



Leventhorpe

a business and enterprise academy

31st October 2017

Dear Parent/Carer

Arrangements for Mock Exams: Year 11

Year 11 students will be sitting their mock exams from Wednesday 6th December 2017 to Wednesday 20th December 2017. The only exceptions to this are Art and Philosophy & Ethics who will have an exam on Monday 4th December.

Mock exams are of great importance; results from these exams will give students an indication of what they need to do to achieve their target grades (and better) in their actual exams. It is essential that students prepare thoroughly for their exams using time outside of school wisely. Students need to attach the same importance and bring the same positive attitude to these exams as they will do for their actual exams. Year 11 students must wear school uniform for their exams and have correct equipment.

The mock exam timetable is on the school website

<http://www.leventhorpe.net/documents/content/Mock%20Timetable%202017%20V2.pdf>

and students will be given their own individual timetables in registration from their form tutors about seating in the exams over the next few weeks. We are aware that this is a heavy and challenging series of exams for Year 11 students but we believe it is essential that students have the experience of a mock exam in all their subjects. We have concentrated the exams into as short a period as possible as we wish to limit the time students have away from classroom teaching.

Study leave

Students will be on study leave from **Wednesday 6th December** and will not be expected in school until they have an exam. They should use this time at home to revise. Students should arrive for their exams 15 minutes before its start time, and wait outside the exam room until called.

Arrangements for entering and leaving school

When students are timetabled to be in an exam they DO NOT need to sign in and sign out as it is an expectation that they attend all exams, however if they stay to use the study rooms they must sign in using the electronic system at the front of school. If students are in school and not in an exam they need to sign in and out, this is for fire regulations and therefore imperative.

Students who come to school via coach or bus and are unable to travel home during the school day there are study rooms available for students to use; these are both silent areas and group work areas.

Students who sit their exams in separate rooms

Students who have support from the Learning Centre will have rooms and arrangements explained to them by link workers and the SENCO and the rooms will be shown on their timetable.

Mobile 'phones

Students are not allowed mobile 'phones, MP3 players, MP4 players etc. in the exam room. Where possible we would ask that students leave them at home; but where this is not possible they must be turned off and placed in the wallets on each exam table before the start of the exam and will be returned at the end. **Digital and Smart watches are not allowed in the exam, analogue watches can be placed on the exam desk.**

Conduct in Exams

The exams section on the student area of the school website has a range of important information regarding conduct in exams. It is important that students read this carefully; <http://www.leventhorpe.net/information/exam-information.aspx>

Students will be given a photo ID card that they will be expected to bring to EVERY exam, it is their responsibility to remember them. This is a trial for their real exams.

If you have any questions or queries, please do not hesitate to contact me or Ms Jenni Creagh (Exams Officer).

Yours faithfully



Mrs F Woolfe
Head of Year 11
fpw@leventhorpe.net