



THE PRIORY ACADEMY
LSST

October 2020

Dear Parents/Carers

The Academy currently runs an Internal Assessment Examination programme for all years and for Year 11. This year they will be divided into two sessions, November and January. The first session starts on November 23rd and attached is the timetable for these assessments. The purpose of these assessments is to track students' progress, whilst also providing valuable examination experience, which can be a daunting time for all.

It is important that each student is aware of what to bring to each examination. A black ball point pen is essential (no gel pens please). Students should also bring a spare pen, pencil and ruler. Other equipment may be necessary dependant on the examination and all students should be made aware by their subject teachers of what they need to bring. Although we encourage students to bring water bottles into the examination, they must have sports tops, only contain clear liquid and have any labels removed.

It is especially important that students arrive at the Academy on time as we will be starting each morning promptly as close to 8.30am as possible. Students entering late do not approach the assessment in a calm and collected manner.

The conduct of students during the examination is important. I would remind students that as soon as they enter the examination room they are under examination conditions and any breach of this will be reported to their Head of Year and parents/carers. Examination regulations concerning mobile phones, smartwatches or any web enabled devices still apply to mock assessments and secure provision will be available to ensure students have no reason to take any device into their assessments.

This year the JCQ, the governing body for examinations, has decided that we are no longer allowed to complete any missing student information from the front page of the answer booklets, therefore I urge you to ensure your child knows their 4 digit candidate number, which can be found on their individual timetable. JCQ have also tightened up on the regulations around defacing or doodling on examination papers and potentially a student's paper will not be marked and results recorded if this is found to be the case. Students have been made aware of this and we will be monitoring this during the mock assessment period.

As we approach the Year 11 mock examinations, please see below our next piece of advice for students and how you can help at home in these final couple of weeks before the examinations starts.

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Students should now be aware of exactly what layout their mocks will take – how many questions, how many marks for each question, how long should they spend answering each question... If they are not sure they need to speak to their teachers.

- Ideally they should be completing some of these questions in their own time now, under timed conditions, to get used to what they will be doing in the mocks. They should be able to hand these to their teacher or arrange a time with their teacher to go through some of these responses to questions.
- There are also some practical things students need to be doing – prepare their transparent examination pencil case, with the required materials (black ball point pen, pencil, ruler, rubber, mathematics equipment). They can make sure the dates for their mocks are written on the calendar – this way you will all know when they are!
- Finally – make some arrangements for a post-mock celebration. All that hard work needs to be rewarded somehow!

Thanks as always – if there are any questions, please do not hesitate to get in touch.

Yours faithfully

Mrs C Ruston
Federation Examinations Manager

Miss H Smith
Head of Year 11

