



16th February 2024

Dear Parents/Carers

Year 12 mock examinations

We would like to confirm below arrangements for the upcoming Year 12 mock examinations. The examinations take place **16th- 19th April 2024**. The purpose of the mock examinations is to provide both students and teachers alike with information regarding students' current understanding as well as any gaps in knowledge across those subjects. It is imperative that students take the mock examinations very seriously both in terms of their preparation and conduct. Subject teachers will be undertaking the marking and moderation of the examinations and report this data home. Please find the examination timetable attached.

JCQ regulations

During the core mock examination students will be adhering to the JCQ regulations. As per examination regulations, students must write in black biro and store all equipment in a transparent pencil case or clear plastic bag containing their equipment. Students are permitted to take a bottle of water into examinations, but this must be in a clear bottle with no labels on.

Regarding electronic devices, in particular mobile phones, ipads, laptops and smart watches, AirPods or earphones/earbuds these must not be in the possession of the student or left in bags or coats; all such items must be handed in via the desk pouches prior to the examination.

Attendance

Under JCQ regulations we are instructed to start examinations punctually and so it is imperative that all students arrive on time. We would like to ask for your support to ensure your child arrives at school **by 8.25am** to allow us to start in line with regulations. In addition to this, we would like to take this opportunity to remind you that under regulations, external examinations are not re-arranged. Therefore, in order to build resilience for students, it is important that students attend all mock examinations as per their timetable. In the event that your child is very unwell and therefore unable to attend school for any mock examinations, we will be asking for medical evidence to support this. Please note that the following examples are not acceptable reasons to not attend an examination: a headache, period pains, a cold, generally unwell, nervous about exams. For students with medical evidence and under exceptional circumstances, we may be able to arrange an alternative time for your child to sit this mock examination. However, please bear this is not something that will take place in external examinations.

Study leave

We have taken the decision to **allow study leave for Year 12 students** during their mock examinations. Students only need to attend school for their exams during this period, but should use this additional time at home to revise. Students are welcome to use the facilities in school to revise including the SP4L and Sixth Form centre.

Yours faithfully

Mrs Spencer
Deputy Headteacher