



03 November 2021
aw/dpr/mockexams/2021

Dear Parents of Year 11 Students

Mock GCSE Examinations 22nd November – 1st December

Accompanying this letter is your child's Mock GCSE Exam Timetable. This shows each exam, where it will take place and the seat number. It is essential that this timetable is brought to the exam so that each student sits in the correct seat. We have also attached Information for Candidates, which details examination rules and advice. Please ensure that this is studied as any infringement of rules may lead to disqualification. This information is also available on the exams page of our school website.

Please check this timetable carefully and ensure that all the information is correct and that your child has been entered for the subjects that they would have expected. Please note that we are not running mock exams in Art, Graphics, Photography, Textiles, Hospitality, IT and Media. We will provide all students with a printed copy of their timetable.

Tiers of Entry

Maths, Sciences, French, German and Spanish have two tiers of entry, Foundation or Higher. This is shown in the component title on the timetable. Teachers make decisions about tiers of entry and if you have any concerns, please contact the relevant subject teacher. We are not able to change tiers of entry for mock exams at this stage.

Exam Equipment

Please ensure that your child comes fully prepared for each exam. They need: black pen, pencil, ruler and rubber for all exams. For Maths they also need a protractor and compasses. For Science a calculator is essential.

Lessons

Students are required to attend normal lessons when they don't have an exam. Students who are sitting an afternoon exam will have an earlier lunch than usual at 11:50am in order to start the afternoon exam session at 12:30pm. Enclosed in a copy of the daily schedule whilst the mocks are running.

Absence

If your child is unwell and unable to attend school for any mock exams, please contact our absence line as usual. We will not make formal arrangements to sit these mock exams at a later date, but teachers will make informal arrangements as necessary. We cannot make arrangements for students to sit mock exams at home whilst they are absent.

Year 11 will sit more mock exams from 2nd to 11th March.



COVID-19 Precautions

We will expect students to wear face coverings at all times when sitting their mock exams.

Please do not hesitate to contact Mrs Wyatt in the Exams Office if you have any queries or concerns on 01672 518894 or at awyatt@stjohns.excalibur.org.uk

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mr D Rogan', written on a light-colored background.

Mr D Rogan
Assistant Vice Principal

Year 11 Mock Exams Daily Schedule

		p1 Line up Atrium 8:30am Start 8:45am	p2	Tutorial	Break	p3 Early lunch at 11:50	p4a Line up Theatre 12:15pm Start 12:30pm	p4b	p5
Week 2 Monday 22.11	Mocks	English Language (ALL)	Ends 10:30am			Early lunch (ALL)	Science/Biology (ALL)	Ending 1:30pm or 1:45pm	
	Lessons	No lessons	No lessons	Tutorial (ALL)	Break (ALL)	ALL	No lessons	Break from 1:30pm (197)	Lessons (ALL)
Week 2 Tuesday 23.11	Mocks	Maths (ALL)	Ends from 10:15am			Early lunch (111)	Geography (111)	Ends 1:45pm	
	Lessons	No lessons	Lessons from 10:15am	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (151)	Lunch (151)	Lessons (ALL)
Week 2 Wednesday 24.11	Mocks	French (80)	Ends from 10:25am			Early lunch (71)	Classics, D&T (71)	Classics, D&T (71)	Ends 2pm or 2:30pm
	Lessons	Lessons (182)	Lessons (182)	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (190)	Lunch (190)	Lessons (190+)
Week 2 Thursday 25.11	Mocks	English Literature (ALL)	Ends 10:30am			Early lunch (ALL)	Science/Chemistry (ALL)	Ending 1:30pm or 1:45pm	
	Lessons	No lessons	No lessons	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	No lessons	Break from 1:30pm (197)	Lessons (ALL)
Week 2 Friday 26.11	Mocks	German/Latin (50)	Ends from 10:15am			Early lunch (74)	P&R (74)	Ends 1:30pm	
	Lessons	Lessons (212)	Lessons (212)	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (188)	Lunch (188)	Lessons (ALL)

Year 11 Mock Exams Daily Schedule

		p1 Line up Atrium 8:30am Start 8:45am	p2	Tutorial	Break	p3 Early lunch at 11:50	p4a Line up Theatre 12:15pm Start 12:30pm	p4b	p5
Week 1 Monday 29.11	Mocks	PE/Drama (46)	Ends from 9:45am			Early lunch (44)	Food & Nutrition (44)	Food & Nutrition (44)	Ends 2:15pm
	Lessons	Lessons (216)	Lessons (216+)	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (218)	Lunch (218)	Lessons (218+)
Week 1 Tuesday 30.11	Mocks	Science/Physics	Ends from 10:00am			Early lunch (48)	Spanish (48)	Spanish (48)	Ends 2:10pm or 2:25pm
	Lessons	No lessons	Lessons from 10:00	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (214)	Lunch (214)	Lessons (214+)
Week 1 Wednesday 01.12	Mocks	History (164)	Ends 10:05am			Early lunch (53)	Music, Computer Science (53)	Music, Computer Science (53)	Ends 2pm/2:30pm
	Lessons	Lessons (98)	Lessons (98+)	Tutorial (ALL)	Break (ALL)	Lessons (ALL)	Lessons (209)	Lunch (209)	Lessons (209+)

- Numbers in brackets show the number of students who are doing that activity.
- Students who are not in an exam should attend normal lessons.
- Some individual students have variations to this timetable to resolve clashes and will be contacted to explain the arrangements for these circumstances.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1** Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2** If you arrive late for an exam, report to the invigilator running the exam.
- 3** If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4** Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5** You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.**
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

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

