

Ref: SME/BCH

To Parents/Carers of Students in Year 11

Friday 25 October 2024

Dear Parents and Carers,

Year 11 Mock Examinations – Autumn 2024

Half term is swiftly approaching and as calendared, Year 11 will be commencing their mock exams shortly after their return to the academy in Autumn Term 2. To ensure that all stakeholders are well equipped to support and assist with the matters arising I have outlined a robust, extensive and clear picture of the next two months of the academic term for our Year 11 students.

Mock Examinations – Autumn 2024

Exams will take place in our Sports Hall, Stage Hall and other strategic areas of the academy. You will find all the relevant information in the attached timetable.

The students that require exam access arrangements (EAA) as currently identified by the SEND department will have a bespoke timetable in place with locations that may vary from their usual classrooms. This will be shared by the SEND department to the individual students, parents and carers. Should you have any questions relating to your child's EAA, please liaise with Mrs Archer (FRC SEND Manager) via s.archer@plume.essex.sch.uk

All exams will take place under exam conditions. A set procedure will be in place for students that do not adhere to these expectations, and those that do not follow the protocols will face appropriate and fair sanctions thereafter.

Examination Expectations

- Students will be expected to arrive at each exam wearing full Plume Academy uniform.
- Students are to arrive on time at the specified waiting area prior to the exam.
- All mobile phones, earphones and smart devices (including watches – smart, digital or analogue) will be expected to be turned off and stored away from the exam location. Exam invigilators will also be collecting these to be kept safe whilst the exam is taking place.
- Students are to write with a black pen only.
- If a student misses the start of the exam, then they will only be able to complete the remaining time of the exam.
- Students will require the following equipment for the exam; black pen, pencil, ruler, calculator, protractor and a compass. This equipment will need to be in a see-through pencil case. Other equipment is optional.
- There is no food allowed in the exam, however, students can bring a clear bottle filled with water or very diluted squash inside.
- Bottles and pencil cases must not have any writing on them and have labels removed.
- Revision notes including writing on hands are not permitted.
- Students must not start writing anything until instructed to do so. This includes completing the details required on the front of the question paper/answer book.
- Students must enter the exam venue in silence and remain in silence until they have exited the exam venue. They must not communicate with or disturb other students once they have entered the exam room.

- Mr Rose will be conducting an assembly prior to the exams that will outline all that is expected of the students during the exams.
- Students with clashes will be advised the details of their rearranged exam.
- For practical exams, students will be advised by their subject teacher of the date and time of their exam.

Each exam will have exam invigilators and members of the Pastoral and Senior Leadership Team present so that the exam runs as expected, and any breach of behaviour or exam misconduct is dealt with appropriately. I must stress that the mock exams are to be treated exactly the same as formal exams.

Marking, Feedback and Progress Review Report – Autumn 2024/Spring 2025

Teachers will have a time to log, record and mark each mock exam paper. The results and grade that the students attain during the mock exam period will be shared in lessons with students when the marking is complete. Mock exam papers will inform students' current grade and predicted grade shared in the Progress Review 1 report.

This information will be sent to parents and carers prior to Parents Consultation Evening on Thursday 23 January 2025. From this point, students will be in a position to finalise their application to Plume College and other post-16 providers.

There are a number of matters addressed in this letter and I appreciate that this may come with further questions or guidance required, therefore if you wish to clarify any of the information above, please contact me via email s.meadows@plume.essex.sch.uk.

If in the meantime, you have any other matters of concern, do not hesitate to contact teaching staff directly or, if you require pastoral support, then please contact Mr Rose (Head of Year 11) d.rose@plume.essex.sch.uk, or Mrs Rhodes (Assistant Head of Year 11) p.rhodes@plume.essex.sch.uk by either telephone or email, and they will be more than happy to support and assist.

Many thanks in advance for your usual level of support in this matter.

Yours sincerely,



Mr. S Meadows
Assistant Vice Principal
& Fambridge Road Campus Lead

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