



25th January 2023

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Dear Parents & Guardians

As we approach the Year 13 mocks and after the completion of university applications for those choosing to follow that path, Mrs Hodgkinson and I would like to invite you to attend a 'Next Steps' evening on Tuesday 31st January.

This will take place in the Sixth Form block from 6.30pm to 7.30pm.

We would like to talk about the route through to the summer exams and how the mocks form part of that process. Thinking about and accepting university offers or apprenticeships is also a concern at this point for many students and their families as well as making sure that those taking a gap year plan it successfully.

Another area to discuss is the importance of attendance in every lesson and the impact we know this has on the outcomes at the end of the year. We would also like to explain our CPD sessions and how they will help in preparing Year 13 for the challenges of the whole year ahead of them.

In terms of the mocks, students will be off timetable for the full two weeks and will only be expected to come into school for their exams. However, we do encourage students to come into school to revise if they wish. It is vital that they scan in and out so that we know when they are on-site.

The mock exams will be conducted under full exam regulations just like the summer exams. The full exam instructions (attached), must be read by students before their first exam. A key element is that no mobile phones or watches (even analogue) are allowed into the exam room.

We appreciate how hard Year 13 are working and know how important these mock examinations are to them in preparing them for their A levels.

Kind Regards

Mr D White & Mrs L Hodgkinson



Arden - Exam Instructions to Candidates

Arden hopes that all students will be successful in their examinations. In order that the Mock Exams and the External Exams in the summer run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

The following information is important; it is essential you read this notice carefully.

Absence from Examinations

You must attend all examinations you have been entered for; misreading the timetable is not accepted as a satisfactory reason for absence. Candidates will be invoiced for failing to attend an examination that has been paid for by school. If you are absent from an exam due to illness please notify the school on 01564 732644 by 8.30am on the morning of your exam. A medical certificate must be produced to the Exams Officer (Mrs Mary Foulkes) within 3 days of the exam.

Bags, Coats and Notes

Bags, coats and notes are not to be taken into the examination room and should be left in lockers. School accepts no liability for items of value; please do not bring these items to school on examination days.

Candidate Number

Your candidate/exam number will be printed on your individual candidate exam timetable for external examinations. You will be seated numerically, by subject and your desk will be labelled. The centre number is **20740**.

Cheating

Candidates caught cheating in examinations; including being in possession of a mobile phone or any web enabled device; using unauthorised aids; copying or communicating with other candidates will be reported to the awarding body. Penalties could include disqualification from all examinations for up to 5 years.

Conduct in the Examination Room

Candidates must be silent at all times in the examination room. Any student behaving in an unacceptable manner will be removed from the examination room by invigilators; the student will then not have an opportunity to complete the examination. Should you require any assistance, please raise your hand and wait for the invigilator to attend to you. Once you have entered the examination room you will not be allowed to leave, unescorted, until the end of the examination(s). Please do not write on desks, they are checked at the end of every examination and candidates will be invoiced for any vandalism.

Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless the awarding bodies have approved special arrangements.

Drinks

You may only bring **water in a clear, colourless, unlabelled bottle**. No other food or drink is allowed.

End of the Examination

Absolute silence must be maintained until you are clear of the examination room as other examinations may continue after yours finishes. No examination stationery is to be removed by any candidate for any purpose.

Equipment

Candidates must provide all their own equipment and must not borrow equipment from other candidates. **Black biros / ink pens are to be used in all examinations** and many require an HB pencil for diagrams etc. All rough work must be done in the answer booklet and neatly crossed out, tippex and correcting pens are not allowed. Highlighters must not be used in an answer book.

Calculators

Calculators may be used in many examinations, your subject teacher will advise you if they are prohibited. Graphical Calculators are allowed for Maths but the memory must be cleared. You must bring your own calculator if you need one, **you may not use a mobile phone as a calculator**. Restrictions apply to the type of calculator, please check with your subject tutor in advance to ensure you are using an approved calculator. Calculator cases should not be brought into the Examination Room. No allowances will be made for calculator failure or operational errors.

Examination Rooms

The exams will normally be in the Sports Hall unless you have been told otherwise. Please be ready outside the room at least 15 minutes before the start of your examination, you may be refused entry to the examination 30 minutes after the published start time.

Regulations

It is the candidate's responsibility to familiarise themselves with the JCQ and awarding bodies regulations 'Information for Candidates' regarding written exams and also Non-Exam Assessments (NEAs). Copies of the regulations relating to written exams and NEAs are posted on the Exams notice board and on the school website. Further copies are available from the Exams Officer.

Mobile Phones, Watches and Electronic Equipment

Mobiles phones / any web enabled devices / watches / other electronic means of communication are **not allowed into the examination room**. Watches have recently been added to the banned list by JCQ. The awarding bodies forbid you from bringing them into an examination or quarantine room, either before or after an examination. If you are found in possession of a mobile phone or similar digital device (even if it has been turned off) during an examination you will be reported to the awarding body. All awarding bodies have advised schools that any candidate reported will face disqualification from the subject concerned and there can be no exception to this.

Prohibited Material

The items that must not be brought into an examination room include

- Potential technological/web enabled sources of information such as: • iPods; • mobile phones; • MP3/4 players or similar devices.
- Watches (all watches are now prohibited)
- Pencil Cases - unless transparent
- Calculator cases and instructions
- Books / notes - unless set texts for specific examinations
- Bags and coats.

Results

A Level results should be collected from school on **Thursday 18th August 2022**.

Results Enquiries

Priority enquiries about results and priority script requests must be submitted to the Exams Officer within a week of the exam results. All other script requests and non-priority results enquiries must be submitted before Friday 9th September 2022.

Access Arrangements

If you have approved Access Arrangements this will have already been agreed, you should check this with the Learning Zone.

Special Consideration

Awarding bodies will only apply special consideration for serious reasons that have affected the candidate's performance on the day of the examination. You should inform the Exams Officer ASAP and supply evidence within 5 days.

Timetables

Please check all details very carefully. Any errors should be reported to the Exams Officer; Mary Foulkes. You are responsible for checking your timetable.

Clashes on your timetable

The Exams Officer will schedule papers internally on the same day to minimise breach of security. You should check clash arrangements with the Exams Officer should this affect you.

Certificates

You will be invited to collect your certificates at or shortly after Presentation Evening in November 2022. After that time candidates will be given one reminder that we hold uncollected certificates. This will be sent to the email / address on our database, it is therefore vital that we have your up to date details. **Any certificates not collected after this may be destroyed after 1 year.**

PLEASE READ all the JCQ notices "Information for candidates" (**Written Examinations/Social Media/ Non Exam Assessments**) they are on the school website: **Information / Exam Information** and on the Exams notice board.