



October 3, 2024

To: Parents/Guardians of Year 11 Students

Re: Year 11 mock exams, Monday 4th November – Friday 15th November.

Dear Sir/Madam

I am writing to inform you of the arrangements for the Year 11 mock exams later this term. Your son/daughter will be given a rooming timetable and an individual version of their exam timetable. They will also be given a copy of the examination regulations before the mock exams begin. Please take some time over the next few days to read through this information. These documents are also available on the school website under the Menu/Parents and Students/Exams link: <http://finhampark.com/exams/>.

The majority of the mock exams will be held between Monday 4th November and Friday 15th November. Mock exams for Art options and Modern Foreign Language Speaking and Listening tests will be held outside this period due to the extra time & facilities that these subjects require.

Students should check for any “clashes” on their timetable, i.e. occasions where it appears they have 2 exams in the same session on the same day. Care has been taken to avoid this, but, if students think they have found a subject clash which has not already been rearranged for them, they should see Mr Jeffreys or Mrs Williams in A22 (the examinations office) as soon as possible.

There will be two exam sessions in the day, one morning session and one afternoon session. With one exception (on the first Monday), the morning sessions will start at 9.15 am & the afternoon session at 1.15 pm. The students' timetables indicate the start time for each exam. Students should go to their Mentor period first at 08.45 am to be registered; Mentors will release Year 11 students to their exams at 09.05 am (if they have an exam at this time). During the mock exams, students will have “early” lunch (12.35 pm – 1.15 pm) in order to accommodate the afternoon exams and reflect the normal routine for their summer exams next year. The end times for the morning and afternoon sessions will vary from day to day. The exams will take place in the formal venues normally used for the final exams in the summer. Students entitled to Access Arrangements and/or extra time during exams will receive this wherever possible during the mock exams.

Please note that there is no study leave during the mock exams. If students do not have an exam, unless informed otherwise, they should attend the lessons they would normally have at that time. Invigilators will take attendance registers during each exam and absences will be followed up in the normal way. If students are dismissed from an exam during a lesson period, they should return to their normal lesson at that time. Students will be expected to wear normal school uniform during the exams. Some students may sit their exams in smaller venues if this is necessary to facilitate their Access Arrangements.

It is important that students prepare properly for the mock exams and conduct themselves in a manner that allows both themselves and others to perform to the best of their ability.

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The mock exams are important for a number of reasons:

- They give students the opportunity to perform under examination conditions that are as close to the summer GCSE exams as possible.
- They help teachers make decisions on which ability level (Tier) to enter students for in subjects where this applies (eg Maths, Science and Modern Foreign Languages).
- They give parents, students and teachers an indication of the progress made so far in their GCSE subjects and give teachers the opportunity to identify any areas of teaching and learning for further attention before the summer exams.
- They guide teachers to make judgements on estimated grades. Estimated grades are important because they affect the progression choices students want to make for their post-16 studies.
- In cases where students miss some or all externally assessed components of exams sat in the summer, exam boards may request the evidence from mock exams to award a grade (as occurred in 2020 and 2021 when schools needed to submit teacher grades).

The mock exams will be supervised by external invigilators, with support from teaching and associate staff, and will be conducted under the majority of the regulations which the Exam Boards require in the summer. Students are expected to adhere to the school's Behaviour for Learning policy and the Exam Boards' Regulations. A copy of these regulations will be distributed to students before the mock exams and is also available on the school website. Any breaches of this code during exams will result in sanctions, starting automatically at the C3 level. It is worth noting that breaches of the Exam Boards' regulations in the summer can result in a student being disqualified from all their examination entries in that exam season.

There are a small number of catch-up opportunities for students who miss exams during the mock exam "window" but the normal Year 11 timetable will resume on **Monday 18th November**. Students will receive the results of their mock exams on a mock Results Day towards the end of term (details to follow).

Students will have a briefing assembly on Friday 11th October to go over these arrangements. A PDF version of the assembly will be available to view under the Parents/Exams link on the school website shortly after the assembly has taken place.

If you wish to discuss any of the matters above, please do not hesitate to contact me.

Yours faithfully

Robin Jeffreys
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