



St Michael's Catholic College

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Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Joanna Nottage

19th February 2024

Dear Parent/Guardian,

Year 13 Mock exams Monday 4th March to Friday 15th March 2024

On Monday 4th March to Friday 15th March 2024, Year 13 students will sit a mock examination, covering 100% 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 be 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 9.00am** (*Students must arrive in the morning by 8:40am through their usual gate so that pre-exam equipment/device checks can take place ahead of exams starting at 9am*) **and afternoon exams will start at 1.15pm** (*Students must arrive by 1.00pm so that pre-exam equipment/device checks can take place ahead of exams starting at 1.15pm*). 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. Triple CTECH students MUST be in at 8.40am to be registered in NG3 when they do not have an exam. Late procedures will apply as normal for these students.

All Year 13 students MUST sign in and out each day of the exam period for safeguarding purposes.

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 last academic year as well as revision methods that have been shared during form time.

(<https://sites.google.com/stmichaelscollege.org.uk/revision/>).

Please note that in order for students to sit all their public exams, and in line with the college's admissions procedure for Year 13, students must pass the Year 13 exams and show progression towards their target grades to ensure entry for the public summer exams in 2024. We will be reporting the outcome of the March mock examinations to you at the Year 13 Results evening on **16th April 2024**.

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 all mock examinations must be completed in exam-like conditions to ensure

they have been administered in a rigorous and robust manner, following JCQ exam procedures

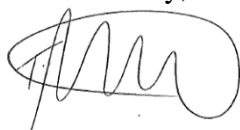
Given this guidance we are unable to authorise any requests for absence or arrange for papers to be taken at a later date as this would compromise the integrity of the examinations. Exam board protocols will also be followed in the event of a clash and students will be supervised between papers should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



Catholic Schools'
Partnership



Healthy School

