

Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

September 2023

Dear Parents and Carers,

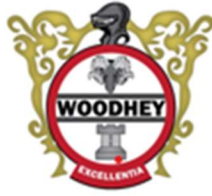
The Year 11 mock exams will take place from Monday 6th November to Friday 17th November, the full timetable has been attached to this letter. The mock examinations are an important part of your child's preparation for their summer external exams. They will be held in the F.B. Hall and will follow the JCQ rules and regulations for conducting examinations. I will hold an assembly prior to the exams to explain the rules and regulations which they will be expected to follow. Please note that some of the longer afternoon exams may finish after 3pm.

JCQ have put into place systems about what would happen in the *very unlikely* event that next year's exams are cancelled. If this was to occur the mock examinations would be used as evidence of students' performance, to enable Teacher Assessed Grades (TAGs) to determine overall GCSE grades if the summer exams do not take place. Therefore, it is very important that your child takes these mock examinations very seriously in terms of their preparation and conduct during the exams and understand that if the summer exams do not take place they may be used as evidence to produce Teacher Assessed Grades. If something affects your child's performance during the mock exams, please can you inform the Exams Officer: exams@woodhey.set.org, before or immediately after the assessment so we can keep a record if the mock examinations were to be used for TAG evidence.

Please can you ensure that your child has all the necessary equipment with them for their exams, as we do not lend equipment. The equipment required includes:

- Black pen, pencil, rubber, ruler, sharpener
- Calculator (for certain exams)
- Protractor and a pair of compasses
- A highlighter (for any subject where you need to highlight sections of text e.g. English)

Please note that only clear pencil cases or clear plastic bags are allowed in the exam room and there must be no graffiti on any of their equipment. No food can be taken into the exam room but if they wish to take in a bottle of water it must be in a clear bottle, with the label removed.



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

If your child has access arrangements in place, we are required by the JCQ Access Arrangements and Reasonable Adjustments to monitor the use of the access arrangements in internal school tests and mock examinations. Part of the criteria for granting access arrangements to candidates is it must be their normal way of working. If your child does not make use of the access arrangements granted to him/her then this is not his/her normal way of working and therefore the access arrangements cannot be awarded for their external examinations.

We appreciate that many students will feel nervous about their exams, this is a normal part of taking exams. JCQ states that '*Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre*'. If your child is nervous about their exams although we are not allowed to put them in a smaller venue, we can put in place supportive measures, such as where they are seated in the F.B. Hall, when they enter the room etc. In a very small number of cases where a student has a recognised condition of anxiety and can provide **a letter from a consultant** of the need for a smaller venue, in these circumstances we can allow them to sit their exams in another room, although this will still be with other students. Please note that we cannot accept a letter from a GP.

If you have any questions about the mock exams, please contact the Exams Officer: exams@woodhey.set.org.

Yours faithfully,

Mr G Holden
Assistant Headteacher



**Shaw
Education
Trust**

The Shaw Education Trust Limited is a company limited by guarantee,
registered in England (no 09067175)
Registered address: Shaw Education Trust Head Office, Kidsgrove Secondary School,
Gloucester Road, Kidsgrove, ST7 4DL