



**30 November 2017**

**Re: Year 13 Mock exams, Monday 15<sup>th</sup> January – Friday 19<sup>th</sup> January 2018**

Dear Sir/Madam

I am writing to inform you of the arrangements for the forthcoming Year 13 “Mock” exams. For your information, I have attached a copy of the Mock exam timetable. Your son/daughter will also be given an individual version of this timetable and a copy of the examination regulations. Please take some time over the next few days to read through this information. These documents are also available on the parent view on the school website (<http://www.finhampark.co.uk>).

Mock exams for Art options will be held outside this period due to the extra time that these subjects require.

Please note that the Year 13 timetable will be suspended during this period. Invigilators will take attendance registers during each exam session and absences will be followed up in the normal way.

There will normally be two exam sessions in the day, one in the morning (9.00 am start) and one in the afternoon (1.00 pm start). During the Mock exams, the finish times for the sessions will vary from day to day depending on the length of individual exams. Please note that the afternoon sessions may sometimes finish after 3.00 pm. Students should consult their timetables to check the start and finish times for their exams. Students entitled to extra time during exams will receive this wherever possible in the Mock exams. The normal Sixth Form dress code applies during the exams.

Students should check for any “clashes” on their timetable, i.e. occasions where it appears they have 2 exams in the same session. Care has been taken to avoid this as far as possible, but, where clashes do occur, or where students think they have found a subject “clash”, they should see Mr Jeffreys or Mr Hunter in A22 (the examinations office) as soon as possible.

It is important that students prepare properly for these exams and conduct themselves in a manner that allows both themselves and others to perform to the best of their ability.

(Continued .....)

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The “Mock” exams are important for a number of reasons:

- They give students the opportunity to perform under examination conditions that are as close to the external summer exams as possible.
- They give parents, students and teachers an indication of the progress made so far in their A Level subjects and give teachers the opportunity to identify any areas of teaching and learning for further attention before the summer exams.
- They act as a guide for teachers when they submit estimated grades. In cases where students miss some or all externally assessed components of exams sat in the summer, exam boards may use the results of Mock exams to award a grade. Estimated grades are also important for students making UCAS applications.

The Mock exams will be supervised by external invigilators, with pastoral support from teaching staff and associate staff. The exams will be conducted under the same strict conditions that the Exam Boards require in the summer. Students will be informed of and be expected to adhere to the school’s Behaviour for Learning policy and the Exam Boards’ Regulations. A copy of these regulations will be distributed to students at the start of their exams and is also available on the school website. Any breaches of this code during exams will result in sanctions, starting automatically at the C3 level. It is worth noting that breaches of the Exam Boards’ regulations in the summer can result in a student being disqualified from all their examination entries in that exam season.

The normal Year 13 timetable will resume on **Monday 22<sup>nd</sup> January**. Students will receive the results of their mock exams from their subject teachers.

If you wish to discuss any of the matters above, please contact Mr Hunter (exams administrator) or myself.

Yours faithfully

Robin Jeffreys

Examinations and Assessment Manager

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