

Dear Parent/Carer

Thank you for your continued support at the start of this new academic year. It has been a pleasure to welcome students back to the academy after the summer, and they have approached their learning in a positive way and are ambitious about the year ahead; students are working hard and are dedicated to their studies. As we prepare for the first round of assessments, please see further information regarding the mock examinations that will take place from **Monday 25<sup>th</sup> November** and will run for 2 weeks until **Friday 6<sup>th</sup> December**. Included in this correspondence is a timetable for the mocks which will also be available on the school website.

### Exam Expectations

Each student is expected to sit a minimum of **two** one-hour papers in each subject, and these will reflect the academic rigor expected by the exam boards. We know students will be working hard for these mock examinations, as these will inform predictions for university applications (UCAS) and apprenticeships. Students will need to demonstrate they are prepared for their A Level/BTEC examinations and must pass their mocks; if they cannot demonstrate this, they will not be entered for their Year 13 examinations:

- Students who do not pass an assessment will be required to re-sit the paper/s to demonstrate that they are prepared for the A Level. They will be given another opportunity to show they are able to pass the examination
- Those who will need to re-take their mock exam show will be invited to attend a meeting with parents and a member of the sixth form team to discuss what support can be put in place to ensure they are on the right track for their A Levels.

### How can students prepare for their examinations?

We know that students learn best when they are applying their knowledge from the classroom to exam questions or past papers. It is recommended students apply their knowledge from their studies to exam questions and past papers in addition to completing recall tasks (Seneca and UpLearn) to ensure they know the content of their course. Teaching staff have uploaded revision material to their Teams and have directed students to any additional resources to assist them in their revision over the half term break.

### How long should students be spending on revision?

We advise students to spend **6-8 hours per week** revising for their subjects, which includes their dedicated study time in sixth form and time spent on home learning. We appreciate all the support that parents will give to their son/daughter during the mock period, so thank you in advance for all you will be doing to ensure our students feel confident for these examinations.

### What additional support is in place for students?

Students have access to a wide range of resources on Teams and additional online platforms such as Seneca, Up Learn and exam board websites. Students also have access to past papers, mark schemes and examiners' reports which have been shared by their teachers.

After half term, Year 13 students will attend subject interventions during tutor time. This additional support was well received last year and students found this extremely helpful in making progress. Students will be expected to attend their interventions as they would a lesson and we know this will have a great impact on final outcomes.

Principal: Mrs Ellie Jacobs

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**RESPECT AMBITION DETERMINATION**

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If you have any questions, please do not hesitate to get in contact on the details below.

Yours sincerely

Director of Key Stage 5

Beth Hall

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### **Mock exams and U grades**

Students will need to re-take their examination if they receive a U grade in an assessment. Students who receive a U grade in their A Level or Level 3 programme will automatically be required to attend a stage 3 meeting to look at suitability of courses/6<sup>th</sup> form.

*Students need to demonstrate they are prepared for their A Level/BTEC exam. If they cannot demonstrate this, they will not be entered for their examination.*

### **Charging for Examinations**

The school reserve the right to charge students for examinations if they fail to meet the requirements for attendance and coursework. A student/parent will be required to pay for the examination:

- Where the required attendance or completion of work has not been achieved (90% is the benchmark)
- Where the student has failed without good reason to sit the examination for which the institution has paid
- Where a student resits an exam with the aim of achieving marginal improvements in grades

### **Conduct in Examinations and Mock Periods**

Students are expected to sit an exam they have been entered for (as above). Students are required to attend every examination and come prepared for their examination with their materials. JCQ guidelines highlight rules within examinations which candidates must follow, and these are shared with students.

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As a *minimum*, the conduct we expect from students in examinations/mock exams is as follows:

- Students are registered and ready to enter the examination room at least 15 minutes before the exam is due to start
- Enter the room calmly, silently and remove phones and bags from their person
- Take in pens, pencils etc for their examination
- Follow the instructions from the exam invigilator and upon completing the test, wait for instructions on leaving the room.

In no circumstance should students:

- Have a phone, apple watch or electronic device on their person. If spotted, this will need to be reported and is deemed malpractice. This will be reported to the examining body pending an outcome
- Talk, or communicate in any way with students in the examination room
- Enter an examination room if the exam has already started.

### **Punctuality for Examinations**

Students who are running late for examinations, will not be permitted to enter the room. Students should not disturb the exam conditions, and this is a breach of practice as outlined by JCQ.

If a student is unable to attend a mock exam or summer examination due to illness or an extenuating circumstance, we will need to contact the exam officer who will then inform the exam board/JCQ. Next steps will be explained to the student and parent.

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