Letter ref: Y12ME1/23

20th January 2023

**Year 12 – February Mock Examinations**

Dear Parent/Carer,

This letter is to inform you of the arrangements for the upcoming February mock exam season, which will commence from Tuesday, 7th February and will run until Thursday, 9th February.

As with their GCSE practice seasons, **students will sit the mock exams under formal examination conditions, in the school’s Sports Hall and our other designated examination venues.**

Conducting the examinations in the school’s designated venues and under examination conditions is an important part of our strategy for preparing the students for their exams. We have taken this decision because we want the students to have the opportunity to familiarise themselves with the organisation of the exams in school and the regulations governing their conduct, which they will need to follow in the summer.

**Exam Arrangements**

Most s**tudents will sit one or more exams during the three days, usually during the morning. The first exam session each day will start at 8.30am. Where a second exam is scheduled, this will start from 11am.**

**As soon as they arrive at school each morning, students should go straight to the exam venue specified on their individual timetable.** Once students have finished their morning exam, they will return to their timetabled lessons in the main school building. Students will still be able to access the House of Pi and Glasshouse during the breaks between the exam sessions.

An outline of the mock exam season schedule is included with this letter. If students want to check when their option exams are, they can do this initially by referring to the season timetable. Individual exam timetables will be issued to students early next week.

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| --- | --- | --- | --- |
|  | Tuesday, 7th February | Wednesday, 8th February | Thursday, 9th February |
| P1&2 8:30am - 10:30am | Block C Subjects (Sports Hall) | Block A Subjects (Main Hall) | Block E Subjects (Sports Hall) |
| P3&4 11:00am - 1:00pm |  | Block D Subjects (Main Hall) | Block B Subjects (Sports Hall) |

Not all subjects have a scheduled mock exam and the students in these lessons will continue to work towards the completion of their coursework assignments.

**Expectations of Students**

Even though students will be sitting their exams during the week, Kingsmead School’s expectations remain the same:

* **Students must wear smart office wear at all times during the mock exam season**,
* **Students should still arrive at school for no later than 8:20am** – *this is so they can arrive at their exam venue in good time and can make an orderly start,*
* **Students should go to the toilet before each exam and they should allow time in their journeys and preparation to do this,**
* **Students must bring all of the equipment they will need to each exam** – *you can find more information in the school’s* **Student Guide to Exams**, *which is available* [***here,***](https://www.kingsmeadschool.net/home/parents/exam-information/)
* **Students should also familiarise themselves with the JCQ Information for Candidates documents** *– which are available* [***here***](https://www.kingsmeadschool.net/home/parents/exam-information/)*,*
* After they have been dismissed from their exam, **students will be expected to return to their timetabled lessons**

**How Can you Help?**

***The Importance of Independent Revision***

**It is important that your child continues to revise independently at home throughout their post-16 studies.** As parents, you have an important role to play in encouraging and supporting them as they do this.

Your child will be set revision activities by their class teachers, but they can also use the Blended Learning Platform.

***Invigilators Needed***

All external exams need to be supervised by one or more exam invigilators, who ensure that the exams are conducted in accordance with the exam board regulations.

Kingsmead is looking to appoint several additional invigilators to help with the summer exams.

**If you, a friend or relative would be able to give time over to help with the invigilation of our young people, please contact the school office for more information.**

The invigilator role is part-time, paid and all necessary training will be provided.

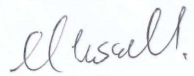
For questions about the mock exam arrangements, please contact Miss. Harding ([examqueries@kingsmeadschool.net](mailto:examqueries@kingsmeadschool.net)). If you have any subject specific questions, please contact the class teacher. For general queries, please contact the Sixth Form team.

Yours faithfully,



Mr B Morris

Assistant Head & Data Manager



Mr. M. Russell

Assistant Headteacher and Director of Sixth Form