



7 December 2023

Dear Year 13 and parent/carers

YEAR 13 MOCK EXAMINATIONS AND STUDY LEAVE

As you know, Year 13 mock exams will be held between 22nd January – 2nd February. The schedule is attached to this message and will also be posted on the Year 13 Google Classroom.

During this period, Year 13 students will be off timetable so you only need to come into school for your exams. Of course you may come in to study in school when you have no exam, but you must sign in and out at the bottom of the Tower Block as usual.

You must ensure you are familiar with the **School's Candidate Exam Handbook**, which is available on the school website under Curriculum: Exams and linked [here](#).

Arriving for exams

You should arrive at the correct venue by 08:45 for a morning exam and 12:45 for an afternoon exam. Those with access arrangements may be in an alternative room and should check their individual schedules for clarification.

If you are going to be late for an exam, due to traffic or a late bus for example, you, or your parent/carer, should phone Reception to let the school know. If you are ill on the day of a mock exam, the normal procedure should be followed and your parent/carer should use the school absence line to report the illness. If you miss an exam you will need to contact your subject teacher in order to arrange a suitable time to sit the missed paper(s). The school is not able to offer catch up sessions in the exam venues.

Please read page 6 of the Candidate Exam Handbook carefully to see what you are not permitted to bring into the exam room. It is very important that you do not bring unauthorised items into the room. If a student is found to have unauthorised items during an external exam season, they run the risk of being disqualified from all exams run by that particular exam board.

Exam clashes

If you have a timetabled subject clash, you will receive via Edulink your own personal amended timetable with the clashes resolved. Students with resolved clashes will be supervised between the two assessments. They will be able to revise and prepare for the second assessment but will not be permitted access to computers or mobile phones. This is about preserving the integrity of the process for everyone and we appreciate your understanding. You should bring with you any food and drink that you may require during supervision.

Purpose of mock exams

As we have already said to you, the mock exam period must be seen as **part of the build-up** towards the final exams next summer, offering an opportunity to practise exam style questions in a formal setting and under timed conditions. It will also give you further experience of coping with multiple exams in a relatively short period of time. Mock exams allow you to practise (and experiment with) revision strategies too. Subject teachers will advise you on effective and appropriate preparation for the exams.

It is important to recognise that what students achieve in mock exams is not necessarily what they are going to achieve in the real exams. Students can realistically expect to either maintain their mock grades or to improve upon them due to a range of factors. Mocks are an important learning experience, and we encourage you to approach them confidently, seeking advice and support where needed, and not put too much pressure on yourselves.

Please speak to your subject teachers, form tutor, Mrs Tripathy (our Exams Officer) or me if you have any questions or concerns.

Summer 2024 study leave

Whilst communicating home about mocks, I also want to make you aware of study leave dates for the Summer 24 examinations. Year 13 students' last day at school will be **Wednesday 8 May 2024**. More information will come out about this nearer to the time.

If you have any further questions, please don't hesitate to contact me.

Best wishes

Dr D Falls
Head of Year 13