



25 November 2011

Dear Parents

Please find attached an updated copy of the Year 11 Mock Exam Timetable for the period from 29<sup>th</sup> November to 7<sup>th</sup> December which accommodates the school being closed on 30<sup>th</sup> November. Year 11 students who would usually attend collaborative courses on a Wednesday should also not attend these lessons as the industrial action will be affecting all of our partners as well.

Students who attend collaborative courses and who are also due to be sitting a functional skills ICT exam on 7<sup>th</sup> December should attend their collaborative course as usual and alternative arrangements will be made for them to sit that exam.

The Year 11 Mock Exams are an important milestone towards the June exams, and provide an opportunity to assess how well your daughters is doing in each of her subjects. In English your daughter will be taking actual controlled assessments that contribute 40 % of the marks towards her final GCSE English qualification. With this in mind, attendance during the Mock Exam Period is extremely important and I ask that you ensure that your daughter attends each day and arrives promptly as many of the exams start **immediately** after registration. For the actual GCSEs students need to be at the exam room 15 minutes before the exam starts and will not be allowed to enter the exam from 5 minutes before the exam is due to start. We will be following that policy for the mock exams as well. For the mock exams any latecomers will do their exam after school, but clearly this would not be an option for the real exam.

I would appreciate it if you could ensure that your daughter has the correct equipment with her for the exams. Exam regulations are very specific about what is and is not allowed. Below is the equipment your daughter will require for the mock exams and the real exams. It is also largely what she should have with her every day. Any students who arrive at an exam without the correct equipment will be issued with an afterschool detention.

### **Equipment for Mock Exams**

- All equipment must be in a clear colourless pencil case or plastic bag.
- A minimum of two black pens
- Pencil
- Sharpener
- Ruler
- Calculator
- Protractor
- Compass
- Calculator – preferably a scientific calculator



**All equipment must be unmarked.**

**The following are NOT allowed in the exam:**

- Mobiles phones and other electronic devices such as MP3 players– They must be **turned off** and left in bags. We are obliged to report anyone in possession of such a device in the exam to the exam board. Your daughter can potentially fail all of their exams as a consequence.
- Tippex
- Coats and bags – These must be left in the rooms provided.
- Glitter pens.

It is also useful to have highlighter pens which can be used to highlight selected text from an exam paper. Your daughter is allowed to have a single screw top bottle of water up to 300 ml with her, as long as the label has been removed before entering the exam room.

**Students must be silent from time that they enter the exam room until the time they leave. Any form of communication in an exam is not permissible.**

If you have any questions please do not hesitate to contact me.

Yours Sincerely

Dr. Kevin Hylands