



October 13, 2021

To: Parents/Guardians of Year 11 Students

Re: Year 11 mock exams, Monday 22nd November – Monday 6th December.

Dear Sir/Madam

I am writing to inform you of the arrangements for the forthcoming Year 11 mock exams. Your son/daughter will be given a rooming timetable and a second, individual version of their exam timetable. They will also be given a copy of the examination regulations before the mock exams begin. Please take some time over the next few days to read through this information. These documents are also available on the school website under the Menu/Parents and Students/Exams link: <http://finhampark.com/exams/>. Students will find an electronic version of their timetable on the student log-in on FROG.

The majority of the mock exams will be held between Monday 22nd November and Monday 6th of December. Mock exams for Art options will be held after outside this period due to the extra time that these subjects require.

Every effort will be made to adhere to the health and safety guidance for the conduct of exams during the current provided by the DfE and Ofqual and more details of how this will be done will be provided for students and before the mock exams begin.

There will be two exam sessions in the day, one morning session and one afternoon session. The morning sessions will start at 9.00 a.m and students should go straight to the exam venue if they have an exam at this time. During the mock exams, on most days students will have “early” lunch (12.25 pm – 1.00 pm) in order to accommodate the afternoon exams and reflect the normal routine for the summer exmas. 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. Students entitled to Access Arrangements and/or extra time during exams will receive this wherever possible in the mock 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. If students are dismissed from an exam during a lesson period, they should return to their normal lesson at that time. Students will be expected to wear normal school uniform 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, but, if students think they have found a subject clash which has not already been rearranged for them, they should see Mr Jeffreys or Mrs Williams in A22 (the examinations office) as soon as possible.

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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.

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. Estimated grades are important because they affect the progression choices students want to make for their post-16 studies.
- In cases where students miss some or all externally assessed components of exams sat in the summer, exam boards may request the evidence from 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 majority of the regulations which the Exam Boards require in the summer. Students are 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 Tuesday 7th December. 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 me.

Yours faithfully

Robin Jeffreys
Examinations and Assessment Manager

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