

Regional Executive Headteacher: Dr. J Bartlett – NPQEL, NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

KGU/GBE

16th January 2023

Dear Parent/Carer,

Thank you for all of your support so far this year. I am pleased to share with you the details of year 10s first PPE (mock) exams that your child will be completing in the w/b 22nd January 2024. These exams are an important part of preparing your child for their GCSE Summer examinations in 2025. At Shenley Academy we want to ensure that your child is fully prepared with regards to exam expectations, exam preparation and revision alongside feedback so that in their GCSEs they are empowered in knowing what they are doing and why they are doing it.

These PPE exams will ensure that your child fully understands the formal JCQ examination regulations, and how GCSE examinations are run. The exams will provide your child's teachers with a clear indication of where they need additional support to be able to achieve their fully potential during the exam periods.

Due to this being the first examination window, English and mathematics exams will take place in the exam hall under exam conditions., the timetable is below. All other subjects will take place in exam conditions in classrooms, your child's class teacher will notify them when these are to take place.

YEAR 10 JANUARY MOCK TIMETABLE							
DAY	EXAM DATE	AM/PM	SUBJECT	EXAM DETAILS	DURATION	START TIME	FINISH TIME
MONDAY	22nd JANUARY 2024	AM	MATHS	PAPER 1 (NON CALCULATOR)	1h	09:00	10:00
		PM	ENGLISH LANGUAGE	PAPER 1	1h45	13:00	14:45
TUESDAY	23rd JANUARY 2024	AM	MATHS	PAPER 2 (CALCULATOR)	1h	09:00	10:00
		PM	ENGLISH LITERATURE	A CHRISTMAS CAROL	50m	13:00	13:50

Attendance

At Shenley Academy we promote the importance of attendance to all of our students. During this PPE examination period it is critical that Year 10 students attend school on time each day. Punctuality and preparation will benefit your child in succeeding in their examinations and will be habits that lead to success in their futures.

Morning exams

Students with a morning exam should arrive at school before 8:25am to ensure that they are registered. This will then allow them to move to the canteen where morning revision will take place. At 8:50am students will be directed towards the examination hall in their seating rows, so that examinations can start promptly at 9:00am.

Afternoon exams

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Students will have their normal lunch between 12:20 and 12:50. At 12:50 students will be directed towards the examination hall in their seating rows, so that examinations can start promptly at 1:00pm.

Expectations

Previous PPE exams have followed the expectations of the academy and of the national exam regulations which you can find outlined below:

- Students must remain in silence at all times in the examination hall, and must not attempt to communicate with any other student
- Students must not carry an electronic device - this includes mobile phones, headphones, and watches
- Students must only have a transparent water bottle or pencil case (although equipment will be provided for each examination)
- Students must leave all of their belongings in the designated area.

These are the basic expectations of the JCQ (Joint Council for Qualifications). The full guidance can be found using the following link,

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Student misconduct during actual GCSE examinations rightly has to be reported to the examination boards, to preserve the integrity of national qualification. Misconduct can lead to being disqualified and not receiving a grade.

If you have any questions regarding this, please email me at kyle.gurney@she.e-act.org.uk.

Yours faithfully,

Mr K Gurney
Assistant Headteacher