

The Harefield Academy

Achievement through Active Learning

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Dear Parent/Carer,

Year 10 and Year 12 end of year assessments

I am writing to inform you of the upcoming arrangements for the Year 10 and Year 12 assessments which will take place between **Monday 21st June and Friday 2nd July 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. Due to the disruption caused by Covid this year assessment will involve a restricted number of papers to support students.

The exam timetable is attached. When students do not have a scheduled exam they will be expected to be **in lessons as usual**.

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. Over the half term break it is vitally important that students are using the time to revise effectively. Having a revision timetable will divide revision into manageable chunks and will ensure breaks are scheduled as it can be a stressful time. Students need to be actively doing something with their revision and not just reading a book. This could be answering examination questions, creating flashcards and mind maps or testing on key knowledge.

As the assessments 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 assessments at 9:05 for morning assessments and 13:25 for afternoon assessments, in the Sports Hall. For exams taking place at other times students will register once seated in the Circle 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 assessment.
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 assessments any student who causes a disturbance in an examination, takes in prohibited items or breaks JCQ regulations will be placed in Internal Exclusion (RRR) later in the summer term.

7. 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 in the meantime, please do not hesitate to contact me at htimmins@theharefieldacademy.org

Yours sincerely,

Helen Timmins
Deputy Headteacher