



# SIR THOMAS FREMANTLE SCHOOL

A CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

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16<sup>th</sup> December 2021

Dear Parent/Carer,

Re **Yr.11 & Yr.13 mock exams**

You probably do not need reminding of this, but your child will be sitting their mock exams when we return to school in January. In light of this, we thought it would be useful to write to you with a few exam FAQ's:

### ***What if my child is unwell on the day of an exam?***

Formal examinations are timetabled nationally and cannot be rescheduled. Mock exams are organised in a similar fashion, so **we would strongly advise you to send your child in**, even if they only stay for the exam. Schools routinely accommodate candidates with a whole host of ailments, so there really are very few instances in which a candidate should stay home on the day of an exam.

However, if your son/daughter is unwell due to COVID or having to isolate, our contingency plan is as follows. The mock exam timetable will be repeated w/c Monday 31<sup>st</sup> Jan. Students are expected to follow this timetable and attend any exam sessions that they may have missed.

### ***Where will the exams take place?***

The vast majority of the exams will take place in the sports hall. The exception to this will be for exams such as Music, MFL listening or Media studies where students are required to listen or watch audio files. These exams will be displaced elsewhere. The sports hall is a large, well-ventilated exam room, so please advise your child to dress accordingly. It may be advisable to either wear an extra layer or bring your school jumper in.

### ***What happens if my child forgets to hand in their phone or watch before an exam?***

**Phones and watches must not be taken into the exam room under any circumstances.** This is something of which students are well aware of, so there should be no excuse for getting it wrong at this stage in the examination process.

When starting an exam, the lead invigilator will give students one final opportunity to hand in any prohibited items such as phones, watches and study notes. If any such prohibited items are found in a student's possession once the exam is underway, we are obliged to report this and it is highly likely that they will respond by awarding the student in question **zero marks for that paper**.

### ***What will my child need to take into their exam?***

We expect students to arrive to every exam fully prepared with the correct working stationary. This is inclusive of – black biros, pencils, ruler, rubber, calculator, compass and protractor. Equipment should be in a clear transparent pencil case or sandwich bag. Unfortunately, we are not in a position to lend out vast numbers of equipment, so please ensure your son/daughter arrives at school with the necessary equipment.

### ***Can my child go to the toilet if necessary during an exam?***

Yes, if it's absolutely necessary (although they should normally be able to go without a toilet break for the duration of an average exam). They should raise their hand to attract the attention of an invigilator, who will



accompany them to the toilet and back again. The time they take to do this will be taken from their exam time – it is not possible to stop and start the clock.

If you have any queries or concerns about revision for a particular subject, please contact the relevant subject teacher. If you have questions or concerns about the exam process itself, please do not hesitate to get in touch with me ([exams@sirthomasfremantle.org](mailto:exams@sirthomasfremantle.org)).

Yours faithfully,

**Chloe Jones**  
**Examinations Officer**

