat number in advance. This will allow them to find their seat quickly. Registers are taken based on the seating plan so students must sit in their allocated seat
- Students should bring the correct equipment including a clear/see through pencil case, 2 black pens, a pencil, rubber and ruler. Some subjects will also require additional equipment including a calculator, compass or protractor. We will only have a very small number of these additional pieces of equipment to be able to lend out
- Students may bring a drink of water in to the exam hall. This must be in a clear container with all labels removed
- Our venues are well ventilated. Students will need to wear their sweatshirt or blazer but may also wish to wear other non-visible layers such as a white t-shirt or base layer under their school shirt. Normal school uniform guidelines apply
- Should students end up working through their break time, the canteens will remain open to allow students to buy refreshments once finished

In order to further support students with their revision, we will be providing each student with revision materials to support them in every single one of their examined subjects using funding which has been allocated from The Education Alliance. Your child should use these to support their independent learning at home. Please get in touch if you feel your child is missing anything they need. More details on this will be shared with students in the coming weeks.

Thank you for your support. If you require any further information please feel free to contact me.

Yours faithfully,

A handwritten signature in cursive script that reads "H. Savory".

Helen Savory  
**Assistant Headteacher**  
**Data, Exams and Timetable**