



Friday 9th October 2026

Dear Parent/Carer,

Re: Year 10, 11 and 13 Mock Exams - November 2026

I hope this letter finds you well.

I am writing with key information regarding the upcoming mock exam period, which impacts all students in Year 10, 11 and 13.

Dates

The mock exam window is from **Monday 9th November - Friday 20th November**. Please note that this is the first day back to school following the half term break.

The mock exam timetable is attached below for your convenience, but will also be published in this week's edition of the school newsletter. It will also be published on the Google Classrooms for each year group and will be published on the school's [exam website page](#).

In due course, students will also all be given an individual timetable, which they must not misplace. This individual timetable will list their seating arrangements for each exam, and is therefore a mandatory piece of equipment for the mock exam window. Students must keep their own copy of the exam timetable and be able to show this during tutor time as part of our daily equipment check.

[November Mock Timetable](#)

Exam Conditions

To prepare our students for the summer public exams, we will be following all JCQ exam regulations as much as is practically possible. This includes the expectation that all students attend and complete all exams in full.

If, for any reason, a student misses an exam, we cannot guarantee that a resit will be possible. In keeping with JCQ regulations, if a student misses an exam (for any reason), they risk being given 0 marks for that paper.

Extreme and extenuating circumstances which may lead to a student being unable to attend an exam will be dealt with on a case by case basis.

During the exam, students must remain under exam conditions for the entire duration of the exam. This includes entering and exiting the exam hall. They will not be allowed to leave the exam unless it's an emergency or they have a medical condition. Students are expected to remain in the exam hall for the duration of their paper and will not be permitted to leave early.

Additionally, mobile phones, watches, smart devices, headphones and any other banned items must be off and secured in bags before the exam begins, or not brought into school at all. A comprehensive list of JCQ banned items can be found in the examinations section of the school website, linked [here](#) for your convenience.

Whilst students will be reminded of the banned items regulations before each exam, it remains their responsibility to adhere to this crucial rule. In line with JCQ regulations, any student found in breach of any exam conditions may be disqualified from that exam.

It is vital that students have the opportunity to prepare for public exams by experiencing these conditions now.

Timings

There are no changes to the start of the school day; students must get to school before 8.25 am.

Afternoon mock exams may conclude later than the normal school day (3.05 pm), and as a result, we will **not** be running period 7 lessons during this time.

Please be aware that the length of exams provided in the timetable does not account for students who are entitled to extra time. This is calculated on a case by case basis.

Equipment

Please remind your child that only clear pencil cases and clear bottles of water are permitted in the exam room. Pencil cases and water bottles must be free of logos and not tinted. Eating is not allowed. Students should bring in the required equipment for each exam. We will not be lending any equipment to students. Students are advised to speak to their subject teachers well in advance of the exams to check what equipment is required. For exams where a calculator is allowed, please leave any lids or instructions in your bag. If your calculator has an exam mode, this function should be enabled.

Exam Locations

To replicate real exam conditions as closely as possible, all mock exams (with the exception of Creative Arts subjects) will be held in the Sports Arena. Students with access arrangements will be assigned to alternative rooms to ensure they receive the necessary support. This will be communicated closer to the time and on a need to know basis.

Seating

Students will be given a personalised exam timetable which outlines their seating plan. As written above:

"This individual timetable will list [student's] seating arrangements for each exam, and is therefore a mandatory piece of equipment for the mock exam window. Students must keep their own copy of the exam timetable and be able to show this during tutor time as part of our daily equipment check".

Students will not necessarily be allocated the same seat for each exam.

Dress Code

As per public examinations in the summer season, Year 10 and 11 students must wear **full academic uniform for all exams**. Students will **not** be permitted to sit exams if they are not in the correct uniform.

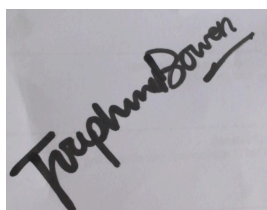
Where students have HRF/Games lessons during the mock period, these will be adapted so that students can participate wearing academic dress.

Therefore, on days that your child has a mock exam, they need to wear academic dress, even if they have HRF on their timetable.

Year 13 must wear business dress, as per the 6th form dress code. Furthermore, Mr Brack will be sending out a separate email with further details for students next week.

We appreciate your continued partnership in your child's education and wish them the best of luck in their mock exams. Please do not hesitate to contact us if you have any questions about the mock exams. Your involvement and support are vital in ensuring our students' success

Yours sincerely,

A handwritten signature in black ink, reading 'Mrs J Bowen', with a stylized flourish at the end.

Mrs J Bowen
Deputy Headteacher