

10th January 2024

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A University of Kent Academies Trust School

Dear Parents and Carers,

I hope you had a good holiday and a positive start to the New Year. I am writing to inform you of the arrangements for the upcoming mock exams which will run for two weeks beginning on the 22nd of January. These exams are exceptionally important for several reasons:

- they give us an accurate indication of the grade students are likely to get in the summer
- the results will help to guide students into making thoughtful and realistic choices for their next steps post-16
- if your child were to miss one of the real GCSE exams, we could be asked to provide evidence for the grade they should be awarded, and the mocks would be our key data
- help guide any interventions we can offer to support them in making progress before the summer exams
- to help inform their revision and preparation for the summer exams.

For all of these reasons, it is essential that your child attends school for all of their mock exams unless they are seriously unwell.

I have attached the full mock exam timetable but please be aware this details the exams for all subjects, some of which your child will not be taking. Your child has been emailed their personalised timetable with all the exams they will sit.

This timetable must be kept safe for the duration of the exams as it will have the date and time of all subject exams. Please encourage your child to check their timetable to be fully aware of when their exams will be taking place. This will ensure they are organised, prepared and able to plan their revision effectively. The timetables will also show the venue and seat for each of your child's exams. It is important they check and are aware of this information before arriving at the exam so that they can arrive calmly and settle before going straight to their seat before each exam begins.

Formal Exam Requirements / Arrangements

Please can I take this opportunity to remind you of the formal exam requirements which are required from students (candidates) during all examinations:

- Students must be on time for all examinations – students should arrive at exam venues at least 10 minutes before the start.
- Candidates must write in black ink for all exams. Any pencil cases taken into the exam room must be see-through.
- Candidates may bring a bottle of water- this must be in a clear bottle with the label removed.
- Students **must be in full uniform** for all examinations. Students not dressed appropriately will have to return home to change.

- Candidates should only bring with them the equipment required for the exam. All bags, coats, electronic devices, and any other belongings **must be secured in lockers or the changing rooms**. Students will be able to return to collect their belongings after each exam.
- Mobile phones are not allowed in the exam room **under any circumstances**.
- On arrival to the exam room, candidates must enter in silence and find their allocated seat.
- If a candidate is going to be late, please call to notify the Academy.
- If candidates are wearing a smartwatch, this must be handed to an invigilator.
- If candidates have access to unauthorised items in the exam room, this will be considered malpractice.

Preparation for mock exams

From next week students will be set revision homework instead of their usual tasks so please encourage them to engage in this in the evenings to support their preparation. I have also attached the Study Club timetable so that you can see the extensive offer of support open to students. Please encourage them to attend as many sessions per week as they can to help boost their revision and so that they can benefit from the expertise of the staff delivering who will be gearing these sessions towards preparation for the mock exams. Please don't hesitate to contact me with any queries you may have, and as always, my door is open to students who need any support.

Yours sincerely,



Juliet Jolley
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