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## YEAR 12 MOCK EXAMINATIONS

Dear Parent /Carer,

At Hammersmith Academy, we want to ensure that all students are as well prepared for their end of year examinations as possible. As outlined previously the end of year examinations will be used to determine student's predicted grades and progression into Year 13. To help them prepare, we will be holding mock examinations from Monday 19<sup>th</sup> February 2024 to Tuesday 27<sup>th</sup> February 2024 inclusive. These examinations will follow the exact procedures students will experience during their actual public examinations in summer 2025.


Your child should now have received a copy of their exam timetable which details all components to be taken along with times and dates. It is the responsibility of all students to ensure that they are fully prepared for each examination, which includes: being on time for all examinations and having all the necessary equipment. **Please note the examination team will not be giving out any equipment to students.** If your child requires any support obtaining any of the items listed please let us know.

Students must have a **transparent** pencil case containing the following items:

- 2 black ball-point pens (no gel pens)
- 2 pencils
- Ruler
- Highlighter pen
- Protractor
- Compass
- Scientific calculator
- Sharpener
- Rubber (labels/covering removed)

In order to comply with the regulations of the examination the following rules must be adhered to:

- **Labels** must be removed from all items that remain on the students' desk i.e. glue stick, asthma pump and water bottle before entering the examination room.
- Any pieces of equipment that are in a case i.e. geometry set must be removed, with the case handed to an invigilator before the examination begins.
- **Calculator covers** must be removed and handed to an invigilator before the examination begins.
- **All items** on a students' person other than those in the equipment list above should be handed to an invigilator before the examination begins.

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- All **watches, mobile phones** and **headphones** should be switched off (including alarms) and handed to an invigilator before the examination begins.

In order to support students through this period students will be on study leave during the mock exams. Therefore, they do not need to come into the Academy for their lessons. Lessons will resume on Wednesday 28<sup>th</sup> February 2024, once the mock examination period is concluded. However, some staff, including those that teach practical/BTEC subjects, may still choose to run revision/coursework sessions during available lesson time within the mock examination period. If this is the case this will be communicated directly with students.

Every student should have completed an individual revision timetable to ensure they are utilising their time effectively. As a guide, students should be spending between 2-3 hours each evening completing revision and past paper questions. Students should make full use of the extensive resources subject teachers have uploaded on SharePoint – our online platform for teaching and learning as well as the resources which can be found on the exam board websites.

Finally, attendance and punctuality to the Academy is more important than ever. It is extremely important that students treat their mock examinations like their final examinations. Please can you ensure that your child arrives every day on time to maximise their examination preparation. If a student misses an examination they will be score a zero, however, department leaders are able to arrange for students to sit the examination at a later date in order to provide feedback to the student.

- **Morning examinations – students arrive at 8am and register in the Sixth Form Centre**
- **Afternoon examinations – students to arrive at 12pm and register in the Sixth Form Centre**


Full details about the organisation of students coming on and offsite for their morning and afternoon exams will be communicated to students before the examination period.

We hope this opportunity will provide students with the experience, motivation and focus required to perform to the best of their ability. Students will receive overall results and feedback from their mock examinations, which will be vital in them identifying next steps in order to make progress.

Parents/Carers will have the opportunity to discuss their child's mock examinations results with subject teachers during the **Year 12 Parents Evening, which will take place on Thursday 18<sup>th</sup> April 2024 from 4pm to 7pm.**

If you have any concerns or questions, please contact the Sixth Form Team.

Yours faithfully,



Ms Adolphus  
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