Bishop's Hatfield Girls' School

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9th November 2021

Year 11 Mock Examinations

Dear Parents/Carers,

The written mock examinations for Year 11 will start on Thursday 2nd December and will finish on Thursday 16th December 2021. The mocks will ensure that Year 11 pupils have experience of examination conditions to give them an accurate idea of what to expect in the Summer GCSE exams. It is fully expected that public examinations will take place in the normal way next summer. Contingency plans published by the Department for Education do refer to the possibility of using Teacher Assessed Grading to contribute towards final qualifications should exams have to cancelled again. In this case a variety of sources of work would be used to determine final grading and this may include Year 11 mocks. We should stress that we think that it is currently very unlikely that this will be the case and that exams will go ahead this summer. To support pupils with revision, from 15th November till the end of the mock exams the normal homework timetable will be suspended for Year 11. During this time teachers may continue to set guided homework as revision.

We have put in place safety measures to ensure that pupils complete their examinations in an environment that is compliant with the Department for Education's guidelines. To minimise risk of any potential transmission, pupils will be allocated the same seat for all of their examinations and regular cleaning will take place. In addition we have ensured that the Sports Hall will be properly ventilated to maintain a consistent airflow using our ventilation system. Pupils should wear face coverings during examinations unless they are exempt and invigilators will be required to maintain appropriate distance.

Normal lessons will continue throughout this period of time so that wherever practical, i.e. until the examinations in that subject have been completed, pupils will be able to work with their teachers, revising and preparing for their forthcoming examination. No examination results or papers will be returned to the pupils until after the Christmas break to allow for checking and collating. Parents will receive a report at the start of the Spring Term 2022 which will contain mock results and predicted grades.

Please remember that school examinations are good practice for the real thing. Try to ensure that your child has full attendance during the period of these examinations as absences mean that papers will have to be caught up at another time, and this can be difficult to arrange. Please ensure that I am contacted if your child is unable to come to school. You should also continue to contact the school office, as is usual practice, if your child will be absent. Please note that some exams will finish after 3:00, especially if your child is entitled to extra time. Any examination queries should be addressed to Ms Dalziel.

I enclose an examination timetable so that you will know when your child has their examinations. A copy of the examination regulations is also enclosed for your information.

Yours sincerely,

Mr H. Pandya
Assistant Headteacher

YEAR 11 MOCK EXAMINATION TIMETABLE
Thursday 2nd December to Thursday 16th December 2021

GRAPHICS PRACTICAL – WEDNESDAY 17TH NOVEMBER – ALL DAY
ART PRACTICAL – THURSDAY 18TH NOVEMBER – ALL DAY
MFL LISTENING – MONDAY 22ND NOVEMBER AND TUESDAY 23RD NOVEMBER
ORALS – WEDNESDAY 24TH NOVEMBER – WEDNESDAY 1ST DECEMBER
PE PRACTICAL – THURSDAY 25TH NOVEMBER

	Morning		Afternoon	
Thursday 2nd December	English Literature	9.00-10.45 (11.11)	Spanish/French/German Writing 1 hr 20	1.20-2.40 (3.00)
Friday 3rd December	Music Practical/Listening Physical Education Paper 1	9.00-12.35 9.00-10.00 (10.15)	Computing Paper 1 Drama	1.20-2.50 (3.12) 1.20-2.50 (3.12)
Monday 6th December	Biology R, W, I, N 1hr 10/D, A 1hr 45	9.00-10.10 (10.27) or 9.00-10.45 ((11.11)	French/Spanish/German Writing 1 hr 20– Dual Linguists	1.20-2.40 (3.00)
Tuesday 7th December	Maths Paper 1 Set 1,2,3,4 (H) Maths Paper 1 Set 5&6 (F)	9.00-10.30 (10.52)	History Paper 3	1.20-2.40 (3.00)
Wednesday 8th December	English Language	9.00-10.45 (11.11)	Computing Paper 2 Physical Education Paper 2	1.20-2.50 (3.12) 1.20-2.20 (2.35)
Thursday 9th December	Physics R, W, I, N 1hr 10/D, A 1hr 45	9.00-10.10 (10.27) or 9.00-10.45 ((11.11)	Religious Education Paper 1	1.20-3.05 (3.31)
Friday 10th December	Geography Paper 1 History Paper 1	9.00-10.30 (10.52) 11.15-12.30 (12.49)	Music Practical/Listening	1.20-3.00
Monday 13th December	Maths Paper 2 Set 1,2,3,4 (H) Maths Paper 2 Set 5&6 (F)	9.00-10.30 (10.52)	Citizenship	1.20-3.05 (3.31)
Tuesday 14th December	French/Spanish/German Reading 1 hour (H) 45 minutes (F)	9.00-9.45/10.00 (9.56/10.15)	Religious Education Paper 2	1.20-2.40 (3.00)
Wednesday 15th December	Geography Paper 2	9.00-10.00 (10.15)	Chemistry R, W, I N 1 hr 10/D, A 1hr 45	1.20-2.30 (2.52) or 1.20-3.05 (3.27)
Thursday 16th December	French/Spanish/German Reading 1 hour (H) 45 minutes (F) – Dual Linguists CATCH UP SESSION FOR MISSED EXAMINATIONS	9.00-9.45/10.00		

BISHOP'S HATFIELD GIRLS' SCHOOL

YEAR 11 EXAMINATION REGULATIONS – DECEMBER 2021

Information for Candidates

1. All written examinations take place in the Sports Hall unless large numbers require an overflow room or a support room is in use.

Candidates should be in their allocated seat at least 10 minutes before each examination is to begin, those in additional rooms should go to the Sports Hall 10 minutes before the examination to check which room has been allocated. There may also be messages from teachers.

2. **Illness** If a candidate is unwell on the day of an examination then the school office should be informed before the start of the examination. If any girl misses an exam, she will be required to catch up in an after-school session.

3. **Equipment** All candidates must be equipped for examinations with:

- Two black pens, two pencils, an eraser, coloured pencils, a long ruler, and a calculator without a lid.
- A clear plastic bag or clear pencil case in which to put equipment.
- **Water bottles must be clear, they should not be coloured**

Calculators may be used in any examination, unless instructed otherwise. They must be silent, battery operated and must not contain any stored programs. Instruction leaflets and removable cases are not permitted in the examination room. Leave them at home.

It must be noted that:

- Only black ink is permitted for written papers. Do not write in pencil. (Remember also that in public exams gel pens are no longer allowed.)
- Pencil, coloured pencils or inks may only be used for diagrams, maps, charts, etc.
- Correcting fluid, correcting pens and highlighters must not be used on answer papers.
- Only plain (not flavoured) water in a small, clear plastic sports top bottle will be permitted in the examination room. **The label must be completely removed prior to entering**. Any bottles that do not meet these requirements will not be permitted. No other food or drink is to be taken into the examination rooms. If there is a medical reason why an item is required, evidence must be provided to the Examinations Officer, preferably before the day of the examination.
- Please be aware that **no watches are allowed into exams.**

NOTHING else is to be brought into the examination apart from the equipment stated. **Do not bring your mobile phone**, any other electronic device or purse into the examination room, this includes all watches. Where the school provides storage facilities for valuables, then this storage is entirely at the risk of the candidate. It is better not to bring valuables to school. Students are asked not to use the lockers outside the Sports Hall to store belongings as they will be dismissed via the fire exits and will not be able to recover their belongings.

4. Candidates must attend the examinations in full school uniform. Shoes must be taken off prior to entering the Sports Hall and placed under the desk once seated. Coats are not permitted.

5. Candidates are reminded that on entering the examination room there is to be **total silence** and no-one is to leave the room or change position without permission. Candidates are not permitted to leave before the end of an examination.

6. Candidates must sit facing forwards at all times. Distracting or disturbing other candidates, failing to respect or follow the instructions of an invigilator, being in possession of unauthorised items or material and copying work are all examples of "malpractice" (behaving wrongly). Such misbehaviour could have serious consequences.

7. At the beginning of the examination candidates must listen carefully to all instructions and check that they have been given the correct question paper and stationery before writing. At the top of **every** sheet candidates must put their:

    - Name and Form
    - Teacher's Name
    - In addition, all answers should be numbered clearly on every sheet.

8. At the end of the examination, candidates will be told to stop writing. Pens must be put down straight away, answer sheets should be sorted and fastened together loosely. Candidates should check that all sheets are headed correctly, but ask an invigilator before completing any final labelling.

9. At the end of the examination, candidates must wait in silence until dismissed by the invigilator. They must file out in silence and not talk until well away from the examination room. **Remember, other people may still be taking an examination.**

10. Covid Safety- We have put in place safety measures to ensure you complete your examinations in an environment that is safe. To minimise risk of any potential transmission, you will be allocated the same seat for all of your examinations and regular cleaning will take place. In addition we have ensured that the Sports Hall will be properly ventilated to maintain a consistent airflow. You will be allowed to wear face coverings during examinations and invigilators will maintain appropriate distance.

11. Finally, good luck in the examinations. If there is any problem that may affect your performance in an examination tell your Form Tutor, the Examinations Officer or your Head of Year. If possible, we will help.