

7th November 2016

Dear Parents / Carers

During the week beginning 12th December, Year 11 students will be taking part in 'mock' examinations in a number of subject areas. These examinations will be very similar in style to the final GCSE exams that students will take at the end of Year 11.

Attached to this letter is an exam timetable for your child. Students are expected to attend all these exams. I would like to bring to your attention that where your child has an afternoon exam they will most probably **finish after the normal school finishing time.**

All **morning exams will start at 9:00am** and **afternoon exams will start at 2pm**. Students must aim to arrive at least 15 minutes before the start of their exam. As a reminder breakfast club is available to all students between 8am and 8:30am. On days where students have an exam in the afternoon, they will have an early lunch break, beginning at 1pm.

The procedures for **morning exams** are:

- Arrive at school by 8:45am;
- Go to registration first;
- Students will then be told to line up on the ball court outside the Sports Hall unless they are taking their exam in another room*;
- Students need to line up by row, i.e. A1 – A10, B1 – B10.

The procedures for **afternoon exams** are:

- Arrive at 1:45pm and line up on the ball court outside the Sports Hall unless they are taking their exam in another room*;
- Students need to line up by row, i.e. A1 – A10, B1 – B10.

*Students that are not scheduled to sit their exam in the sports hall must go to the room listed on their timetable and wait quietly outside the room until the invigilator calls him/her in.

If it is raining, information will be given to students, on the day, of where they need to line up.

Students are reminded to bring the correct equipment for their exams and must be wearing the correct uniform. Mobile phones and any other electronic devices must not be on or near them during the exam. **School procedures are that if a student brings a mobile phone, it is handed in to the front office at the start of the day.** Students will also receive a booklet, giving guidance on Exam Rules and Regulation which they are expected to read.

I would like to re-enforce the importance of these mock exams. Students will be sitting their final GCSE exams in May and June next year. Teachers use the results of the exams to help make predictions about final grade outcomes.

Yours sincerely

Miss V Narsing
Examinations Officer