

**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others***Ms Fischer, Examinations Manager**

15 October 2018

**Mock Examinations: 5 November – 7 December 2018  
Notes to Students and Parents****Subjects**

Mock exams are held for Year 11 Maths and English Language in the week commencing 5 November and for all other subjects in the weeks commencing 26 November and 3 December. All students are expected to attend their normal lessons when they are not sitting an exam.

If exams finish before the official end of school time of 15:10, students will be allowed to leave up to 15 minutes early.

**Pre-Mock assemblies**

There will be a Year 11 assembly with further information on **Thursday, 18 October 2018**

**Arriving for examinations**

Morning examinations start at 9:00, mid-morning examinations at 10:30 (after break) and afternoon examinations at 1:05 (after lunch). Students are expected to line up at the end of break and lunch on the tennis courts in their tutor groups. They are advised to visit the toilet and check their seating prior to lining up for their exams. Seating plans are displayed in the window of M1 and outside the Exams office (near the canteen in C9).

Please be aware there are certain days where your child will finish early from their exam and therefore be allowed to leave site and return home, but on these days the library will be available if your child doesn't want to leave early. The dates and times are as follows:

- Monday 5th Nov 14.55pm
- Wednesday 7th Nov 14.55pm
- Thursday 8th Nov 15.00pm
- Monday 26th Nov 14.30pm (History)
- Tuesday 27th Nov 14.30pm (Combined Science), 15.00pm (Triple Science)
- Wednesday 28th November 14.30pm (French/German/Spanish)
- Monday 3rd December 14.45pm (Geography)
- Wednesday 5th December 14.40pm (Computer Studies/Latin)
- Thursday 6th December 14.30pm (Combined Physics), 15.00pm (Triple Science)

Most examinations will take place in the Chadwick Gym and in the Assembly Hall. Students will receive their personal timetable at the end of the assembly. This timetable contains information on the room and seat they have been allocated. Students should bring their examination timetable for every exam.

School dinners will be available at the usual times.



# Cheney School

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### Absence from examinations

If a student is too unwell to come into school for an examination (this should be an absolute emergency) you should contact school **before** the start of the examination. The best people to call to report an absence are the attendance manager on 01865 755237 or Miss Clear on 01865 755238. If there are other reasons preventing a student from taking an examination you should contact Miss Clear/Mr Stacey immediately to discuss the issues.

### Equipment and Uniform

Students are expected to wear **full** school uniform including a plain white polo shirt, school blazer and black trousers or skirt and black shoes.

Equipment should be brought into each examination in a **clear** plastic bag or pencil case along with a **clear** plastic bottle (no labels) of still drinking water if required. Please note that no equipment will be lent out. Please make sure that calculators have cleared anything that is stored in the memory. Calculator lids and glasses cases **cannot** be taken into the exam room.

Students must have the required equipment for each exam and ensure they write **clearly** in **black** ink (biro, ball-point pen, fountain pen etc.)

It will not be possible for coats and bags to be taken into the examination. **We strongly advise students not to bring any valuables, electronic equipment or mobile phones.** School takes no responsibility for the safety of these.

### Mobile Phones/web-enabled devices/smartwatches/wrist watches

Mobile phones, smartwatches and any other web-enabled devices must not be taken into examinations under any circumstances. It is best to leave non web-enabled wrist watches in bags, but in case students need their own watch for time management, these must be placed on the desk.

### Behaviour

We expect Cheney students to treat mock exams seriously and in the same way as the summer exams. There are a few main guidelines that must be adhered to:

- Exam conditions apply from moment students enter the exam room and until they have left the room – this means that there must be no communication at all.
- Students must not ask for help or give help to other students while they are in the examination room.
- Students causing persistent disruption will be removed from the exam and parents contacted. It will be at the discretion of the school to decide on appropriate actions.

### Results

Mock exam results will be given out in a special assembly. The date will be published later.

If you have questions or concerns regarding the forthcoming examinations, please contact the Examinations Office (01865 755270) or the Year 11 Team: Mr Stacey (01865 755236) & Miss Clear (01865 755238).

Wishing you success in all your mocks.

Ms Fischer  
Exams Manager

