

September 2026

Year 11 Mock Examinations – centre Number **61915**

Dear Year 11 Students, Parents and Guardians.

Year 11 mock examinations begin in two weeks. These are an important opportunity for students to practise the expectations of their GCSE examinations and identify any areas requiring further support.

The mock examinations will be run in line with the JCQ (Joint Council for Qualifications) regulations, replicating the arrangements students will experience in their final GCSEs next May/June. We will be using our external team of experienced invigilators to ensure that all examinations are conducted fairly and consistently. Students must be aware of what can constitute as malpractice, even during mock assessments. Proven breach of the JCQ rules and regulations and school policies will be reported to the head of centre, Mr Collins, and relevant awarding bodies accordingly. Depending on the severity, penalties range from losing marks, being disqualified from a single subject, up to disqualification from all subjects across all awarding bodies. See attached **warning notices**.

Being prepared is important. The timetable and a useful checklist 'On your exam day' are attached. The purchase of their own authorised exam materials to access the papers is essential. **BLACK BALL-POINT PENS and your own calculator** are most important together with a maths set. The academy does not have enough spares for 230 students and they cannot share anything with their peers.

Before a 9am exam, students must ensure they visit the toilet, have their writing materials ready in a clear pencil-case. Register with their form tutor, leave unauthorised materials, all electronic devices, bags, coats, notes, planners etc., in their locker. Once ready, line up outside 'The Place' in accordance with the Oaks seating plan which will be on display. Individual seat numbers can be viewed normally the day before on the Arbor App under examinations. Those who will not be sitting in the oaks will be notified by the additional Education Needs department and are to wait in the reception area in The Place.

Delays getting into school can and do happen occasionally due to traffic, transport and weather disruption. Students must make every effort to get into school safely and as soon as possible. If late they should go to the exams office on the ground floor near the Oaks Theatre.

If a student is ill on the day of a mock or examination, or has an existing appointment that cannot be re-arranged, parents or guardians must notify the school as soon as possible, following the usual absence-reporting procedure. Also inform me either by leaving a message or email me direct. Information of my contact details are at the end of this letter.

We appreciate the parents/guardians support in helping students approach this important period with the seriousness and preparation it deserves and to enable them to achieve the best possible outcome.

If you have any questions at any time, please do not hesitate to contact me.

Kind regards.

Mrs Julie Thornewell
Examinations Manager
Knole Academy

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Attached:

- Mock Timetable
- On your exam day
- Candidate warning notices