



## Mr Tom Stacey, Head of Student Progress

Dear Parent/Carer,

### Year 11 Mock Examinations: 11-15 March 2019

Mock exams will be held during 11-15 March 2019 - the exam timetable is live and [can be found here](#). All students are expected to attend their normal lessons when they are not sitting an exam.

#### 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 Attendance Manager on 01865 755237 or Miss Clear on 01865 755238 are the best people to call. If there are other reasons preventing a student from taking an examination you should contact Miss Clear or Mr Stacey immediately to discuss the issues.

#### Equipment and Uniform

Students are expected to wear **full** school uniform for the exams - uniform guidance can be found [here](#). Equipment should be brought into each examination in a **clear** plastic bag or **clear** 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 room. **We strongly advise students not to bring any valuables, electronic equipment or mobile phones** to school. School takes no responsibility for the safety of these whilst students are in exams.

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

Mobile phones, smartwatches and any other web-enabled devices are prohibited in examinations. 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 the 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.

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) and Miss Clear (01865 755238 ).

Wishing you success in all your mocks.

Mr Tom Stacey - TST@cheney.oxon.sch.uk  
Head of Student Progress - Year 11