



To: Parents/Guardians of Year 11 Students

Re: Year 11 Mock (2) exams, Monday 9th February – Friday 13th February.

Dear Sir/Madam

I am writing to inform you of the arrangements for the second series of Year 11 mock exams later this term. Exams for the “Core” subjects (English, Maths and Science) will take place in the formal venues & follow similar arrangements to the mock exams in November. Your son/daughter will be given a composite and an individual timetable for these exams.

Other subject exams will take place as in-class assessments during the Spring Term. Subject teachers will inform students if and when these are taking place.

During the formal exams beginning on 9th February, there will be two exam sessions in the day, one morning session and one afternoon session. The morning sessions will start at 9.15 am or 9.00 am (please check the timetable for details) and the afternoon sessions at 1.15 pm. During the exams, Year 11 students will have “early” lunch (12.25 pm – 1.15 pm) in order to accommodate the afternoon exams and to reflect the normal routine for the summer exams. The finishing times for the morning session and the afternoon session may vary from day to day. Students entitled to Access Arrangements will receive these in the mock exams. For exams in the main venues, students have been seated according to their exam number (and by tier for Maths and Science), not by teaching group, to familiarise them with the practice for the real exams in the summer. Students with an alternative rooming arrangement will take their exams in either the Venue or in the suite of exam rooms in E block. Seating plans & rooming arrangements will be posted near the exams office before half term and it is in students’ interests to review these plans carefully so they know in which room and in which seat they are sitting for their exams. This also helps us to check if we need to make any changes to their arrangements.

Please note that there is no study leave during the mock exams. If students do not have an exam, unless informed otherwise, they should attend the lessons they would normally have at that time. Invigilators will take attendance registers during each exam session and absences will be followed up in the normal way. If students finish their exam during a lesson period, they should return to their normal lesson at that time. Students will be expected to wear normal school uniform during the exams. There are 3 additional sessions at the end of the week scheduled to allow students who miss exams to catch up with these. After Friday 13rd February, students will need to catch up with missed exams at a time mutually convenient with their teacher.

It is important that students prepare properly for these exams and conduct themselves in a manner that allows both themselves and others to perform to the best of their ability.

(Continued...)



THE LION
ALLIANCE

Finham Park School
Green Lane
Coventry, CV3 6EA



Tel: 024 76418135
Email: headteacher@finhampark.co.uk
www.finhampark.co.uk



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of Nails Schools



Headteacher: David Bedford
Chair of Governors: Anne Brennan

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The second series of mock exams are important for a number of reasons:

- They give students the opportunity to perform under examination conditions which are as close to the summer GCSE exams as possible.
- They help teachers make final decisions on which ability level or tier to enter students in subjects where this applies (English, Science, Maths, etc.).
- They give students and teachers the opportunity to identify any areas of teaching and learning for revision and attention before the summer exams start in May.
- They guide teachers to make judgements on estimated grades. Estimated grades are important because they affect the progression choices students want to make for their post-16 studies.
- If students miss some or all externally assessed components of exams sat in the summer, exam boards may request the evidence from mock exams to award a grade.
- NB: In the unlikely event that exams are cancelled this year by the DfE, schools may be asked to produce Centre Assessed Grades for students and to base these grades on assessment evidence completed in exam conditions. This second series of mock exams may therefore be needed to give teachers further evidence on which to base Centre Assessed Grades, should this become necessary.

The mock exams will be supervised by external invigilators, with support from teaching and associate staff. The exams will be conducted under the same regulations which Exam Boards require in the summer. Students are expected to adhere to the school's Behaviour for Learning policy and the Exam Boards' Regulations. A copy of these regulations will be distributed to students before the exams and is also available on the school website. Any breaches of this code during exams will result in sanctions, starting automatically at the C3 level. It is worth noting that breaches of the Exam Boards' regulations in the summer can result in a student being disqualified from all their examination entries in that exam season.

The normal Year 11 timetable will resume after half term on **Monday 23rd February**. Students will receive the results of their mock exams from their teachers.

If you wish to discuss any of the matters above, please do not hesitate to contact me.

Yours faithfully

Robin Jeffreys
Examinations and Assessment Manager
E-mail: exams@finhampark.co.uk
Tel: 02476 840829



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Green Lane
Coventry, CV3 6EA

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