



# Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT

Head of School: Mrs M Mincher, Bsc, NPQH

Letter ref: Y13ME2/23

31<sup>st</sup> January 2023

RESILIENT



INNOVATIVE



MINDFUL



EMPLOYABLE



## Year 13 – March Mock Examinations

Dear Parent/Carer,

This letter is to inform you of the arrangements for the upcoming March mock exam season, which will commence from Monday, 13<sup>th</sup> March and will run until Friday, 17<sup>th</sup> March.

As with their October mocks, **students will sit these exams under formal examination conditions, in the school's Sports Hall and our other designated examination venues.**

This will prepare the students for their exams in the summer. 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 needed.

### Exam Arrangements

**Most students will sit one exam on each day. The first exam session each day will start at 8.30am, the second will start from 1.30pm.**

We have taken the decision to start the second exam later in the day, following feedback from the students, where they asked for more revision time between the first and second exams.

**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, to continue their revision in period 3 and 4 classes. Students will still be able to access the House of Pi and Glasshouse during the breaks between the exam sessions. At 1.15pm, students will be directed to the venue of their second exam.

**The second exam session will run until 3.30pm each day, so period 6s will not take place. At the end of their afternoon exam, students will be dismissed from the venue and told to go straight home to continue with their revision for the next day's exams, independently.**

To support them with this, their teachers will set appropriate revision activities for them to complete at home, via Satchel One and the other platforms which we use.

**Individual exam timetables will be issued to students later this term.**

If students want to check when their exams are, they can do this by referring to the schedule below and identifying which letter (A, B, C, D or E) is in the subject's class code. The exam(s) for that subject will take place in the corresponding block session. For some A Level subjects, students will sit two separate papers. For this reason, we have assigned two exam sessions to each block.

Monday 13 <sup>th</sup> March		Tues 14 <sup>th</sup> March		Wednesday 15 <sup>th</sup> March		Thursday 16 <sup>th</sup> March		Friday 17 <sup>th</sup> March	
Exam 1	Exam 2	Exam 1	Exam 2	Exam 1	Exam 2	Exam 1	Exam 2	Exam 1	Exam 2
Block C #1	Block E #1	Block D #1	Block A #1	Block D #2	Block C #2	Block B #1	Block A #2	Block B #2	Block E #2

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, in their normal lessons.

### 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](#),**
- **Students should also familiarise themselves with the JCQ Information for Candidates documents – which are available [here](#).**
- 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 May and June to help with the invigilation of our young people, please contact our exams officer for more information.**

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

## Summer Exams

The full schedule of exams being sat by Kingsmead students can be found on the school website, [here](#).

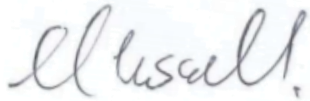
As in previous years, JCQ and the exam boards have added a 'contingency day' date to the exam calendar in case of major national or local disruption to exams. Exams may be moved to this date if required.

The date that has been designated is Wednesday, 28<sup>th</sup> June 2023 which will be after the end of the scheduled GCSE exams.

Please be aware that if the contingency date is used, your child may have an exam/s moved to this day and therefore care should be taken before making arrangements, such as booking holidays on this date.

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. M. Russell  
Assistant Headteacher and Director of Sixth Form



Mr B Morris  
Assistant Head & Data Manager