



St Michael's Catholic College

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Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Acting Vice-Principal: Ms Joanna Nottage

11th November 2022

Dear Parent/Guardian,

Year 13 Mock exams Monday 28 November 2022 to Wednesday 7 December 2022

On Monday 28 November to Wednesday 7 December 2022 Year 13 students will sit a mock examination, covering 75% of their course, in each of their subjects. All examinations will take place to replicate a public examination so that students become accustomed to all the procedures that are in place for the A Level and CTECH exams.

Year 13 A level students will only required to attend College when they have an exam, but students can remain onsite to study independently in the 6th Form Study area. *Morning exams will start at 8.50am (arrive by 8.30am) 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.

Year 13 CTECH Sport and Business MUST attend lessons as normal to complete their coursework when they do not have an examination.

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. I would encourage you to ensure he/she revises thoroughly incorporating strategies that they have learnt during the Learning Performance workshop that took place at the start of this academic year . We will be reporting the outcome of these examinations to you in November and the results will be used to formulate UCAS predicted grades.

We need to make it clear to students and parents/guardians 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 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 (should there be any further covid outbreaks). 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. This is in line with the latest DFE and JCQ guidance.

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.

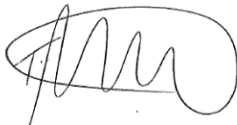
All students are expected to come fully prepared to sit the examination, including bringing all writing and specialist equipment. Students must be in the appropriate 6th Form dress code or

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 Yon, staff from the inclusion team and myself can be called on at any time 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.

Yours sincerely,



Ms Tania Rughooputh
Head of Sixth Form