



Dear parent/carers

Trial Examinations December 7th to December 18th

We are planning trial exams for the last two weeks before the Christmas holidays as we do every year. We have altered some arrangements this year, the main points are as follows.

Students will be sitting in the same seat for every exam. Students will be given their seat number and a plan of the gym before the exams start. Students will enter the gym in small groups to ensure they can find their seat more easily and to assist with social distancing.

As the December exams are only for students in Year 11 there is no requirement to wear a face covering once seated inside the exam room, but face coverings or exemption lanyards must be worn whilst walking to and from the exam room.

Seats will be laid out according to JCQ regulations with a minimum of 1.25m from the centre of each chair in any direction. All seats will face the same direction. This standard exam seating adheres to the Government advice to avoid face to face contact and minimise time spent within one metre of anyone.

The Gym is a well ventilated room which can feel quite chilly, especially when students are seated for long periods. We ask that students continue to follow uniform expectations, and ask that any additional layers worn are acceptable for all lessons and school activities.

All students will be given a pack of equipment with their name on it which will remain on their desk in the exam room for the duration of the exams. The pack will contain black pens x 2, HB pencils x 2, eraser x 1, 30cm ruler x 1, pencil sharpener x 1, compass x 1 and protractor x 1. Following the first (non-calculator) Maths exam a calculator will be added to the equipment. Students will be asked to leave the equipment in the bag, on their desk for the duration of the exam period. This is to minimise any requirement to borrow anything part way through an exam due to forgotten equipment. It also minimises the requirement for staff to move amongst the rows of desks.

Students can of course bring their own equipment into the exam if they prefer to do so, but they must leave anything which is not allowed in the exam room in their locker **before** arriving at the exam room. Please ensure your son/daughter is aware that bringing into the exam room prohibited items constitutes malpractice. Malpractice is a very serious offence and can result in students being disqualified from one or more exams and in serious cases may result in students being banned from taking exams for up to five years.

Desks will be cleaned after each exam and the Gym will be locked between exams. It will not be used for any other purpose during this period.



Good attendance is always important and especially so in exams, however anyone who falls into one of these categories **must stay at home**:

- *Anyone who has symptoms that may be caused by Covid-19 including those who are waiting for a test;*
- *Anyone who has received a positive Covid-19 test result (whether or not they have symptoms);*
- *Anyone who lives in the same household as someone with Covid-19 symptoms or who has received a positive test result;*
- *Anyone who has been informed that they must self-isolate by NHS Test and Trace or the NHS Covid-19 app.*

We will follow our Covid-19 risk management plan if any student starts to display symptoms during an exam to further minimise the risk of transmission.

Arrangements for students who take exams in an alternative room

Equipment packs will be held in a sealed box between sessions.

Desks will be cleaned between each use, as is standard practice in multi-use classrooms.

Students who have an approved access arrangement to use a laptop in exams will have the same laptop allocated for the duration of the exams. The laptop will be sanitised between each use.

The trial exam timetable is on Google Classroom and on the school website. Reminders will be sent at the end of each day for the following days exams.

The class code for the '2021 Leavers' on Google Classroom is: 5s1svrx

If you have any queries relating to the trial exams, please email exams@fs.ebor.academy

Yours sincerely



Mrs T Donaldson

Examinations and Data Manager