



Wednesday 6th December 2023

Dear Parent/Carer

Re: Year 10 Mock Examinations

We are approaching an important time in the year where we need to formally assess your child's progress and identify their strengths and areas for development across the curriculum. We very much see assessment here at Fairfield as a **learning opportunity**. I delivered an assembly to pupils on Monday to launch this and really stressed that this is not something that should cause anxiety but rather a chance for your child, your child's teachers and you to see what they have learnt, remembered and understood well so far and which areas of the curriculum need further work or support. Only when we know what and how to improve can we make real progress.

Our first set of mock examinations will be taking place from Monday 15th January – Thursday 25th January. In Year 10, as we begin to prepare pupils for the experience of formal examinations, these exams will take place in the school hall under strict formal conditions. We are giving pupils lots of notice so there is no obligation to spend the upcoming holidays preparing.

Attendance

It is vital that pupils **attend all mock examinations**, unless completely unavoidable, and are **on time**. In the event of pupils being genuinely too unwell to attend, we will make arrangements upon their return to school for them to catch up on missed exams.

Revision Support for Mock Examinations

In order to support your child in preparing for these examinations, I have attached the generic exam timetable to show which exams will be taking place and when. You will be aware which subjects your child takes and which they do not. Your child will receive revision lists from their class teachers detailing which specific areas of the curriculum might appear in the mock exams and all Home Learning activities until the end of the mock exams will now be revision based only. Pupils received a blank revision timetable from me yesterday to help them to plan and structure their revision and, as part of our **Successful Learner Programme**, we will be supporting pupils with revision strategies and how to build their long-term memory.

Exam Regulations

Mock examinations will be conducted in strict examination conditions to support pupils in becoming familiar with these rules, which are set by exam boards and Ofqual, the exams regulator, by the time of their 'real' examinations. It also means all pupils can complete the exams in a calm and controlled environment. One of the most important rules that pupils must be aware of is about mobile phones; **mobile phones must not be taken into the examination room under any circumstances**. If pupils are unable to leave phones at home on the day of exams, they must hand them in (switched off) at the start of the exam, where it



will be kept safely and securely until the end. If any pupils' phone goes off in an examination room, this will cause serious disruption to others and is considered a serious breach of exam regulations which, in a real exam, would lead to disqualification. Other important rules to be aware of are that **watches are no longer allowed, hair must be tied up** and equipment must be in a **clear pencil case**. I have attached, for your reference, the *JCQ Information for Candidates* booklet which outlines the rules and regulations we are required to adhere to; this is also on the school website. Vitally, **pupils must not communicate with each other** in the exam rooms; if they do this would be considered 'malpractice' and the school would be bound to report this to the exam board. This would also likely result in disqualification. Our responsibility is to ensure pupils are clear and practiced with these regulations so that no pupils' hard work is jeopardised by silly mistakes or poor judgement when the final GCSE examinations arrive.

Wellbeing and Pastoral Support

Assessment is a crucial part of the learning journey but pupil **wellbeing is vital** too. In my launch assembly, I did stress to pupils that they must try to not worry about the exams but should just prepare well, follow advice and ensure they take time to relax and wind down over the examination period. Sleep, diet and exercise are key elements in supporting this. Should any pupils feel they need support in this area, their Form Tutor is their first port of call and we have an experienced and dedicated Pastoral Faculty to support this. It is completely normal for pupils to feel some pressure from examinations and getting used to this and working on strategies to overcome this are all part of the mock examination experience. Under JCQ regulations, we are unable to allow pupils to complete exams in different rooms/conditions unless there is evidence of a 'substantial and long-term impairment' and not purely 'exam-related stress'.

Please do not hesitate to contact either myself should you have any questions about the mock examinations or your child's Form Tutor if you wish to discuss any pastoral issues that you would like us to be aware of.

Thank you for your continued support. I hope your child makes the most of this experience, feels well prepared and confident with their efforts, and uses the feedback generated to drive their progress further.

Yours sincerely

Mrs V McCormick

Assistant Headteacher

Year 10 Mock Examination Timetable

January 2024

Period	1-2	3-4	5
Pupils to arrive to line up in Restaurant by	8:15am	10:45am	1:15pm
Exam start time	8:30am	11am	1:30pm

			1	2		3	4		5
15 th	Jan	Monday	French/German Writing 1hr 15m(F) / 1hr 20m(H)			Chemistry 1hr			PE Paper 1 1hr
16 th	Jan	Tuesday	Geography Paper 1 1hr 30m			Maths Paper 1 50m			Food Prep 1hr
17 th	Jan	Wednesday	Computer Science 1hr 30m			History 1hr 15m			French Listening 40m/50m
18 th	Jan	Thursday	Maths Paper 2 50m			English Lit Paper 2 1hr 30m			Religious Studies 55m
19 th	Jan	Friday	English Lang Paper 2 50m			Physics 1hr			German Listening 40m/50m
			1	2		3	4		5
22 nd	Jan	Monday	Maths Paper 3 50m			French/German Reading 45m(F) / 1hr(H)			PE Paper 2 1hr
23 rd	Jan	Tuesday	Art 2 hrs			Biology 1hr			Drama 40m
24 th	Jan	Wednesday	Art 2 hrs			CATCH-UP			CATCH-UP
25 th	Jan	Thursday	CATCH-UP			CATCH-UP			CATCH-UP