



# NEWSTEAD WOOD SCHOOL

*"creating opportunities for success"*

5 February 2024

Dear Parent/Carer

## **Year 11 Mock Exam Arrangements – 19 February-1 March**

I am pleased to be able to share with you the final details of the mock exams that your child will complete during the spring exam period. These mock exams are an important part of your child's preparation for their GCSE summer examinations. At Newstead Wood School we want to ensure that your child is fully prepared for their public exams and we hope that you will fully support us in delivering a successful mock examination period.

### **Attendance**

During this mock examination period it is critical that Year 11 students attend school on time each day. Spending time in supervised study in school around the exams will help keep them in a good study routine and provide opportunities for independent re-cap and consolidation of learning.

It is important that students do not miss an exam or arrive late as they will not be able to sit the exam at a later date. This is because all mock examinations must be completed in exam-like conditions to ensure they have been administered in a rigorous and robust manner. It is also important that Year 11 revise thoroughly for these mocks so that they showcase their subject knowledge and skills to the best of their abilities. We are unable to authorise any requests for absence or arrange for papers to be taken at a later date as this would compromise the integrity of the examinations. Exam board protocols will also be followed in the event of a clash and students will be supervised between papers should this occur.

### **Revision Breakfasts**

Before every morning exam there will be a revision breakfast session starting at **8.15am**. The revision breakfast is a fantastic opportunity for students to complete final preparations for each exam, including receiving a free hot bacon or sausage bun or croissant. This is an important part of preparing for each exam – just as we will do in the summer GCSE exams – and we hope that every student takes up this opportunity, and benefits from the routine.

### **Exam Times**

Students with a morning exam should arrive at school shortly before 8.15am and remain in the main hall. Students must arrive at their exam room 15 minutes before the exam start time, with the correct equipment, and wait outside the venue for the exams briefing.

Students should ensure they check Arbor daily for the time and location of exams, in case of any changes. There will be two sessions: 9.00am and 1.30pm each day, the same as the public exams. All students will be in exams period 1 and period 2 every day, except for Wednesday 28 and Thursday 29 February where supervised study will be provided for those students not in exams.

**Headteacher:** Mr Alan Blount, MA, BSc, QTS

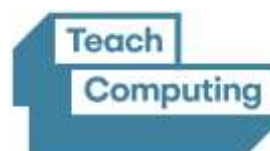
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During period 3 and period 4 all students will be in normal lessons, where they will receive either a revision lesson delivered by their subject teacher, or if the subject exam has passed they will be allowed to revise for an upcoming subject. Students will go to lunch as normal at 1.00pm; as exams begin at 1.30pm Year 11s will be given priority in the canteen to eat their lunch for a prompt start.

Most students have been timetabled for an afternoon exam – in the event that they do not have an afternoon exam, students will be based in the main hall for private study until the end of period 5 before they are dismissed at an earlier time of **3.10pm**.

### **Access Arrangements**

Some students are entitled to extra help during their examinations, known as exam access arrangements (EAAs). EAAs need to be evidenced and approved by the examination boards. Examination boards rarely approve arrangements which differ from the candidate's normal way of working in the classroom. The school has been working to ensure all students who are entitled to support have access to it. If you feel that your child should have EAAs but has not yet been reviewed please contact the SEND team as soon as possible – [jricketts@newsteadwood.co.uk](mailto:jricketts@newsteadwood.co.uk).

### **Expectations**

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

- Students must remain in silence 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.
- Students must only have a transparent water bottle or pencil case
- Students must leave all of their belongings in the designated area. These are the basic expectations of the JCQ (Joint Council for Qualifications).
- All students are expected to come fully prepared to sit the examination, including bringing all writing and specialist equipment. Students must be in the appropriate school uniform or they will be refused entry.
- Please read the JCQ candidates' information here carefully: [JCQ Candidates exam information 2023/24](#).

### **Wellbeing Day**

On Friday 1 March all Year 11 students that do not have an exam will be given the day to spend at home, and we recommend this day is used to relax and unwind. If they do have an exam a half day will be allocated in their timetable.

### **Exam Leave Summer 2024**

Students will be granted exam leave starting from **Thursday 9 May** and will only need to attend school for public exams and subject revision masterclasses.

Student misconduct during public exams must be reported to the examination boards, to preserve the integrity of national qualifications. Misconduct can lead to being disqualified and not receiving a grade. It is important that students experience the same conditions during their mock examinations so they are familiar and gain confidence and resilience tackling some relatively long papers. Please get in touch with me at [tdaley@newsteadwood.co.uk](mailto:tdaley@newsteadwood.co.uk) or Mr Koukouvitakis (Head of Year 11) [skoukouvitakis@newsteadwood.co.uk](mailto:skoukouvitakis@newsteadwood.co.uk) if you have any questions or concerns.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'T Daley', written over a faint grey rectangular background.

**Mr T Daley**  
**Assistant Headteacher, KS4 Progress Lead**