

# The Harefield Academy

*Achievement through Active Learning*

Northwood Way, Harefield, Uxbridge, Middlesex, UB9 6ET

T: 01895 822108 F: 01895 822414 E: [info@theharefieldacademy.org](mailto:info@theharefieldacademy.org)

W: [www.theharefieldacademy.org](http://www.theharefieldacademy.org)

Headteacher: Tash Moriarty BA PGCE



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Dear Parent/Carer,

## Year 11 and Year 13 Mock Exams

I am writing to inform you of the arrangements for the Year 11 and Year 13 Mock Examinations which take place between **Friday 1<sup>st</sup> December and Friday 15<sup>th</sup> December inclusive**. As you are no doubt aware, this period is essential practice for your child's examinations next summer, offering preparation for their GCSEs and A-levels.

The normal timetable will be collapsed for Year 11 and Year 13 students between the 1<sup>st</sup> December and 15<sup>th</sup> December. Students are expected in school for their exams only. Students who wish to come into school to revise will be able to attend a supervised class on site.

A copy of the Mock Exam Schedule is attached. Rooming will be advised the week before the exams commence and individual timetables will be distributed. This is the final Mock Exam cycle of this academic year; we would appreciate your support in ensuring that students take this series of exams seriously as it is important preparation for them before sitting the public examinations.

As the examinations will be managed following the same rules as the public examinations, we ask that you note the following important information: -

1. Students are required **to arrive 15 minutes earlier** than the specified exam time, with all the required equipment. Examination Boards insist that equipment can only be taken into the exam in a clear pencil case/or clear plastic bag. Students are allowed to bring water into an examination room however this must be in a clear water bottle with all labels removed.
2. Students will register for the examinations in the Sports Hall for morning (09:30) exams and afternoon (13:30) exams. For exams taking place in the middle of the day students will register once seated in the examination room.
3. Mobile phones, watches, coats and bags are **not** permitted to be near students in the examination room. These must be left in student lockers and not be brought into the examination room.
4. Students must wear full Academy uniform during this time. Students who are not in correct school uniform will be unable to sit the exam.
5. Please leave a phone message at reception if your child is unable to attend their examination on that day. Please note that during the public examinations a medical certificate will be needed to cover absences.
6. JCQ regulations state that any student who causes a distraction in the exam or attempts to communicate with other students may receive zero marks on that paper and other papers. This includes turning around and making eye contact with others. During the Mock Examinations any student who causes a disturbance in an examination will receive zero marks as a result and will be placed in Internal Exclusion (RRR) in the New Year.

**From April 2016, watches have been classed as an unauthorised item and are now banned from all examinations.** Clocks are visible in all the exam rooms for candidates' use.

If you have any queries, please do not hesitate to contact me at [htimmins@theharefieldacademy.org](mailto:htimmins@theharefieldacademy.org)

Yours sincerely,

**Mrs H Timmins**  
**Deputy Headteacher**