

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



November 2020

Dear Parent/Guardian

As you are no doubt aware, your daughter will shortly be sitting her mock GCSE Examinations. They will commence on Monday 30 November and conclude on Friday 11 December. Guidelines for procedures during the exam period are included below, and I should like to draw your attention to these points in particular:-

- Your child is not required to attend School when she does not have an examination, and she may leave School between a morning and afternoon exam.
- If a pupil is too unwell to attend an exam, on return, she should make immediate arrangements to reschedule the exam(s).

The Mock results will be issued to pupils, in a similar format to the way actual results are issued, on Wednesday 27 January. There is also a future options event on in the hall that afternoon which involves A Level advice from all Departments and careers information. A full report, with written comments, will be issued before the Parents' Consultation afternoon, which, it is hoped, will take place on Wednesday 3 February. As stated above, study leave will be allowed for the Mock exams, but if results give cause for concern and show that this time was not well used, it will be withdrawn for the actual GCSE exams. Pupils who fall below many of their target grades, and could have made a greater effort, will attend supervised study in school, in place of study leave. They may be asked to attend subject specific revision sessions.

Recently all pupils were issued with specific guidance on how to prepare for Mock Examinations and more assistance will be available if necessary, from me, the Form Teacher or, from the Year Head, Mrs Lewis.

We hope that your child will carefully review any out of School activities for the next two terms, and that any necessary adjustments will be made, so that maximum attention can be given to GCSE preparation. In some cases, this may mean giving up a part-time job during the week or adjusting extracurricular commitments. Please do not hesitate to contact me or Mrs. Lewis if there is any matter you would like to discuss. A copy of the exam time-table is also included below.

Yours faithfully

R Spence  
Head of Middle School

# YEAR 12 - GUIDELINES FOR MOCK EXAMINATIONS, 2020

## 30 November-11 December 2020

- 1 No absence for revision purposes should be taken prior to these exams.
- 2 Ensure you know exactly when each of your exams is to take place. Put up a copy of your timetable in a prominent place at home and keep checking it. The hall will open for the morning session at 8.50am and the afternoon session at 1.20pm.
- 3 Arrive in good time for each exam. Be at the door opposite L14 by 8.50am/1.20pm. Leave all bags, notes, coats, etc in your locker. If pupils arrive before 8:50 they can wait in their usual form room.
- 4 When you enter the exam room go to your seat quietly. Seats will be allocated on a daily basis according to subjects being taken. **There should be no talking in the exam room or in the area immediately outside it afterwards, as other exams may still be in progress.**
- 5 You are to stay for the full length of each exam. In the unlikely event of you becoming unwell during an exam, let one of the supervising staff know immediately.
- 6 If you are too unwell to come in to school for an exam:
  - On return to School, make immediate arrangements to reschedule the missed exam(s).
- 7 You are not required to come to school on a morning and/or an afternoon when you have no exam.
- 8 You may leave school between a morning and afternoon exam.
- 9 **Mobile phones should not be brought into the examination room.**
- 10 **Correction fluids such as Tippex should not be used. Pencil cases should be clear plastic only.**
- 11 Any pupil who has any work or controlled assessment outstanding may be asked to complete it in School during the exam period.

Year 12 Mock Exams  
Venue Assembly Hall

AM Session – 9am to 11.30am

PM Session – 1.30pm to 3.30pm

Date	Session	Subject	Length
Monday 30 <sup>th</sup> November	AM	History	1 hour 45mins
	PM	PE (paper 1)	1 hour 15mins
Tuesday 1 <sup>st</sup> December	AM	HE	1 hour 30mins
	PM	Physics	1 hour 45mins
Wednesday 2 <sup>nd</sup> December	AM	Geography	1 hour 10mins
	PM	Digital Tech Art	1 hour 2 hours (2 pupil clash)
Thursday 3 <sup>rd</sup> December	AM	German Spanish	2 hours 2 hours
	PM	Chemistry	1 hour 30mins
Friday 4 <sup>th</sup> December	AM	Drama Leisure and Tourism	1 hour 30mins 1 hour
	PM	FREE	
Monday 7 <sup>th</sup> December	AM	French	2 hour
	PM	Technology	1 hour
Tuesday 8 <sup>th</sup> December	AM	English Lang Unit 1 (all pupils)	1 hour 45 mins
	PM	Bus Studies	1 hour 30mins
Wednesday 9 <sup>th</sup> December	AM	Maths Further Maths	2 hours 2 hours
	PM	LLW	2Hour
Thursday 10 <sup>th</sup> December	AM	English Lang Unit 4 (only Literature students)	1 hour 45 mins
	PM	Biology	1 hour 45mins
Friday 11 <sup>th</sup> December	AM	RS	1 hour 30mins
	PM	Child Dev	1 hour