



Tadcaster Grammar School

'A Culture of Excellence'

RKN/KTO

22 May 2018

Dear Parents

Year 12 June 2018 Mock Examinations Timetable

Please find attached the June mock exam timetable and instructions document, along with a copy of the JCQ regulations "information for candidates for written examinations" referred to in the instructions. If your child has special arrangements for exams in terms of any extra time, please be aware that this has already been factored in by Mrs Lawson our Examinations Manager.

As you will see, the exams take place in subject option blocks, as per your child's lesson timetable. This means there is no loss of lesson time in any other subject. This also means our students' focus is solely on their exams rather than worrying about catching up what they may have missed in another lesson.

Please note, there is no study leave for these exams. This means that students will be expected to be in ALL lessons other than when scheduled to be in an exam. If the exam finishes before the end of the lesson period, students will be expected to return to the remainder of their timetabled lesson.

Students have been sent this information, timetable, instructions document and JCQ document by email and have been asked to inform Mrs Tomlinson, in person or by email to k.tomlinson@tgsch.uk and by no later than 15 June, of any planned absence during the mock week (such as University open day visit, etc), so an alternative time to sit an exam can be rescheduled in advance, if needed.

We are at a crucial point in Year 12 and, with no formal AS examinations, all assessment points, both those taken in lessons or during our two examination weeks throughout the year, are key indicators in terms of progress and achievement when forecasting final A2 grades.

To support your child, you can encourage them to create revision timetables. If you need any further support with this then please contact your child's Tutor or Mrs Gadsby who can help with this.

Yours sincerely

Mrs R Knapton
Assistant Headteacher: Director of Sixth Form

Enc.

Headteacher: Martyn Sibley B.Sc. (Hons)
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YEAR 12 MOCK EXAMINATIONS TIMETABLE – JUNE 2018

Monday 25 June	Start time: 8.40am		Tuesday 26 June	Start time: 8.40am		Wednesday 27 June	Start time: 8.40am		Thursday 28 June	Start time: 8.40am		Friday 29 June	Start time: 8.40am	
BLOCK B	Room:	S1	BLOCK D	Room:	S1	BLOCK C	Room:	S1	BLOCK E	Room:	S1	BLOCK A	Room:	S1
<u>Subject</u>	<u>Tch grp</u>	<u>Exam duration</u>	<u>Subject</u>	<u>Tch grp</u>	<u>Exam duration</u>	<u>Subject</u>	<u>Tch grp</u>	<u>Exam duration</u>	<u>Subject</u>	<u>Tch grp</u>	<u>Exam duration</u>	<u>Subject</u>	<u>Tch grp</u>	<u>Exam duration</u>
Chemistry (17)	12BCh1	2 x 1hr 30 mins	Biology (20)	12DBi1	1hr 30 mins	French (8) <i>Room to be advised</i>	12CFr1	1hr 45 mins	English Resit (8)	12EnR	Normal lesson	Biology (18)	12ABi1	1hr 30 mins
Computer Science (9)	12BCs1	2hrs 30 mins	Business Studies (14)	12DBs1	1hr 30 mins	Graphics (4)	12CDg1	Normal Lesson	Fine Art (12)	12EAf1	Normal lesson	Business Studies (15)	12ABs1	1hr 30 mins
Economics (13)	12BEc1	1hr 30 mins	Chemistry (12)	12DCh1	2 x 1hr 30 mins	Maths (19)	12CMa1	2 = 1 x 1hr30mins +1 x 1hour	Food Science (3)	12EFs1	Normal lesson	Core Maths (3)	12AMc1	Normal lesson
Geography (13)	12BGg1	1hr 40mins	Economics (12)	12D Ec1	1hr 30 mins	Politics (9)	12CPc1	2hrs	Geography (13)	12EGg1	1hr 40mins	English Lit (12)	12AEI1	2hrs 30 mins
Graphics (4)	12BDg1	Normal lesson	Engineering (4)	12DEd1	1hr 30 mins	Psychology (12)	12CPy1	2hrs	IT/IT Coms(2)	12EIt1	Normal lesson	Further Maths (6)	12A/CFm1	1hr 30 mins
History (12)	12BHi1	2 x 1hr 30 mins	German (2) <i>Room to be advised</i>	12DDe1	1hr 45 mins	RS (7)	12CRs1	3hrs	Law (19)	12ELa1	1hr 30 mins	Maths (16)	12AMa1	2 = 1 x 1hr30mins +1 x 1hour
Law (18)	12BLa1	1hr 30mins	Psychology (7)	12DPy1	2hrs	Further Maths (6)	12A/CFm1	2 = 1 x 1hr30mins +1 x 1hour	Physics (19)	12EPH1	1hr 45 mins	Music (1) <i>Room to be advised</i>	12AMu1	2hrs
Media Studies (1) Mock exam Thu 28 PM	12BMe1	Normal lesson	RS (8)	12DRs1	3hrs				Politics (11)	12EPc1	2hrs	Photography (6)	12APt1	Normal lesson
Sociology (14)	12BSo1	2hrs	Science Applied (8)	12DSa1	Normal lesson				Psychology (14)	12EPy1	2hrs			
			Sociology (17)	12DSo1	2hrs				Travel and Tourism (3)	12ETb1	Normal lesson			
									AFTERNOON at SHS Media Studies(1)	12BMe1	12:45 – 3:00			

Year 12 Mock Examinations – June 2018

School Mock Examinations are conducted in line with JCQ Regulations for GCSE examinations, please ensure you familiarise yourself with these regulations prior to sitting your mock exams – "JCQ Information for Candidates - Written Examinations"

School instructions for students

- Students must have their own equipment, at the very least a minimum of; 2 black pens, 2 pencils, rubber, pencil sharpener, mathematical instruments and a calculator. **THESE SHOULD BE IN A CLEAR PLASTIC PENCIL CASE OR BAG.**
- Students must, on hearing the warning bell at 8.35am, go to their allocated examination room as detailed on their timetable and be ready outside the examination room no later than 8.40am. Students should assemble outside their examination room and wait quietly until a member of staff directs them into the examination room. Students should have ready with them the equipment needed for their examination before entering the examination room. No other personal belongings are allowed to be taken into the examination room.
- Students must adhere to invigilator instructions. Any talking or misconduct from students in the examination room **will not** be tolerated. Any student not adhering to this may jeopardise being able to sit their GCE examinations in this school. Parents will be informed.
- Students will be dismissed back to lessons to attend the remainder of the timetabled lesson.
- Personal belongings such as bags, coats etc are not permitted in an Examination room and should be left in S2.
- Students **must not** have in their possession a **mobile phone, MP3/4 player, iPod, Smart watch or similar device**. Any student found with such equipment may jeopardise being able to sit their GCE examinations in this school.
- No Food or drink or drink is allowed in an Exam room expect for a 500ml bottle of water – this should be in be clear plastic bottle with label removed. Chewing gum is not allowed.
- If you feel unwell during an examination, you should put your hand up and inform the invigilator.
- If you have been absent from an examination, please see Mrs Lawson (Examinations Manager) on your first day back to arrange a time and place for your missed examination paper to be rescheduled. **Please note:** This is only possible for mock examinations, rescheduling of a missed examination is not possible for nationally timetabled examinations.
- Timetabled lessons will run as normal for those students not in a subject examination.

Finally: Any queries students should see Mrs Knapton, their Subject Teachers or Mrs Lawson in the Examinations Office.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.
 If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.