



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



5 March 2025

Dear Parent/Carer

Year 11 Mock 2 Exam Arrangements – Monday 10 March - Monday 24 March

I am pleased to share with you the final details for the Year 11 Mock Exams that your child will be undertaking during the spring exam period. These mock exams are a vital part of your child's preparation for their upcoming GCSEs. At Newstead Wood School, we are committed to ensuring that every student is thoroughly prepared for their public exams, and we ask for your full support in helping us deliver a successful mock examination period.

Attendance

It is crucial that Year 11 students attend school on time throughout this mock examination period. By attending school, they will benefit from supervised study sessions, which will help them maintain a productive study routine and provide valuable opportunities for independent revision and consolidation of learning. Additionally, their teachers will be available for any last-minute questions or brief recap sessions.

Missing an exam or arriving late is not acceptable, as we are unable to reschedule any exams. All mock exams must take place under exam conditions to maintain the integrity and rigor of the process. It is essential that students revise thoroughly for these mocks to demonstrate their subject knowledge and skills to the best of their ability. Unfortunately, we cannot authorise absences or arrange for exams to be taken at a later date, as this would compromise the integrity of the examination process. In the event of an exam clash, we will follow the appropriate exam board protocols, and students will be supervised between papers.

Revision Breakfasts

Each morning before an exam, we will be holding a revision breakfast session starting at 8.15am. This is a great opportunity for students to complete their final preparations for each exam, and they will be provided with a free hot bacon or sausage bun, or a croissant. The revision breakfast will be an important part of their exam preparation – just as it will be in the summer GCSE exams – and we encourage every student to take full advantage of this opportunity and benefit from the established routine.

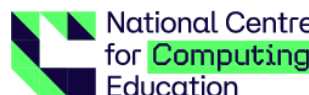
Exam Times

For students with morning exams, we recommend arriving at school shortly before 8.15am and going straight to the main hall. They will then need to attend their form rooms for registration. Students must arrive at their exam room 15 minutes prior to the exam start time, with the correct equipment, and wait outside the exam room for the exam briefing. During this time, all students are in 'exam conditions', meaning any breach of exam rules, even before entering the exam room, may result in disqualification.

Headteacher: Mr Alan Blount, MA, BSc, QTS

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Students should check Arbor daily for updates regarding the time and location of their exams, as changes may occur.

There will be two exam sessions each day: 9.00am and 1.30pm. Students were sent their personal timetables earlier this week.

If a student does not have an exam during periods 3 and 4, they will complete private study in their normal lessons. In this case, they will be supervised by their regular class teacher. Teachers may run revision sessions or allow silent study, so it is important that students bring their revision materials with them.

Before the end of period 4, students will leave for lunch at **12.45pm**, giving them a break before their afternoon exams, which begin at 1.30pm. Year 11 students will have priority in the canteen to ensure a prompt start to the afternoon exams.

If a student has an afternoon exam that finishes before 3.10pm, they will remain in the exam hall and be supervised by invigilators.

During the mock exam period, Year 11 students will not have afternoon registration. Therefore, all Year 11 students will be allowed to leave school at **3.10pm** via Main Reception.

Access Arrangements

Some students are entitled to additional support during their exams, known as exam access arrangements (EAAs). These arrangements must be evidenced and approved by the examination boards. The exam boards typically do not approve any accommodations that differ from a student's normal way of working in the classroom. Thanks to the close collaboration between students, parents, teachers, and our SENCO, all students who are entitled to support should have access to it by this stage of the year. However, if you feel that your child should be entitled to EAAs but has not yet been reviewed, please contact the SEND team as soon as possible at jricketts@newsteadwood.co.uk

Expectations

As with previous mock exams, the expectations of the school and national exam regulations will be adhered to. Please read the following important guidelines:


- Students must remain silent at all times in the examination hall and must not attempt to communicate with other students in any way.
- Students must not bring electronic devices into the exam room. This includes mobile phones, headphones, and watches.
- No watches of any kind are allowed in the exam room. All rooms are equipped with large digital clocks for timekeeping.
- Students may only bring a transparent water bottle or pencil case into the exam room.

- All other personal belongings must be left in the designated area. These rules align with the JCQ (Joint Council for Qualifications) guidelines.
- Students must come fully prepared for each exam, including bringing all necessary writing and specialist equipment. They must wear the appropriate school uniform; failure to do so may result in being denied entry to the exam.
- Please read the JCQ candidates' information here carefully: [JCQ Candidates exam information 2024/25](#).

Misconduct during public exams must be reported to the examination boards to preserve the integrity of national qualifications. Misconduct can lead to disqualification and a failure to receive a grade. It is vital that students experience the same conditions during mock exams to help them gain confidence and resilience when tackling long papers.

If you have any questions or concerns, please feel free to contact me at skoukouvitakis@newsteadwood.co.uk or Mr Daley, Assistant Headteacher and KS4 Progress Lead, at tdaley@newsteadwood.co.uk

Yours faithfully,



Mr S Koukouvitakis
Head of Year 11