

Mock Examinations – Year 13 (all) and Year 12 (GCSE only)
Monday 26th to Friday 1st March 2024

Dear Parent/Carer(s)

As you will be aware, mock examinations are taking place in the week commencing 26th February for all Year 13 students and for sixth form students taking GCSE courses. Students will receive their mock examination timetable via their school email address in due course. Please take the time to go through this timetable carefully; any errors should be reported to the exams office immediately.

During the mock examination week, all lessons will be suspended for Year 13 and for Year 12 students on the Elevate course, and students should study at home. When not sitting a paper, students should use the time to revise, and to work on non-examined assessment where applicable. Students who are entitled to a free school meal are welcome to attend in order to access the catering facilities during the mock week.

Year 12 students who are taking a GCSE alongside an A level/Level 3 programme should attend their lessons as normal during this week, unless they are in an exam.

The mock exams will have the same start times as the external exams - morning session at 9.00am, afternoon session at 1.30pm. **Students should arrive 15 minutes before these times** to ensure a prompt start.

The location of exams is on the timetable on the school website – this and other exam-related information is in the [Learning\Examinations](#) section. Students with extra time access arrangements should go to the venue on the exam timetable *unless their SEN access arrangement includes use of a laptop, scribe or reader*, in which case they should report to A32 in Learning Support at least 15 mins before the start time.

We would appreciate your support in ensuring your child has the correct equipment and arrives on time for all exams. Students should only have a water bottle that is clear and has no label or writing on it. The exam boards stress that it is the responsibility of the student to come with the correct equipment, so we recommend that a clear pencil case with black biros, ruler, pencil, eraser, and, if applicable, a calculator, protractor and compasses should be brought to all exams. We will not be loaning any equipment to students. We would ask that students ensure that they visit the toilet prior to taking their mock examination, as toilet breaks should only be taken in an emergency or in case of medical need.

Students are not permitted to have the following in their possession in the exam room: air pods, earphones/earbuds, mobile phones, any type of watch, iPods, MP3/4 players or similar devices. Please note that guidance from JCQ states that any malpractice during mock exams that could potentially be used as evidence for teacher-assessed grades must be reported to the relevant awarding body.

I would like to take this opportunity to express how important your role is in ensuring that your child is fully prepared for their exams and approaches them seriously, as they are vital preparation for final examinations. In addition, whilst we are expecting examinations to take place in the summer, if a decision was taken nationally that they could not run, the mock exams would be used as a source of evidence to help us determine teacher-assessed grades.

Thank you for your support.

Yours sincerely

Mr C Hill, Examinations Officer