



**Wednesday 25<sup>th</sup> January 2023**

**Re: Y11 and Y13 mock examinations**

**Dear Families,**

I am writing to you to update you on the upcoming mock exam window. Please see the details regarding the mock exams for Y11 and Y13 students. Your child will be provided with a copy of the mock examination timetable which begins on **Monday 27<sup>th</sup> February 2023**. Students have also been provided with a **JCQ student guidance** and **Information for Students** sheet which summarises expectations and protocol required during these examinations. These documents are also available on the academy (<https://www.kingshurst.tgacademy.org.uk/about/examination-information/>) and JCQ websites and any malpractice will be subject to these regulations. Please ensure you and your child have read these thoroughly before the start of exams.

Even though these are mock exams, we expect students to be fully committed to ensuring they are giving 100% effort to secure the best grades they can.

Morning exams will begin at **0900** and afternoon exams will begin at **1300**. Please ensure your child is on time to the academy.

Period 6 sessions will continue to run as normal to ensure we can support students in preparation for these, and future exams.

**Access arrangement support:**

Any student who has access arrangement support is expected to utilise this to maximise their grade potential. The school's access arrangement team will work with these students separately to ensure the right support is offered. Students with access arrangements in another room, will be expected to complete exams in those rooms and not in the main exam area.

I am sure you will agree on the importance of these exams so we ask if you could ensure your child arrives on time at the academy, does not miss any exams, and is prepared for them with the right equipment; x2 black pens, x2 pencils, a clear ruler, scientific calculator, highlighter, eraser, and sharpener.

I would like to thank you for your continued support. Please contact the academy if you have any further questions.

Yours sincerely,

**Mr. Gulfam Shahzad**

Senior Leader

Tudor Grange Academy Kingshurst






## On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
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### What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
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### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



AQA

City & Guilds

CCEA

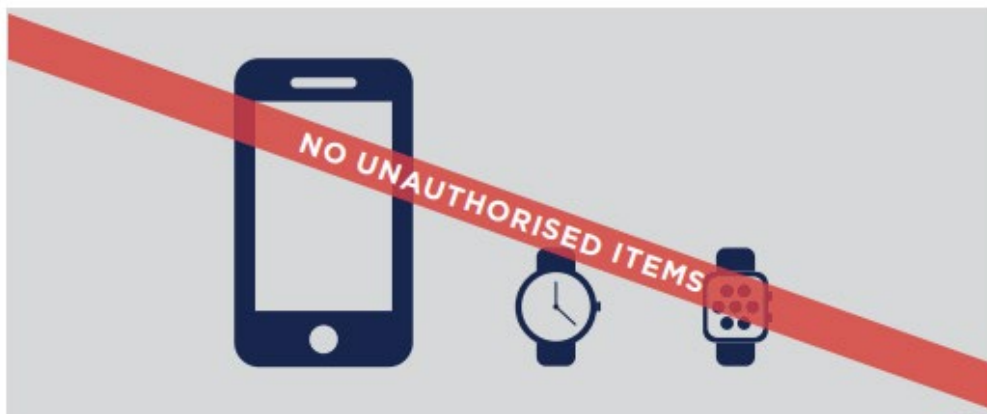
OCR

Pearson

WJEC

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# **DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**