

REF: HBU/SME/TBA/GHA/BCH

12 May 2023

Dear Parents and Carers,

Re: Year 10 Mock Examinations

I am writing to advise that Year 10 Mock Examinations are due to take place from Monday 19 June – Friday 7 July 2023. Examinations have been distributed over a three-week period to ensure that no student sits an excessive number of assessments in one day.

<p>Week One 19.06.23-23.06.23</p>	<p>English, Mathematics and Science & Art Practicals* <i>These examinations to take place under full examination conditions in the Sports Hall and Stage Hall</i> <i>*Art practicals to take place in the Art classrooms on 20 June</i></p>
<p>Week Two 26.06.23-28.06.23</p>	<p>Science and PE Practical* components <i>These examinations to take place under full examination conditions in the Sports Hall and Stage Hall</i> <i>*PE practicals to take place in the PE area on 28 June</i></p>
<p>Week Three 03.07.23-07.07.23</p>	<p>Option subjects <i>These written examinations will take place in class under full examination conditions in normal timetabled lessons.</i></p>

In the first and second weeks, students will follow their normal timetabled lessons unless they are sitting a timetabled mock examination; there will be no study leave and students will be attending school as normal.

In the third week, students will continue with their usual timetabled lessons, sitting examinations for their option subjects in the lessons scheduled for that week.

Examinations in English, Mathematics and Science will take place in exam locations and under full exam conditions, to enable students to acclimatise to the protocols associated with such an experience. Students with formal Exam Access Arrangements will complete their assessments in accordance with their required provision. A timetable for the core subject exams is attached to this letter; class teachers will inform students of the timings of their other assessments.

The academy appreciates that students may not be used to sitting hall-based exams. In view of this, your child's Head of Year, Mrs Bush, will be leading an assembly to provide further information to students, including details of how to revise; this will be complemented by the support, advice, and guidance from individual class teachers.

The following points will also assist parents and carers in preparing students for their hall-based assessments:

- Students will be expected to arrive to each exam wearing full Plume Academy uniform.
- Students are to arrive on time to the specified waiting area prior to the examination.
- For exams in the Sports Hall, students will be registered on the netball courts.
- For exams in the Stage Hall, students will be registered outside of the main canteen.
- If a student misses the start of an examination, they will only be able to complete the assessment in the time that remains.
- All mobile phones and smart devices (including watches – smart, digital or analogue) should be left outside the exam room. Alternatively, they should be switched off and handed in to the invigilator upon entering the exam room. The invigilator will keep them for the duration of the assessment as per standard public examination protocols.
- Students are to write with a black pen.
- Students should bring a black pen to all exams and other equipment as required (for example, pencil, ruler, calculator, protractor and compass). This equipment will need to be in a see-through pencil case.
- There is no food allowed in the examination hall. However, students can bring a clear bottle filled with water inside.
- Bottles and pencil cases must not have any writing on them and have labels removed.
- Students must not start writing anything until instructed to do so. This includes completing the details required on the front of the question paper/answer book.
- Students must enter the exam venue in silence and remain in silence until they have exited the exam room.

Each exam will have exam invigilators. Further staff members will be present so that the exam runs as expected, and any breach of behaviour or exam misconduct will be dealt with appropriately. This approach aligns with that taken in formal exams, where poor conduct can result in disqualification from one or all exams in that series.

I wish your child every success in their forthcoming assessments, and hope that the experience is a useful one in preparing them for the 2024 exam season. Further rounds of mock exams are held in Year 11, details of which will be shared in the autumn term 2023.

If you have any questions relating to the examination process, please contact the Assistant Head of Year 10, Mrs Rhodes (k.rhodes@plume.essex.sch.uk) or Head of Year 10, Mrs Bush (h.bush@plume.essex.sch.uk) in the first instance.

Yours sincerely,



Mr. S Meadows
Assistant Vice Principal
Fambridge Road Campus Lead

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