

# The Harefield Academy

*Achievement through Active Learning*

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Dear Parent/Carer,

## Year 11 Mock Exams

I am writing to inform you of the arrangements for the Year 11 Mock Examinations which take place between **Monday 7<sup>th</sup> December and Friday 18<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 GCSE exams.

Students are scheduled to sit equivalent exams to those that they would expect to sit in the summer, which will provide an accurate appraisal of their current grade and areas for improvement. Exam feedback and analysis will be supportive and developmental allowing us to put in targeted interventions to support students during the spring term.

To support students over this period they will only be expected in school for their scheduled exams and will be able to study at home for the remaining time. There will be supervised study rooms available for students during the normal school day should students prefer to study in school. Where students choose to use this facility, they must bring independent work with them to complete. Lunch will be available from 12.15pm – 12.45pm each day.

All exams will be taking place in the **circle room**. 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 **1.00pm** with students arriving no later than 12.50pm.

Please support your child in their organisation and preparations, encouraging adherence to their revision schedule.

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 the circle room 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

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 but this must be in a clear water bottle with all labels removed.

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. 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. 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.
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, takes in prohibited items or breaks JCQ regulations will receive zero marks as a result and will be sanctioned in accordance with the Ladder of Consequence.

To support Year 11 during this important time, detentions will not run during this period. The Year 11 team will communicate a number of incentives to reward and support students who are focused and working well in the lead up to and during the Mock Exam period.

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