



Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Year 11 Parents and Carers,

YEAR 11 PRE-PUBLIC EXAMINATIONS

This letter notifies you of the forthcoming Year 11 Pre-Public Examinations (PPEs) which run from Thursday 30th November to Monday 18th December 2023. The 'PPEs' provide an important opportunity for students to practise revision and preparation strategies for the final GCSE examinations, next year. But we also encourage our examination students to seek advice from their families about how best to maintain a healthy mindset at home whilst preparing for examinations this term and next year. As part of the Community Time programme, students have a weekly session on the theme of good mental health, as well as a special assembly in November, all of which aims to provide our young people with practical help in managing their emotional well-being in school and at home, during Year 11.

We are not expecting Year 11 students to be absent from school during the examination period: their priority is to complete all of the examinations set to the best of their ability, knowing that there is time to make further progress next term. The results of the Pre-Public Examinations are issued in a special Assembly at the beginning of next term and play a significant role in providing information to teachers, students and parents on current attainment, as well as supporting planning for post-16 options. Students, parents and carers will have the opportunity to discuss Pre-Public Examination results with subject teachers at the Year 11 Parents Evening on Thursday 12th January.

In order to maintain a calm and steady approach to their examinations, students should arrive punctually in school and follow the direction provided on lining up and taking their seats. All examinations take place in the Sports Hall, except where stated otherwise.

Year 11 students continue to attend lessons every day and when they do not have an examination and after an examination has finished. **Any absence from lessons or Community Time will be treated as truancy and the usual sanctions will be applied.**

The timetable for Year 11 Pre-Public Examinations, in addition to the JCQ guidance for all students sitting examinations, is enclosed with this letter.

Yours sincerely,

Miss F Minnis
Deputy Headteacher

GUIDANCE FOR STUDENTS TAKING KEY STAGE 4 PRE-PUBLIC EXAMINATIONS (2023 - 2024)

This document sets out the guidance and rules for all students in Year 10 and Year 11 who are taking Pre-Public Examinations at Blackfen School. Students will be sanctioned by any member of the Staff, Invigilation or Examination teams if they do not adhere to the guidance and rules provided.

- 1) All students must attend school every day during the examination period. Students attend all of their usual lessons unless they are scheduled to complete an examination. Any student who fails to attend lessons between examinations or to attend Community Time, as instructed, will be issued with the school sanction for truancy.
- 2) Before examinations begin and in line with JCQ rules, **all mobile phones must be switched off** before students enter the examination room. Any student whose mobile phone rings during an examination and is found near or at their desk will have their work invalidated.
- 3) **All** watches, mobile phones and devices should be placed in the numbered bag on each examination desk which is kept at the end of each row of examination tables and in full view of students.
- 4) It is students' responsibility to be in the right place at the right time in order to sit examinations as scheduled. They must line up outside the correct door of the examination room at the following times:
 - Session 1: Students must be lined up by 8.15 am
 - Session 2: Students must be lined up by 11.05 am
 - Session 3: Students must be lined up by 1.50 pm
- 5) Students who arrive late to examinations without good reason, or who are not wearing correct school uniform, will not be admitted to the examination room. A 'Fail' grade will be recorded in their Pre-Public Examination report.
- 6) In the case of two examinations finishing within 15 minutes (or less) of each other, students will remain seated, in silence, until the second examination has finished and will then be dismissed at that time.
- 7) Students must bring the materials they need for each examination. Black biro pens, pencils, rulers, rubbers, calculators or other materials should be placed in a clear pencil case or in a small, clear plastic bag. It is not the school's responsibility to provide these items. Tippex is not allowed in any examination.
- 8) Students may take a clear plastic bottle of water into the examination room. The label must be removed beforehand. Other drinks are not allowed.
- 9) It is the invigilators' responsibility to ensure that examination rules are applied in every room. Students must enter and leave the room in silence and remain silent during the course of their examination. **Communication between students or distracting behaviour counts as cheating and their work will be invalidated.** Any student who does not follow the instructions of invigilators will be required to leave the room. A 'Fail' grade will be recorded in their PPE report.
- 10) Students who miss examinations due to illness or other unavoidable absence will be scheduled to attend a catch-up session at another time during the examination period. Students must attend their catch-up session, as directed.