

The Harefield Academy

Achievement through Active Learning

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May 2019

Dear Parent/Carer,

Year 10 and Year 12 Mock Exams

I am writing to inform you of the arrangements for the Year 10 and Year 12 Mock Examinations which take place from **Thursday 20th June to Friday 5th July inclusive**. Please note that there are no exams on Thursday 27th June due to Staff INSET Day. 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.

Students will follow an exam timetable but when they do not have a scheduled exam they will be expected to be **in lessons as usual**.

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 first set of mock exams, another will follow in December, and 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 tutor for the morning (08:45) exams and afternoon (13:15) exams in the Sports Hall. For exams taking place at other times 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 absent during the exam period. 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 an 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, takes in prohibited items or breaks JCQ regulations will receive zero marks as a result and will be placed in Internal Exclusion (RRR) later in the summer term.

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 nwilliams@theharefieldacademy.org

Yours sincerely,

Nicky Williams
Assistant Headteacher