



October 10<sup>th</sup>, 2018

To: Parents/Guardians of Year 11 Students

**Re: Year 11 Mock exams, Monday 19<sup>th</sup> November – Wednesday 28<sup>th</sup> November.**

Dear Sir/Madam

I am writing to inform you of the arrangements for the forthcoming Year 11 “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://finhampark.com/>

The majority of the “Mock” exams will be held between Monday 19<sup>th</sup> November and Wednesday 28<sup>th</sup> of November. Mock exams for Art options will be held after this period due to the extra time that these subjects require.

There will normally be either two or three exam sessions in the day, one morning session, one mid-morning session and one afternoon session. The morning sessions will start at 8.50 a.m and students should go straight to the exam venue if they have an exam at this time. During the Mock exams, lunch times may vary from their normal times in order to accommodate the exams. The timetable makes it clear whether students are on early or late lunch. The exact start and finishing times for the second morning session and the afternoon session may vary from day to day. Please note that the afternoon sessions may occasionally finish after 3.00 pm. We apologise for any inconvenience this may cause. Students entitled to Access Arrangements and/or extra time during exams will receive this wherever possible in the mock exams. Students will be expected to wear normal school uniform during the exams.

Please note that there is no study leave during the mock exams. If students do not have an exam, unless informed otherwise, they should attend the lessons they would normally have at that time. Invigilators will take attendance registers during each exam session and absences will be followed up in the normal way.

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, but, if students think they have found a subject “clash” which has not already been rearranged for them, they should see Mr Jeffrey 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 summer GCSE exams as possible.
- They help teachers make decisions on which ability level or tier to enter students in subjects where this applies (English, Science, Maths, etc.).
- They give parents, students and teachers an indication of the progress made so far in their GCSE subjects and give teachers the opportunity to identify any areas of teaching and learning for further attention before the summer exams.
- They guide teachers to make judgements on 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.

The Mock Exams will be supervised by external invigilators, with support from teaching 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 before the 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 11 timetable will resume on Thursday 29<sup>th</sup> November. Students will receive the results of their mock exams on a “mock” Results Day during the last week of term (details to be announced before the end of term).

If you wish to discuss any of the matters above, please do not hesitate to contact Mr Hunter (the exams administrator) or myself.

Yours faithfully

Robin Jeffreys

Examinations and Assessment Manager

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