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# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: [info@cooperscoborn.org.uk](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

December 2023

Dear Parent / Guardian,

**Re: Year 11 Mock Exams – Thursday 1<sup>st</sup> – Wednesday 14<sup>th</sup> February 2024 (inclusive)**

As we approach the upcoming mock examinations for Year 11, we would like to take a moment to share some important information with you to support you in the coming weeks. As stated on the school calendar, year 11 students will have a second stage of mock exams in most subjects. These will take place from Thursday 1<sup>st</sup> to Wednesday 14<sup>th</sup> February 2024 (inclusive).

In an attempt to reduce our carbon footprint, we are trialing a new system which enables us to send electronically, a student's exam timetable to both the student (school email account) and parent/guardian. You will shortly be receiving an email from School WorkSpace with a copy of your child's re-mock exam timetable. This will illustrate the exam subject information, dates, times, location and seat number for each exam. Can we please ask that you stress upon your child the importance of checking their school email account.

It is obviously a difficult balancing act for us explaining the importance of these examinations, whilst not creating undue stress and anxiety for your son/daughter. We wanted to reiterate some key points:

- During this period, all year 11 students will follow the mock examination timetable, which can be found on the [school website](#). Some afternoon examinations will end after the usual school day, as will occur in the summer period.
- Attendance to school is compulsory and all students will be expected in school at the start of the school day. No study leave will be given during this time, as it is critical that students attend all lessons when they do not have mock examinations.
- Those students, who are timetabled to undertake the Art, PE practical and / or the Music performance mock exams, please discuss arrangements directly with your teacher or Head of Department.
- It is important that your son/daughter reads, fully understands and strictly adheres to all exam protocol as set by JCQ (Joint Council for Qualifications) as failure to do so could lead to disqualification. This information can be found on the [exams link](#) located on the school's website.
- If your son/daughter is unable to attend any examination (for example, illness), then it is critical that you contact the school and inform the Exams Office, prior to the examination taking place.
- During these times, it is essential that all students come to school fully equipped for sitting these exams since we are unable to lend essential equipment. Students are expected to arrive at least 20 minutes before the stated start time for each of their exams. Students will not be allowed to leave the exam until the full-time duration has lapsed.
- These examinations will be conducted in a manner so that it mirrors what a student will expect when they are sitting their public exams during summer 2024.

Furthermore, since delivery of the previous mock session, we have received updated guidance from Ofqual on collecting evidence of student performance to ensure resilience in the qualifications system. This is in the unlikely event that the government determines that exams are not able to go ahead. We have been asked that students sit mock exams in exam conditions before their formal exams and that their papers are retained. By doing this, schools will ensure they have alternative evidence of student performance to enable alternative methods of awarding grades.

As students are required to be assessed using the same material at the same time, it is vital we have full attendance for all mock examinations that are delivered. Consideration may be given (should we have to call upon mock data to formulate grades) if a student is absent as a result of a serious illness or an event outside of their control. In these instances, we will require sight of evidence to support a student's absence, which we will hold on file should this be called upon.



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The mock exams are a crucial milestone in your son/daughter's academic journey, providing them with a valuable opportunity to gauge their progress and identify areas for improvement leading towards the final GCSE examinations. They provide students with another opportunity to work under exam-like conditions and test how well their revision strategies are working. For the school, it is a useful indication of how likely a student is to achieve a certain grade in the "real" exams and therefore a benchmark on whether to review a set of results in the summer. To ensure success, it is vital that your son/daughter engages in focused revision over the coming weeks.

If you have any questions about the upcoming mock examinations, please do not hesitate to contact a member of the exams team.

Thank you for your continued support and we wish all the students well in this stage of their academic career.

Yours faithfully,

**Mrs. A. Titley**

Examinations and Data Manager

**Encs.** Your child's personal exam timetable (blue sheet)