

Wednesday 15 October 2014

Dear Parent/Carer

RE: Mock Examinations and External Examinations 2014-15

As we prepare students for the forthcoming mock and external examinations I wish to outline the key information for all candidates who will sit formal examinations. It is essential that all students adhere to the JCQ (Joint Council for Qualifications) guidelines. For information I have enclosed the relevant instructions from JCQ. This includes the materials which can or cannot be taken into an exam room as well as key information regarding the use of electronic devices. All the instructions included within this letter will also apply to all mock examinations.

Unfortunately during the summer series 2014 examinations, we had two candidates who brought a mobile phone into the examination room. This was then formally reported to the relevant exam board. Unfortunately both candidates received zero marks for their paper and also had marks deducted from their other qualifications.

The procedures and processes for examinations must remain fair and accurate during any examination which takes place, both in school and nationally. This is to ensure that we remain as a verified examination centre each year.

We will ensure that your daughter experiences formal mock examinations leading up to her actual examinations in order to support her in the rigour and formalities of the process as well as to provide an accurate assessment method to monitor her progress. Please take time to read the enclosed information and go through this with your daughter. A copy of this information will also be placed in each examination room. Students will also be reminded at the beginning of each examination.

For information, the following examinations will be taking place during this academic year:

Week commencing:

- 3 November: Year 11 Math's Mock examination on Monday 3 November
- 3 November: Year 10 and 11 External BTEC Science examinations
- 3 November: Year 12 GCSE English and Math's re-sits
- 15 December: Full Year 11 Mock examinations
- 5 January: Full Year 10 Mock examinations
- 9 February: Full Year 12 and 13 Mock examinations
- 10 May: Summer series external examinations begin (for approximately 6 weeks)

All students will be requested to line up in silence and have their seat numbers ready prior to an examination. Exam access arrangement will be applied for all mock and external examinations.

If you have any further questions regarding the content of this letter please do not hesitate to contact school. Thank you for your continued support of your daughter's education.

Yours faithfully

Mrs K McCourt

Deputy Head teacher for KS4/5