

22 February 2024

Dear parents/carers

It is important that we prepare the students for the next stages in their education journey at every opportunity. We have taken the decision to schedule a form of trial exam for every year group which will be sat at various points during the academic year. We will start with the basic concept of exam conditions, with a small number of reduced length papers in Year 7, leading up to full trial exams when the students are in Year 11, before they sit their real exams in the summer of Year 11.

We want them to experience the larger exam venues so that they do not feel daunted by the thought of the environment. We want them to know the rules, which are set by JCQ (the Joint Council for Qualifications), and also the consequences of not following the rules. Although the rules apply to the students, we have rules that we have to follow too. We also want them to understand that there is nothing to be worried about.

Our aim is to remove the myths and unknowns, so that when the time comes, all of their energies can go into revision for their exams, because the logistics and actual exam experience will be well rehearsed and comfortable.

Year 7 trial exams will be w/c 4 March. We will be carrying out two trial exams. One English, one maths. Each will be an hour long and either period 1 (straight after tutor time) or period 4 (straight after lunch).

I will be leading an assembly next week, covering what the trial exams are, why we are holding them and what to expect. As highlighted, I will be introducing the rules, and explaining words such as 'malpractice'. Some of the rules include, their phone must be off and in their bag, their pockets must be empty, they must not wear a watch of any kind, their water bottles must be clear with no labels and they must remain in silence until they are outside of the exam venue. Here is a [link](#) to the assembly that I will be delivering, please bear in mind some of these slides are prompts, which will be explained in more detail.

The most important way that you can support your child is by explaining the importance of following instructions they are given, but also understanding that these are 'trials'. Please encourage them to talk to the exams team, their tutor or their year team, we are all here to support them.

If you have any questions then please do feel free to contact myself or Mrs Lythgoe (Head of Year 7).

Yours faithfully



Mrs Mursell  
Director of Admin, HR, Data and Exams and PA to Executive Headteacher