



Great Marlow School

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EXECUTIVE HEADTEACHER

Mr K Ford

HEAD OF SCHOOL

Mr G Pendlebury

8th January 2024

Dear 6th Form Students

You are all aware that the mock examinations for Year 11 and Year 13 students begin on Wednesday 17th January. The mock examinations are an essential point in the year allowing teachers to check your progress and to identify areas which you need to develop in order to achieve success in the summer examinations. Due to the large numbers of students that will be sitting examinations, the Hall, 6th Form Centre and Silent Study Room will not be accessible to KS5 students for the duration of the examination period.

As students, the examinations are a hugely beneficial experience of a 'real' exam and should be taken seriously whether you are doing AS, A2 or linear courses. It is important to see the rewards you can gain from a dress rehearsal and to understand what it feels like to enter an exam space, work in silent, timed conditions and to apply all of your knowledge from your revision.

Please read the following points to help the examination period run smoothly:

- The exam period begins on Wednesday 17th January and runs until Friday 2nd February.
- You are responsible for knowing your examination timetable. If you are unsure, please see our new examinations officer Mrs Smith for a copy of the examination timetable. Better still, refer to the school website and click on 'Examination Timetables' to view the PDF timetable document for KS4 and KS5
- All morning examinations begin at 9am or after break at 11.20am. All afternoon examinations begin at 1pm
- You do not have any study leave. Students must attend morning registration. Year 13 students may leave school in their chosen slots unless they have an examination or a lesson
- **Year 12** students **must** continue to attend registration and lessons as per normal, but may leave school after period 3 if they do not have any more lessons. If Year 12 students abuse this system and leave early, we will remove the privilege from individual students
- Study Periods will be conducted in the Canteen or other designated classroom rather than the Silent Study Room and must be attended if on your timetable
- If leaving the school site students **MUST** sign-out using the QR code in reception
- Students in **Year 12** who do not have a lesson may use the Canteen as an alternative to the 6th Form Centre
- A free-room timetable for Year 12 and Year 13 students will be posted at the start of the examination period where students can go for silent study – there may be a member of staff in the classroom you are using

- Do not be late for your examination registration. You should be seated in the canteen 20 minutes before a morning examination and be ready to register at the end of break and lunchtime for an afternoon examination
- If you miss an examination, you will be expected to do it in exam conditions at a later date
- Dress appropriately. There is no difference between the standards of dress you abide by daily and for an examination. Please refer to the 6th form booklet on the 6th Form drop-down menu of the school website for the dress code
- Remember your equipment. All pens, pencils and other equipment must be inside a clear plastic case if you wish to use one. You are responsible for your equipment, please do not expect to borrow a pen for a written examination or a calculator for a mathematics examination
- If you are suffering anxiety or stress in relation to the examinations, please refer to the booklet 'Coping With Exam Stress' available on the school website on the drop-down menu

Finally, relax. The examinations are important, but not everything. If you have attended classes, listened to your teachers, made notes and completed independent study, you have nothing to fear. Expect to find your examinations challenging, but look to improve if they do not go the way you want. Use these examinations to find out which areas you need to develop and learn from them.

Good Luck!



Mr Hollyman
Head of Sixth Form