

Dear Parent or Carer

Year 11 Mock Examinations 23/11/20 - 10/12/20

In just over seven months' time the GCSE exams will be taking place, the outcome of which will play a large part in determining what the students are able to do in the next stage of their education, training or employment. The mock exams are always an essential part of the preparation for their GCSE exams and this year they may take on added significance. As I am sure you are aware, the Government has now confirmed that GCSE exams **will take place** next summer, though have slightly delayed the start date. The dates are still provisional at this stage but the exams are due to commence **just prior to the May half-term holiday and will continue until the beginning of July.**

Although there is confidence, which we share, at this point that the exams will go ahead in Summer 2021, we must stress the added importance of the mock examinations if this was not to be the case. **If we find ourselves in a situation where the exams are not able to take place next summer the mock exam results form a significant piece of evidence when considering student attainment.** This year students in Year 11 will also be sitting a second set of formal mock exams for English, Maths and Science in March. The mock exams are organised to mirror the summer exams so that students experience the exam environment and also help them to appreciate the significance of mock exams.

The arrangements are detailed below:

The mock exams run from Monday 23rd November - Thursday 10th December. During the period 23rd November – 2nd December students will not attend timetabled lessons when they don't have an exam, instead they will have a quiet revision period with their form. It is therefore essential that students come prepared with revision materials. Students will be given a timetable showing the room they need to go to, when they don't have an exam, for quiet revision.

On Friday 27th November students who have not been isolating, or off ill will not have any mock exam scheduled. Each form will have a teacher led, targeted revision session in English, Maths and Science focusing on preparation for mock exams the following week. Students who miss these sessions, because they have an exam, will have access to the materials afterwards.

Students who do not have an exam period 5 will be allowed to leave school and study at home at 1.30pm.

From December 3rd, following completion of the final Science exam, normal lessons will resume if students do not have an exam and students should go to their normal timetabled lesson.

Students who miss exams for any reason will complete their exams as soon as they return to school.

Exams will take place in the Main Hall unless students are entitled to special arrangements, in which case they will take place in a classroom. Students will receive information about their exam desk number in registration time. Information about exam venues and examination desk numbers will also be displayed in the Hart Space outside the main hall.

All students will have the same examination seat and desk for all written exams.

COVID-19 Safety Plan for Mock Examinations

1. Students should arrive at school and go to registration as normal.

2. Students must wear face masks whilst making their way to, and entering the exam venues until they are seated. During their exam students may wear face shields or masks if they wish to, but this will not be compulsory. Students must put face masks back on before they are dismissed from their exam venues.

3. Students will be led to exam venues by form tutors at the beginning of the day - this will be staggered to minimise crowding, and supported by senior staff. Students will be given, or may bring a carrier bag to place their coat and bag into. This bag will then be placed underneath their seat where it will remain for the duration of the exam. Students will not be allowed to look into, or take anything out of the bag, for the duration of the exam.

4. Senior staff will help supervise students both entering and leaving exam venues throughout the day, to minimise crowding, and to ensure students return to their classrooms promptly.

5. Students must sanitise their hands upon entering and leaving the exam venue.

6. Exam papers will be put on desks before students enter their venue - the papers will be left on desks after exams, and collected when the students have left. This will help minimise contact. Gloves will be used for paper collection and distribution.

7. Seats and desks will be wiped with antibacterial wipes by students after each exam sitting.

8. Equipment handed out during exams must be wiped with an antibacterial wipe before handing it out, and after collection, to prevent cross contamination.

Students returning from isolation should be prepared to complete any missed exams on their return. The rescheduled exams for the students who began isolation on November 13th and return on Thursday November 26th are shown in the orange boxes.

There may have to be additional changes to the mock exam timetable if circumstances change.

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Ms L Taylor

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