

December 2008

Dear PERSONALISE TO YEAR 11

MOCK EXAMINATIONS & GCSE ENTRIES

The Year 11 Mock GCSE Examinations will take place between:

Tuesday, 6th January and Wednesday, 21st January.

NB Normal lessons resume Thursday, 22nd January

Entrance Examination - Monday, 26th January - Pupils not required in school.

A copy of the timetable is attached for your information, together with an examination leave grid form, which must be returned to your daughter's form tutor. **Please be aware that where "Science Modules" appear, these are *not* internal school mock examinations, but actual GCSE modules that are part of your daughter's final GCSE grade. We ask you to ensure that your daughter knows which modules she is taking and on which day they are being taken.**

Girls with examinations in the mornings should report at the usual time for registration and arrive outside the examination rooms at 9.00am. For afternoon examinations girls must arrive outside the examination rooms at 1.00 p.m. If ill or unavoidably late, every attempt should be made to telephone the School Office (051 924 3140) as soon as possible to inform Mrs Custard of the absence. Information on mock examination procedure will be given to your daughter by Mrs Custard before the end of term.

Girls do not need to come to school for sessions when they do not have examinations and may leave after an examination has ended. It is advised that, where possible, girls take study leave, as this will replicate the situation in the summer and it is beneficial for girls to practise organising their own schedule. If girls do not wish to take study leave, they should note that they will be expected to revise under examination conditions. Girls with examinations in both the morning and the afternoon will be expected to have school dinners. **Examination Study Leave will be recorded as an absence in the School register to comply with DCFS regulations and will therefore appear as an absence on your daughter's report later in the academic year.**

Since we wish to mirror the arrangements for the GCSE examinations in the Summer, we have taken advice from the Boards' instructions.

- Candidates may not be in possession of mobile phones. (The penalty for possession is that the particular component paper is cancelled. If the phone rings, the candidate is disqualified from the subject.)
- Calculators cannot have covers or instructions of any kind.
- Anthologies must have no notes written in them.
- Other forbidden materials include pencil cases, liquid paper, eraser pens and spectacle cases. In fact all girls' writing materials must be contained in a clear plastic bag.
- No blazers or coats should be worn in the examination room and full school uniform should be worn.

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Since candidates are not allowed mobile phones in the examination room and the school cannot guarantee safekeeping unless in the pupil's possession, it is our advice that *pupils should not bring their phones to school during the examination period*. However, if a girl does bring her phone to school, it is important that she gives this in, as requested, at the start of each session. Girls should also be aware that i-pods and any other electronic equipment are forbidden in the Hall.

It is very important that your daughter obeys all instructions given to her, in order that conduct in the examination room is beyond reproach. Any candidate found to be in breach of regulations or cheating in any way will be penalised by having the paper (or subject) cancelled.

All girls will be taking GCSE level examinations in their core and option subjects. Girls who have been following a GCSE which involves tiered examination papers will be entered for the examination at the level best suited to their ability and aptitude. There may be subjects, however, in which the final decision on the level of entry has yet to be made for your daughter and the results of the Mock examinations will be used by the school to help make the final decision.

NB All entries will be made to the examination boards by 21st February 2009

A copy of the summer examination timetable 2009 has now been posted on the examination notice board and can be consulted by girls. Any clashes should be reported to Mrs Custard **immediately**. Mrs Custard will be pleased to answer any query that either you or your daughter may have with regard to these mock examinations or the public examinations in the summer.

I ask that you emphasise these instructions to your daughter so that the Mocks can then be a good preparation for the GCSE Examinations in the Summer.

Yours sincerely,

A handwritten signature in black ink that reads "L A Robinson". The signature is written in a cursive style with a large, stylized initial "L" and "A".

Mrs L A Robinson
Headmistress

PLEASE RETURN THIS SLIP TO YOUR FORM TUTOR TOGETHER WITH THE EXAMINATION LEAVE GRID BY WEDNESDAY 10th DECEMBER

Year 11 Mock Examinations Period / GCSE entries / Examination Leave

I have read the Headmistress' letter explaining the Boards' regulations and discussed with my daughter the importance of the instructions concerning the GCSE Mock examinations and the appropriate arrangements.

*I give) my permission for examination leave from 6th to 21st January 2009

*I do not give) *(*Please delete as appropriate)*

Daughter's Name Form.....

Signature of Parent