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21 November 2023

Dear Parents/Carers

Year 11 Exam Regulations and English Language Mock Exam

In advance of the English Language Mock Exam that your child is sitting on Monday 4 and Tuesday 5 December 2023, I write to share with you information about exam regulations. One of the reasons that we hold mock exams is to allow students to practice 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 them)
- 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 these regulations during a real exam, their paper may be jeopardized. Attached to this email 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 make themselves familiar with all JCQ information for candidates documents that can be found on their website by following this link <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

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 in our Preparing for Exams workshop on Thursday 7 December 2023, which will cover:

- How to organize your revision
- How to revise
- Reframing your thoughts
- Combatting the physical feelings of worry

I will write to you again in due course with further information about the content of these sessions. This will then be followed by a series of subject specific revision sessions, delivered during lessons week commencing Monday 11 December 2023.

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.

With kind regards

Ms L Stockton-Pitt
Deputy Headteacher (Quality of Education)

