

20 October 2017



Dear Parent/Carer

YEAR 11 MOCK EXAMINATIONS

All Year 11 students will be undertaking mock examinations during the two weeks commencing on 13 November 2017.

These examinations will cover all GCSE subjects and will try to replicate the environment that the students will face next summer. They are very important exams as they will help to inform both student and teacher of where they are academically as they approach the final few months of their course and give the students another chance to understand what is expected of them in a real exam setting.

Enclosed with this letter is a copy of your child's exam timetable and student guide which I would ask you to keep safe, as a reference, in support of your child during this time. They will, of course, be receiving more specific guidance and information from their subject teachers.

Shortly after the half term break, students will also receive a seating timetable which will show their exam venue and seat reference.

Punctuality is key, although students who are genuinely late with good reason will, of course, be permitted their full time for the exam where possible. If a student is absent for an exam, then arrangements will be made by the subject teacher for the missed exam to be taken at a later date. In these circumstances students should seek out their teachers as soon as they are better so that this can be done.

The full schedule and as the programme progresses, student lists will be displayed on our Exams Noticeboard, which is outside the Theatre on the Brunel side. This can be helpful if, on occasion, a student forgets their timetable. All exams start either at 9,00am or 1.30pm and students will be expected to be at their muster point (MUGA for Sports Hall exams) at least 15 minutes before these times. This ensures that we have time to get everyone seated etc., in time for a prompt start.

Please will you ensure that your child has the **equipment** that they need for the examination, to include; two pens with black ink (this is an exam board requirement), pencil, ruler and for specific exams there may be additional equipment such as calculators, etc. Students will be guided regarding equipment by their subject teachers.

Mobile phones are not permitted and will be collected in before the exam starts. It is recommended that where possible these are not brought to school on exam days, or are put in their lockers out of the way.

Results will be given out during the **INSET day on 8 December**. Further details will be sent out in due course.

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If you or your child has any questions concerning the arrangements for these mocks, please do not hesitate to contact me. Your child is also very welcome to come into the exams office during break, lunch or after school – we are adjacent to the Plaza near the Dickens corridor.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Lamb', written in a cursive style.

Mr J Lamb
Data Manager
jlamb@srwa.woodard.co.uk

Encs