



# Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane Wythall

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26<sup>th</sup> January 2023

Dear Parent / Carer,

Year 11 students have 2 weeks of mock examinations from the 6<sup>th</sup> Feb - 17<sup>th</sup> Feb. Please find attached the timetable for these examinations and our Examinations Handbook which outlines the strict rules for real GCSE examinations that we will be following during these mock exams.

Mock examinations are an important part of year 11 and our rationale for having them is listed below;

- Prepare students for the challenge and the nature of GCSE examinations
- Practice performing under exam conditions
- Identify strengths and areas for development in each subject
- Determine accurate working at grades and predicted grades for each subject

Students have been informed about these and are aware of these exams and have been prepared for them in their lessons and in intervention / revision sessions. Please continue to encourage your child to revise and to try their best in each examination. We appreciate that it is a very busy and potentially stressful time for students, but each year students benefit from going through the challenge of mock exams and it helps focus them on the challenge of GCSE examinations and on the successes that are working towards.

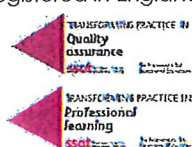
Year 11 students will **not** be on study leave for these mock examinations, and will be in school throughout the 2 weeks. Students will attend examinations as per the timetable attached / their personal exam timetable which will be given to them in form time. When they do not have exams, students will be expected to be in their normal lessons. In normal lessons one of two things will occur;

1. The teacher will decide to deliver a subject specific revision lesson
2. The teacher will allow students to revise independently for whichever exam the student chooses.

It is important to note that the teacher's decision is final as to what the students will do - and in most lessons we expect it to be that staff will let students revise independently. As a result of this **all year 11 students must bring materials that will enable them to revise each day for these lessons when they are not in exams**. Students will not be allowed out of lesson to ask teachers in other lessons for work / revision materials due to the disruption this causes to other students learning.

Headteacher: Mr J Barber BA (Hons), QTS, PGCE, NPQH  
Deputy Headteacher: Mr D Monk, BSc (Hons), QTS, PGCE  
Deputy Headteacher: Mrs M Holtom-Brown, BA (Hons) QTP

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## Examination Timings

The exam timetable is very tight and we must stick to the timings of examinations. Students need to line up 20 minutes before the published start time of the exam, and will begin entering the exam hall 15 minutes before the start, to ensure we start the exam promptly. For example for the morning examinations, students need to arrive by 8.25am so that they can start to enter the exam hall at 8.30am ready for the start at 8.45am. We know some students arrive on buses and may struggle to be in for this time, but any students who arrive on buses will be allowed into the exam hall as soon as they arrive. Please ensure your child is aware of the times of all of their exams and that they attend and are punctual to all exams throughout the two weeks.

Some exams finish after 3.00pm - please refer to the exam timetable and ensure that your child has means of getting home, especially if they catch the school buses. Please be aware that students will not be allowed to leave the exam hall until the exam has finished.

## Break and lunch

Different examinations have different lengths and so students may miss normal break / lunch times. We have designed the exam timetable so that all year 11 students will get a break and a lunch, as it is important that students have time to go to the toilet, have some food / drink and relax away from the pressure of exams. Please refer to the exam timetable for break and lunch times. These differ for those students with access arrangements as these students get extra time during examinations, and so their exams finish later, so they go to break / lunch later.

## Examination rules

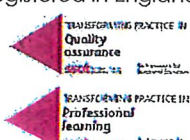
The mock exams will follow the strict JCQ rules that are applied to the real GCSE examinations. Students have been informed of these rules in an assembly, and will be reminded in form time and at the start of every examination. It is incredibly important that every student adheres to all of these rules. Any student not adhering to the rules will be removed from the examination and will resit it during a detention session. Our examination handbook, which outlines the key JCQ rules is attached for your reference, and we are obliged to follow these during real GCSE examinations.

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A summary of some key examination rules is listed below;

- **Silence:** As soon as students enter the exam hall they must be in absolute silence until they leave. No communication of any kind is allowed between students.
- **Seating:** Students must sit in the seat given to them on their seating plan. Students should check this on the day of the exam on their timetable and the seating plans outside the examination hall.
- **Coats and bags:** must be removed prior to entering the exam hall and placed where instructed at the back of the hall.
- **Mobile phones / watches:** must be switched off and handed in via the sealed and labelled bag which is on each student's desk— students must not leave these in their school bag. The phones and watches are stored securely in the exam hall and returned at the end of the exam.
- **Help:** If students need help – they must put their hand up and wait for help to come to them.
- **Equipment:** Students must not bring anything else other than the equipment that they need for their exams. Students must bring the following equipment in a transparent pencil case which has no writing on:
  - 2 Black ball point pens
  - 2 Pencils
  - 30cm ruler
  - Scientific Calculator (when required)
  - Rubber
  - Pair of compasses
  - Pencil sharpener
- **Exam Paper:** Students must fill in all information on their paper and they must not graffiti it. Students should try to answer all the relevant questions and use all the time given to them.
- **Drinks:** Students are allowed to bring a drink of water in a transparent bottle with no writing on and any labels must be removed prior to entering the examination hall.
- **Toilet Breaks:** Only students with toilet passes will be allowed to leave the exam hall, unless there are exceptional circumstances. This is to minimise disruption to exams as invigilators have to escort students to the toilet and escort them back. Students should go to the toilet before / after their exams.
- **Exam Timings:** The exams will start as published on the exam timetable and students will not be allowed to leave earlier than the published finished time. This is to ensure all exams run smoothly and to encourage all students to use all the time available to them.

We appreciate that it is a potentially stressful time for year 11 students, but we are confident that students will benefit greatly from the challenge of mock exams and we will use the information to work on individual student's areas for development to ensure that they are successful in their GCSE examinations. We would like to thank you for your continuing support with your child and wish them every success in their mock and real GCSE examinations.

Yours sincerely,

Mr J. Roche  
Assistant Headteacher.

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