

Dear Parent/Carer,

Year 13 Mock exams Monday 29th November – Wednesday 8th December 2021

From Monday 29th November 2021 until Wednesday 8th December 2021 all Year 13 students will sit their mock examinations. This is their second set of mock exams for this academic year. All examinations will take place in a formal public examination room so that students become accustomed to all the procedures that are in place for the A Level and CTECH exams and to meet recently updated Ofqual/exam board guidance.

Year 13 A level students will be on study leave during this time and therefore are only required to attend College when they have an exam, but students can remain onsite to study independently in the 6th Form Study area. Year 13 CTECH students will need to attend lessons in between exams to complete their coursework. ***Morning exams will start at 9am (arrive by 8.40am) and afternoon exams will start at 1.15pm (arrive by 1.00pm).*** A copy of the exam timetable has been given to students and is on their Google Classrooms. Please note, students should bring lunch with them if they have an afternoon exam or they can purchase lunch from the school canteen.

To ensure that your son/daughter is prepared thoroughly for this critical week, they should revise using material in their books, relevant study guides and material on their subject Google Classrooms. General revision material using PIXL Independence has also been provided to students which they can find a link to on their form class Google Classroom. I would encourage you to ensure he/she revises thoroughly incorporating strategies that they have learnt in last year's Elevate programme so that he/she can achieve the best outcome possible. We will be reporting the outcome of these examinations to you in January during a Results' evening for Year 13 that will take place on Thursday 6th January 2022.

We need to make it clear to students and parents/carers that it is important that students do not miss an exam or arrive late to them as they will not be able to sit the exam at a later date. This is because the Department of Education and Ofqual have stated in guidance released to schools on 11th November 2021 that all mock examinations must be completed in exam-like conditions to ensure they have been administered in a rigorous and robust manner should they be needed for Teacher Assessment Grade (TAG) evidence in the event of examinations being cancelled, although the intention is that examinations go ahead as planned. Therefore, it is important that Year 13 revise thoroughly for these mocks in case they are used for TAG evidence so that they showcase their subject knowledge and skills to the best of their abilities.

Given this guidance we are unable to authorise any requests for absence or arrange for papers to be taken at a later date as this would compromise the integrity of the examinations. Exam board protocols will also be followed in the event of a clash and students will be supervised between papers should this occur.

All students are expected to come fully prepared to sit the examination, including bringing all writing and specialist equipment. Students must be in the appropriate 6th Form dress code or they will be refused entry. All examination regulations in relation to mobile phones, other electronic devices, watches and conduct must be adhered to and students will be removed from

examinations if they fail to follow these rules. Only water in clear bottles without labels may be brought to any examination room and if bringing a pencil case, it must be clear.

We recognise of course that exam preparation and exam weeks can be a pressurised time for students. Therefore, students will also be supported and given advice about how to manage their wellbeing and health during the revision and exam period. Their tutors, Ms Belvett, staff from the inclusion team and myself can be called on at anytime should students have any worries or concerns.

Should you have any further questions or require clarification on any of the details in this letter please do not hesitate to contact me at the College.

I would like to take this opportunity to wish your son/daughter every success during this period and would urge them to use their time as productively as they possibly can.

Yours sincerely,

Ms Tania Rughooputh
Head of Sixth Form