

The Harefield Academy

Achievement through Active Learning

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February 2022

Dear Parent/Carer,

Year 11 and Year 13 Mock Exams

I am writing to inform you of the upcoming arrangements for the Year 11 and Year 13 assessments which will take place in March 2022.

As you are no doubt aware, this period is essential practice for your child's examinations this summer, offering preparation for their GCSEs and A-levels. We have also been requested to keep all exam papers sat at this time, in case we need evidence for any kind of Teacher Assessed Grades. As such students will be sitting some papers this March as the second opportunity to get TAG evidence, as well as having the opportunity to practice for the exams that we are expecting to take place this summer. For many subjects, as per the OFQUAL Covid arrangements, we have been given advanced information of the topics that will come up within the exams. Students are being informed of the detail of these in lessons this week. These TAG assessments will only focus on these topic areas, to support students with their revision, in advance of the formal exam series which begins in May 2022.

Exams will start for students on Friday 25th March and finish on Friday 1st April. For morning exams, students need to register in the sports hall at 08:45 and for afternoon exams students need to register in the sports hall at 13:00.

Year 11 students are required to be onsite every day at 08:45 and 14.00. Where they do not have an exam, revision classes will be held by teaching staff to support with the assessments in all morning and afternoon sessions. Students can remain on site between exams, where revision rooms will be available, or they may leave site, as long as they return for the afternoon session.

We would appreciate your support in ensuring that students take these assessments seriously by completing a full programme of revision. This level of preparation is invaluable for students ahead of sitting the public examinations. Having a revision timetable will divide revision into manageable chunks and will ensure breaks are scheduled as it can be a stressful time. Students need to be actively engaged in relevant tasks as part of their revision and not just reading a book. This could be answering examination questions, creating flashcards and mind maps or testing themselves on key knowledge.

As the assessments will be managed following the same rules as the public examinations, we ask that you note the following important information:

1. Students are required to arrive 15 minutes earlier than the specified exam time, with all the required equipment. Examination Boards insist that equipment can only be taken into the exam in a clear pencil case/or clear plastic bag. Students are allowed to bring water into an examination room however this must be in a clear water bottle with all labels removed.



2. Students will register for the assessments in the Sports Hall at 08:45 a.m. for morning assessments and 13:00 p.m. for afternoon assessments. For exams taking place at other times students will register once seated in the Circle Room.
3. Mobile phones, watches, coats and bags are not permitted to be near students in the examination room. These must be left in student lockers and not be brought into the examination room.
4. Year 11 Students must wear full Academy uniform during this time. Students who are not in correct school uniform will be unable to sit the assessment.
5. Please leave a phone message at reception if your child is absent during the exam period. Please note that during the public examinations a medical certificate will be needed to cover absences.
6. JCQ regulations state that any student who causes a distraction in an exam or attempts to communicate with other students may receive zero marks on that paper and other papers. This includes turning around and making eye contact with others. During the assessments any student who causes a disturbance in an examination, takes in prohibited items or breaks JCQ regulations will be placed in Internal Exclusion (RRR) later in the spring term
7. Watches are now banned from all examinations. Clocks are visible in all the exam rooms for candidates' use.

Any students breaching the exam regulations within the TAG assessment opportunity, will be reported to the examination boards for malpractice, as per JCQ guidelines.

If you have any queries in the meantime, please do not hesitate to contact your child's Head of Key Stage Mr Bolton Oliver.Bolton@theharefieldacademy.org, Key Stage 5 and Mr Bourne Rbourne@theharefieldacademy.org, Key Stage 4.

Yours sincerely,

Helen Timmins
Deputy Headteacher