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Wednesday 20 November 2024

Dear Parent/Carer

### **Year 11 Exam Regulations and English Language Mock Exam**

Your child will be sitting an English Language Mock Exam on Tuesday 3 and Wednesday 4 December 2024. I write to share with you information about exam regulations. One of the reasons that we hold mock exams is to allow students to practise the routines of exams so that they are prepared for the real thing. For this reason, we will be following all of the regulations set out by the Joint Council for Qualifications (JCQ) regarding how to conduct exams. Your child was informed about these during assembly today, and they are detailed here for your reference:

- The exam will take place in the exam hall (our sports hall)
- Students are only permitted to take stationery in with them, and this should be stored in a clear plastic pencil case
- Students may take a bottle of water with them, but this must be in a clear plastic bottle with no label on
- Students must empty their pockets before entering the exam hall and must have clean hands (with no notes written on)
- Students place their bags and coats at the back of the exam hall
- As mobile phones, watches and earbuds/headphones are not permitted in the exam hall, students are given a brown envelope to put these in. These are then handed in to a member of staff and stored securely during the exam and then returned them straight after the exam.

These regulations, set by the JCQ, are common to all exam centres. They are designed to ensure that students are not able to take revision notes into the exam hall. If a student does not follow them during a real exam, their paper may be jeopardized. Attached to this letter are two documents produced by the JCQ (Information for Candidates and an On Your Exam Day Checklist) which provide further details. I also ask that students have made themselves familiar with all JCQ information to candidates documents on the their website: [Information for candidates documents - JCQ Joint Council for Qualifications](#).

In addition to ensuring your child is familiar with the routines and regulations of exams, we are also keen to help them understand how to prepare for exams, including how to revise and how to maintain positive mental wellbeing. To this end, your child will take part our Preparing for Exams workshop on Thursday 5 December 2024, which will cover:

- How to organise your revision
- How to revise
- Combatting the physical feelings of worry

They will be issued with their mock exam timetable (for January 2025) on this day.

Following the Preparing for Exams workshop, I will write to share with you information about content of these sessions. The following week (commencing Monday 9 December 2024), students will have at least one lesson in each of their subjects focusing on how to revise for that subject.

If you have any questions about the content of this letter, please do not hesitate to get in touch with me on [ept@cardinalheenan.com](mailto:ept@cardinalheenan.com)

Best wishes

Ms L Stockton-Pitt

Deputy Headteacher (Quality of Education)

