

BCH/RCL

Tuesday 6 June 2023

To Year 12 Students

Dear Student

**Re: Year 12 Mock Examinations – Monday 26-Wednesday 28 June 2023**

Please find attached to this letter the Year 12 mock exam timetable. Please read the timetable carefully and note when you have a mock exam. If you have a clash of exams at any time, you should immediately contact me or Mrs Burke in the Exams Office so that we can rearrange one of the exams to a different time. We can be contacted by email ([exams@plume.essex.sch.uk](mailto:exams@plume.essex.sch.uk)) or you can pop into the Exams Office to speak to us.

You will see that not all subjects have a mock exam on these three days. Mock exams will not take place in subjects that had an AS exam this summer. Also, some teachers arranged mock exams in their particular subject at a different time this term and have decided that another mock is not required.

In preparation for your exams, please note the following points:

- Always arrive outside your exam venue **at least 10 minutes before the start time**. For the Stage Hall, you should line up outside the fire doors by the canteen.
- You must wear your ID badge, which you will be asked to place face up on your exam desk.
- Mobile phones, watches and similar items must be left in your bags or switched off and handed in on entering the exam room.
- You will need a black pen (plus a spare) for all exams.
- Remember to bring the relevant equipment needed for your exam, e.g., calculators, rulers, etc.
- Pencil cases must be see-through.
- You may bring a drink of water in a clear plastic container with no markings on. Labels must be removed.
- Do not start writing anything until instructed to do so by the invigilator.

Please let me know if you have any queries regarding these mock exams.

Yours sincerely,



**Mrs B Chittock**  
Examinations Officer