

REF: SME

17 May 2024

Dear Parents and Carers,

Re: Year 10 Mock Examinations

I am writing to advise that Year 10 Mock Examinations are due to take place from Tuesday 4 June – Wednesday 3 July 2024. Exams have been distributed over this period to ensure that no student sits an excessive number of assessments in one day.

Week One 4.6.24 – 7.6.24	Food Preparation and Nutrition <i>Practical exams in faculty areas</i>
Week Two 10.06.24 – 13.6.24	MFL Speaking, Creative Media, English Language and Science <i>MFL and Creative Media in faculty area; English and Science in exams halls</i>
Week Three 17.6.24 – 20.6.24	History and Core Subjects <i>Exam halls</i>
Week Four 24.6.24 – 28.6.24	Option Subjects and PE Practicals <i>Option subjects in exam halls; PE practicals in faculty area</i>
Week Five 1.7.24 – 3.7.24	Drama and Art Practicals <i>Faculty areas</i>

**Locations for exams will be shown on the exam timetable.*

Students will follow their normal timetabled lessons unless they are sitting a timetabled mock exam; there will be no study leave and students will be attending the academy as normal.

Exams will take place in exam locations and under full exam conditions, to enable students to acclimatise to the protocols associated with such an experience. Students with formal Exam Access Arrangements will complete their assessments in accordance with their required provision. A timetable is attached to this letter; class teachers will inform students of the timings of their practical assessments.

The academy appreciates that students may not be used to sitting hall-based exams. In view of this, your child's Head of Year, Mr Rose, will be leading an assembly to provide further information to students, including details of how to revise; this will be complemented by the support, advice and guidance of individual class teachers. The following points will also assist parents and carers in preparing students for their hall-based assessments:

- Students will be expected to arrive to each exam wearing full Plume Academy uniform.
- Students are to arrive on time to the specified waiting area prior to the examination. For exams in the Sports Hall, students will be registered on the netball courts, for exams in the Stage Hall, students will be registered outside of the main canteen, and for exams in the Gym Hall, students will be registered in the quad area outside the PE Faculty. If a student misses the start of an examination, they will only be able to complete the assessment in the time that remains.

- All mobile phones and smart devices (including watches – smart, digital or analogue) should not be brought into the exam room. Alternatively, they can be switched off and handed in to the examination invigilators upon entering the exam venue as per standard public examination protocols. Additionally, from this year, AirPods and earphones/earbuds are also not allowed in the exam venue.
- Students should bring a black pen, pencil, ruler, calculator, protractor and a compass. This equipment will need to be in a see-through pencil case.
- There is no food allowed in the examination hall; however, students can bring a clear plastic bottle filled with water.
- Bottles and pencil cases must not have any writing on them and have labels removed.
- 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 all the exam papers are collected.

Each exam will have exam invigilators. Further staff members will be present so that the exam runs as expected, and any breach of behaviour or exam misconduct will be dealt with appropriately. This approach aligns with that taken in formal exams, where poor conduct can result in disqualification from one or all exams in that series.

I wish your child every success in their forthcoming assessments, and hope that the experience is a useful one in preparing them for the 2025 exam season. Further rounds of mock exams are held in Year 11, details of which will be shared in the autumn term 2024.

If you have any questions relating to the examination process, please contact the Assistant Head of Year 10, Mrs Rhodes p.rhodes@plume.essex.sch.uk or Head of Year 10, Mr Rose d.rose@plume.essex.sch.uk in the first instance.

Yours sincerely,



Mr. S Meadows
Assistant Vice Principal
Fambridge Road Campus Lead

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