

4<sup>th</sup> November 2019

Dear Parents/Carer of

Year 11 students will be taking part in 'mock' examinations starting from Monday 2<sup>nd</sup> December to Friday 6<sup>th</sup> December, in several 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 **finish after the normal school finishing time.**

**All morning exams will start at 9:00am and afternoon exams will start at 2:00pm.**

Breakfast club is available to all students between 8:00am and 8:30am and on days where students have an exam in the afternoon, they will have an early lunch break, beginning at 1:00pm.

The procedures for **morning exams** are:

- Arrive at school by 8:40am
- 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:

- Early lunch at 1pm
- At 1:45pm 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.

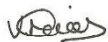
\*Students that are not scheduled to sit their exam in the sports hall must go to the room listed on their timetable and wait quietly outside the room until the invigilator calls him/her in.

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. Wrist watches, 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.** A student handbook for guidance of exam rules and regulations will be emailed to students using their school email address and will also be available on the school website. Please ensure that this is 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