

Dear Parents and Carers

November 2020

## **RE: Year 11 Mock Exams**

This letter will confirm arrangements for the forthcoming mock examinations. We want students to feel as prepared as possible for these so that they are able to build effective study habits and routines ahead of the summer 2021 exams. You will find below an overview of what students need to do and where they need to go at each stage of the day during the next two weeks. I have also included information about equipment and our expectations of students' conduct.

### **Arriving on site**

- Students will need to arrive on site promptly at 08:30am.
- Students should get into the habit of turning off their mobile phones when they arrive at their first lesson each day. They should then place any electronic devices (including mobile phones, smart watches and music players) in their bags. Students will be offered secure storage for their bags whilst they are in exams.

### **Morning exams**

- Students will register with their teachers at 08:30am. They should follow their normal timetable.
- Teachers will bring students to the Will Mackaness Hall (WMH) where they will stand in their exam rows.
- Students will be able to have a breakfast bar and fill up a bottle of water before beginning the exam. If they would like water during the exam they will need to bring a transparent, unlabelled bottle.
- Students will then move to the Sports Hall or other exam room. Students will be offered secure storage for their bags whilst they are in exams
- If a student arrives late they should sign in at main reception. They will then be taken to their mock exam. We cannot guarantee that students will be given their full allocation of time if they arrive late during the November mock exams.
- Students will be given a break after each exam and then make their way to lesson 2.
- If students have extra time and finish an exam during lesson 2 then they will have a supervised break before going to their lesson.

#### **Wey Valley Academy**

Sian Thomas, BEd (Hons), CEO - AAT

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### **Afternoon exams**

- At the end of lunch students will move to their tutor rooms as normal to register.
- Teachers will bring students directly to the Sports Hall where they will sit in their exam rows.
- When students finish exams they will need to put masks on before leaving the Sports Hall, then return to their lessons.
- Students who are not in afternoon exams will attend normal lessons.
- Students who finish their exam at the end of the school day can travel straight home without returning to their lessons.

### **Exam Equipment**

- Students should have the following equipment for the mock exams:
  - Two black pens (one spare)
  - Pencil
  - Rubber
  - Ruler
  - Protractor
  - Compass
  - Scientific calculator

Some students may wish to wear a watch during the exam to help with timings. Watches must be analogue; students are not allowed to wear digital watches or smart watches. Usage of a mobile phone, smart watch or any other electronic device is grounds for disqualification in a public exam so I need to make you aware that we also disqualify students from mock exams if they are found in possession of one of these items in the exam room.

### **Conduct**

We expect all Wey Valley students to conduct themselves calmly and considerately at all times. During mock exams this is especially important. If a student disrupts a mock exam then they will be removed from the exam room and disqualified from the exam.

I wish all students the very best of luck during the exams. These are an important part of year 11 and I am sure that students will rise to the challenge. If you have any questions about these arrangements please contact me using the information below.

Yours faithfully, Thomas Neill, Vice Principal



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