



**07 November 2023**

**Re: Year 13 Mock Exams, Wednesday 10<sup>th</sup> January – Wednesday 17<sup>th</sup> January 2024**

Dear Parent/Carer

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 composite Mock exam timetable. Students 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 under the Parents/Exams link: <http://www.finhampark.co.uk>

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

Please note that the Year 13 lesson 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.

Most subjects have been allocated 1 exam per subject in this formal exam window although students may take additional practice exams in their normal lessons. Students' subject teachers will let them know if and when these are.

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 formal Mock Exams, the finish times for the sessions will vary from day to day depending on the length of the exams. Please note that the afternoon sessions may sometimes finish after 3.15 pm (as they will do in the actual A Level exams next summer). Students should consult their timetables to check the start and finish times for their exams. Students entitled to extra time or any other Access Arrangements in exams will receive this wherever possible in the PPE 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 any other anomalies or errors, they should see Mr Jeffreys or Mrs Williams in A22 (the examinations office) as soon as possible.

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

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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. As the majority of current Year 13 students have not sat any external examinations since 2022, it is more important than ever that they are familiar with the conditions and regulations under which they will sit their exams in the summer.
- 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 before 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 **Thursday 18<sup>th</sup> January**. Students will receive the results of their Mock Exams later in January (further details to follow at the start of the Spring Term).

If you wish to discuss any of the matters above, please contact Mrs Williams (Technical Services Administrator) or myself.

Yours faithfully

Robin Jeffreys

Examinations and Assessment Manager

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