

SME/AST/GHA

7 March 2022

Dear Parents and Carers,

Re: Year 11 Core Mock Examinations Expectations

Further to Mr Stoneman's communication on the 31 January 2022, please note that imminently are the Year 11 core mock examinations taking place on Monday 14, Tuesday 15, and Wednesday 16 March 2022 and will see the Year 11 students take part in exams in English, Mathematics and Science. It is our aim that every student will gain valuable experience on how to conduct themselves in a formal exam, understand what is expected of them, and also gain confidence when required to complete their formal examinations in the summer.

Mock examinations will be set in number of locations around the academy that will cater for 40 students in each location. There will also be areas where students with Exam Access Arrangements can complete their exams with the necessary assistance they need as per their requirements. All locations for the student's examinations will be communicated to them by their core subject teachers in their lessons and these locations will be also located at each venue for examinations.

Students not in examinations, will still have their usual timetabled lessons meaning their education provision for the academy day will remain the same either side of their mock examination.

Plume Academy's 'Examinations Policy' can be found on the parent's section of the academy website - <https://www.plume.essex.sch.uk/policies>.

I have outlined some key information about the mock examinations below.

- Students will be expected to arrive to each examination wearing full Plume Academy uniform, **not** their PE kits.
- Students are to arrive on time to the specified waiting area prior to the examination.
- All mobile phones and smart devices (including watches – smart, digital or analogue) will be expected to be turned off and stored away from the examination location. Examination invigilators will also be collecting these to be kept safe whilst the examination is taking place.
- Students are to write with a black pen only.
- If a student misses the start of the examination, then they will only be able to complete the remaining time of the examination.
- Students will require the following equipment for the examinations, black pen, pencil, ruler, calculator, protractor and a compass. This equipment will need to be in a see-through pencil case. Other equipment is optional.
- There is no food allowed in the examination however, students can bring a clear bottle filled with water or very diluted squash inside.
- Bottles and pencil cases must not have any writing on them and have labels removed.
- Revision notes including writing on hands are not permitted.
- 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 all the exam papers are collected.
- Mr. Jackson will be conducting an assembly prior to the examinations that will outline all that is expected of the students during the examinations.

Each examination will have examination invigilators and members of the Pastoral and Senior Leadership Team present so that the examination runs as expected, and any breach of behaviour or examination misconduct is dealt with appropriately. I must stress that the mock examinations are to be treated exactly the same as formal examinations. This means there will be a zero-tolerance policy with regards to behaviour and any negative behaviours will be dealt with in this way in the formal examinations come May 2022.

I very much look forward to seeing all Year 11 students complete the process over this three-day period and hope that they have a positive experience that not only allows them to have confidence during their formal examinations, but also achieving their full potential. To facilitate this, students will need to continue to utilise the subject catch up and revision sessions that have been on offer throughout the academic year. Mr Jackson will also be giving useful advice during form time in the run up to the formal examinations that gives effective strategies to students.

If you have any questions relating to the examinations process, please contact Assistant Head of Year 11, Mrs Southgate j.southgate@plume.essex.sch.uk or Head of Year 11, Mr Jackson p.jackson@plume.essex.sch.uk in the first instance.

Yours sincerely



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