



Pittville School
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Headteacher Richard Gilpin

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Dear Parent/Carer

Y11 Mock Exam Timetable

Please find attached a copy of the internal mock examination timetable which will be taking place between Monday 15th November and Friday 26th November. This is an overview of which days the exams will take place, more detailed timings will follow shortly.

Some students will also be involved in **external** exams in the New Year. iMedia on Monday 10th January at 1:15pm, Enterprise & Marketing on Wednesday 12th January at 1:30pm, BTEC Sport on Tuesday 8th February at 9:00am and BTEC Travel & Tourism and Health & Social Care on Wednesday 9th February at 9:00am. You will receive an exam board timetable for these before Christmas. **These are not mock examinations.**

It has been made clear in the media that exams are scheduled to go ahead in the summer unless we find ourselves in another national lockdown. However, it has also been made it clear that all centres need to have a "plan B" in place and this should include at least three assessment points, one in the autumn term, one in the spring and a final one in the summer term. These assessments will then provide a portfolio of evidence that will support the determination of a Centre Determined Grade should public examinations not go ahead or should individual students be forced to miss an exam for reasons related to COVID.

These mock examinations are now essential for two reasons: firstly they will allow teachers to accurately monitor progress to date and to have a clear picture of any gaps in knowledge and understanding as they prepare students for the examinations in the summer and secondly we may be asked to use them as part of a portfolio of evidence should exams not go ahead or should individual students be unable to sit all papers as a result of isolating. In order to support year 11 in the best way possible, we have decided to collapse the timetable from Monday 15th November until Thursday 25th November. Friday 26th November will be used as a final catch up day for any exams that have been unavoidably missed during the two-week period. **Lessons will resume on Tuesday 30th November following the second INSET day on Monday 29th.**

As a result of the unprecedented disruption seen over the past 18 months, exam boards will be providing schools with topic lists in February 2022 to support in focused preparation for the examinations in May. We have therefore decided to operate a similar system for the mock examinations. Each subject will provide students with a breakdown of topics that could be assessed in each paper. They will also be provided with formula sheets in maths and science as they will be in the summer examinations.

When not in an exam, students will be allowed to do their own independent study at home if they wish. Studying at home during these times is optional; should you prefer, they can work independently in school at these times. If you would prefer that your child attend school each day as normal, please let me know via email by Friday 5th November so that we can plan for the right number. Please note there will be no formal lessons being taught and students attending will be expected to have their own revision resources to work with. Should this be the case, students need to meet on the tennis courts at 8:25am with a designated Yr11 tutor. They will be given a timetable of rooms for independent study throughout the exam period. Students must not go to other areas of the school during these sessions. Normal lessons will continue for all other year groups and it is essential that year 11 students do not disrupt lessons in any way.



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Attendance is required for ALL exams. If your child has an unavoidable known absence during this period, please let me know via email as soon as possible so that any exam missed can be rearranged. If a student is feeling unwell on the day of a real exam in June, exam boards WILL NOT allow the exam to be sat at an alternative time. **It is therefore expected that students attend all mock exams even if they are feeling unwell unless the illness is COVID related,** in which case you should contact the school and follow the normal procedures. It is essential that they are fully aware of and prepared for this should it happen in the summer. It is important that all students understand, although being given the privilege of studying at home during this period, full time attendance will be required. If exams are missed for no good reason, students will be expected to study at school full time. Any student with an exam outstanding will be expected to remain on site for a pm exam slot or attend the following morning without exception. No arrangements or appointments should be made during this period, students should at no point be out in the community during school hours - they should either be at home studying or at school studying for their next examination.

Students will be expected to arrive and sign in, **at least 15 minutes** before the stated start time of each exam – a further timetable with all timings will be issued after half term. **Access onto and off of the site will only be via the back gate only.** The gate will be open for 10 minutes before the timetabled signing in time and 10 minutes after the end of each exam. If students fail to leave the site on time, they will be expected to remain on site working in the independent study room until the end of the next exam slot.

Students with any form or exam dispensation will sit their exams in the student support centre in the normal way. All other students will sit their exams in either the main hall or the gym. Extra time will be applied in full for all students who have been granted it. Those students who are granted extra time by the exam board need to be aware that exams that take place in the afternoon will often finish after the end of the normal school day. They must make any necessary arrangements for this when required. Due to the lock downs last year, we are currently working behind where we would like to be in terms of access arrangement applications. Please be aware that we are working to JCQ criteria and deadlines. Once applications have been processed we will contact you to confirm the official decision from JCQ. This may change from the previous arrangements that your child has been able to access. We will endeavour to ensure that the mock examination arrangements replicate what will be in place for the January and summer series. If you have any queries regarding access arrangements, please contact Miss Bottell via email (ebottell@pittville.gloucs.sch.uk)

It is essential that all students arrive on time and properly prepared with the necessary equipment. **All students will require at least two black pens, pencil, ruler, and rubber. Please ensure your child is properly prepared with all equipment each day, failure to have the necessary equipment could result in them losing valuable marks which could affect the overall result they achieve.** Calculators and specialist maths equipment will be provided where appropriate.

Mobile phones must not, under any circumstances be taken into any exam. In order to avoid unnecessary handling of individual phones we have made the decision NOT to collect in and look after phones during an exam. Students should whenever possible, leave their phones at home when they have an exam. If this is unavoidable, they must be left, turned off, in their bags which will be placed in locked crates. Students who choose to bring their phone in to school and leave in their bag or to not put their bag into one of the locked cages, **do so at their own risk. Any student found to have a mobile phone on their person during an exam (even if it is turned off) will be disqualified from that paper, scoring zero in line with exam board expectations. Exam boards make NO exception on this ruling.**

In addition, exam boards have now put a complete ban on all watches, students can no longer remove these and place them on their desk, they **must not bring them into the exam room in the same way as mobile phones.**

If you have any queries regarding these examinations or you wish your child to attend school as normal throughout the exam period, please let me know via email jpitt@pittville.gloucs.sch.uk

Yours faithfully

Mrs J Pitt
Assistant Headteacher