

# The Harefield Academy

*Achievement through Active Learning*

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Dear Parent/Carer,

## Year 13 Mock Exams

I am writing to inform you of the arrangements for the Year 13 Mock Examinations which take place between **Wednesday 9<sup>th</sup> December and Thursday 17<sup>th</sup> December inclusive**. Please find attached a copy of the Mock Exam Timetable. Students will be provided with an individual timetable in the upcoming week.

As I am sure you are aware the Department for Education has confirmed its intention for GCSE and A Level exams to take place in summer 2021 with a delayed start date. The mock exams are a valuable part of the preparation towards final exams.

Students are scheduled to sit exams for each subject they study in line with the part of the syllabus that they have covered. We will aim to run a full set of final mock exams for Year 13 in March which will reflect equivalent exams to that of the final summer exams. Individual subject teaching staff will inform students of the specific details of each set of subject exams. This set of mock exams will provide timely analysis and feedback of students current working grade and provide them with a solid foundation and confidence with which to complete the course prior to the next mock exams in March. Exam feedback and analysis will be supportive and developmental allowing us to put in targeted interventions to support students during the spring term.

Students will only be expected in for their scheduled exams over the mock exam period but may of course use the sixth form room to study during the normal school day should they wish but are reminded to ensure that they sign in and out at reception as normal.

All exams will be taking place in **228**. Morning exams will start at **9.15am** and students should be entering the exam room **in silence** no later than 9.05am. Afternoon exams begin at **13.00pm** and students should be arriving no later than 12.50pm.

We would really appreciate your support in ensuring that students take this opportunity seriously in order to take best advantage of mapping out revision schedules and understanding their subject strengths and weaknesses. Students have been supported with study skills and revision techniques to support them with their revision during tutor time sessions.



As the examinations will be managed following the same rules as the public examinations, we ask that you note the following important information which is set out by the Joint Council of Qualifications, JCQ, to ensure parity across all school examinations:

1. Students are required **to arrive at school 15 minutes earlier** than the specified exam time, to ensure enough time for handwashing to take place. Students will be registering in the exam room so should head straight up to room 228 to take their seat aiming to arrive no later than 10 minutes prior to the exam start.
2. Students will need to have all the required equipment with them as none will be loaned out. Standard exam equipment is:  
  
Black pen X 3  
Sharp pencil x 1  
Eraser  
Ruler  
Scientific calculator  
Maths set for their Maths exams
3. Mobile phones, watches, coats and bags are **not** permitted to be with students in the examination room. These must be left in student lockers and not be brought into the examination room. **From April 2016, watches have been classed as an unauthorised item and are now banned from all examinations.** Clocks are always visible in all the exam rooms for candidates' use.
4. If a student is displaying any symptoms of Covid-19 please keep them at home and request a test. Students must also isolate for 14 days if they have been in contact with someone who has symptoms/a positive test result. Please inform reception of the situation and absence.
5. 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.

Your ongoing support is really appreciated.

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

Yours sincerely,

**N King**  
**Assistant Headteacher**