

21st February 2024



Dear Parent/Carer

Year 11 Mock Examination Series: 19th February-8th March 2024

As you are aware the Year 11 mock examination series commenced on 19th February and I'm pleased to say that the vast majority of students have fully engaged in this process. These mock exams are an important part of the work that your child is completing to prepare for their GCSE summer examinations, which begin on 2nd May 2024. At St Michael's we want to ensure that your child is fully prepared for these summer examinations and we hope that you will fully support us in delivering a successful mock exam period. The mock exams also ensure that your child fully understands the formal JCQ examination regulations, and how GCSE examinations will run at St Michael's. They enable students to practise their revision techniques, and the detailed feedback your child will receive from the mock exams will indicate where students need to focus their revision. These exams will provide your child's teachers with a clear indication of where they may need additional intervention to be able to achieve their full potential during the summer 2024 examination period. I have attached a copy of the mock exam timetable for your convenience.

Attendance

Throughout the academic year, we promote the importance of attendance to all of our students. During this mock exam period, Year 11 students must attend school on time each day. Preparation and understanding of key concepts will benefit your child in succeeding in the summer examinations and will promote success in their future endeavours. It is worth noting that during the Summer examination series, under the Education Act 1996, the local authority will recover any public examination fees it has paid if a candidate fails, without good reason, to complete the examination and coursework requirements. The local authority will recover these costs by charging the parent/guardian. It is therefore imperative that students adopt a good routine during the mock series, to ensure that such action is not needed.

Breakfast Revision

Before every morning exam, there will be a revision breakfast session starting at 8:00 am. The revision breakfast is a fantastic opportunity for students to complete final preparations for each exam, and includes a free bagel. This is an important part of preparing for each exam - just as we will do in the summer GCSE examinations - and we hope that every student takes up this opportunity, and benefits from this morning routine. Arriving early means that students go into the exams feeling prepared and approach it with a good mindset.

Morning exams

Students with a morning exam should arrive at school shortly before 8:30am and join their form tutors on the PA stairs. Exams will commence promptly at 8:55am.

Afternoon exams

To accommodate the afternoon exams, Year 11 will have their normal lunch between 12.25pm – 1.00 pm. Students who have an afternoon exam will meet on the PA stairs at 12:55 pm for a prompt 1:05 pm start. Students who do not have an afternoon exam will go to normal timetabled lessons.

Headteacher: Mrs C Handy-Rivett, BA (Hons), MA, NPQH

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Expectations

Previous mock exams have followed the expectations of the school and of the national examination regulations which you can find outlined below:

- Students must remain silent at all times in the examination hall, and must not attempt to communicate with any other student
- Students must not carry an electronic device - this includes mobile phones, headphones and watches; this now includes analogue wristwatches
- Students must only have a transparent water bottle or pencil case (although equipment will be provided for each examination)
- Students must leave all of their belongings in the designated area.

These are the basic expectations of the JCQ (Joint Council for Qualifications). Student misconduct during actual GCSE examinations rightly has to be reported to the examination boards, to preserve the integrity of national qualifications. Misconduct can lead to a young person being disqualified and not receiving a grade. It is important that students experience the same conditions during mock exams, so they are familiar with them, and gain confidence and resilience in tackling some relatively long papers. With this in mind, we ask for your support in reiterating these expectations at home, especially expectations around the prohibition of mobile phones. If it is considered a student may have a prohibited item they may be searched in line with school policy. A full list of JCQ guidance can be accessed using the following links:

Checklist: <http://tinyurl.com/3wr9vz4k>

Disqualification list: <http://tinyurl.com/5es2bc4y>

Thank you for your support.

Yours faithfully,



Mrs C Handy-Rivett
Headteacher

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