



# Tring School

Headteacher: Mrs Susanna Collings BSc(Hons), MA  
Mortimer Hill Tring Herts HP23 5JD



15 January 2020

## Year 11 Online Exams - Monday 25 January to Friday 29 January

Dear Student

As you will be aware from our communications this week, you will be sitting your online Mock Exams between 25 January and 29 January. Within this letter I have included the following information; the exam timetable (including dates & start times), information from every subject about the details of the exam they have set (length of exam, topic areas and brief content guidance), how the exams will be conducted and the online monitoring arrangements.

I know that you have all been working hard to prepare for these exams and hence our efforts to ensure that they go ahead, albeit in a slightly different format. Please continue to revise and prepare the best you can and take the whole process as seriously as possible. There will be no lessons running whilst you are on your exam week.

Even though you will be sitting these exams remotely, please treat them as if you were sat inside the Desborough Hall; ensure you are ready to start five minutes before the exams begins, sit in a quiet place to take the exam, make sure that you are well prepared (ensure that your Chromebook/device is sufficiently charged, you have a drink of water handy, make sure there are no exam notes or revision guides in view & turn off your mobile phone), read the questions carefully, don't panic, plan your answers out and use the time efficiently and wisely.

Please read the next bit of information very carefully and ensure you take on board what has been shared with you.

### Examination Timetable

We have managed to schedule all your exams into one week, so this means that it will be a busy time and that you need to ensure you know when your exams are. Please click on the link below to see where each exam is situated - it may be wise to print off a copy or copies of the timetable and stick it/them in a prominent position(s) around the house.

[Y11 Exam Timetable](#)

### Examination Information

By clicking on the link provided; the table included will provide you with a more detailed breakdown about each individual subject area.

[Y11 Information](#)

Tel: 01442 822303 Email: [tringschool@tringschool.org](mailto:tringschool@tringschool.org) [www.tring.herts.sch.uk](http://www.tring.herts.sch.uk)





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## Exam Procedures

You will all be added to new Google Classrooms, one for each examination that you take. Following your exam timetable, you will join the classroom, where the paper will be released at the scheduled time. Most exams will be completed either on an additional document posted in the classroom or the paper itself. At the end of the exam you will turn your document in and the exam paper will be removed. More details will be shared with you next week on this. For a couple of exams a separate procedure will be in place which you will be notified of. For students with Exam Access Arrangements (EAA) such as a reader or scribe, then you view the exam paper in the allocated classroom, however, you will be invited to a separate hangout with the staff member supporting you.

## Monitoring Procedures

We require all students completing the exams to be working on a Chromebook and have a working camera. You will join the Google Classroom and click on a link, this link takes you to a Google Meet where your teacher will be monitoring the exam. All exams will be recorded, students will have their cameras on and their microphones off. **If you know you have a Chromebook without a working camera, or need a Chromebook for the exams, then please let the IT team know as soon as possible ([IT@tringschool.org](mailto:IT@tringschool.org)) and they will arrange for you to pick up a loan device from school.** During the exam we will also be monitoring your open tabs through Impero. It is a requirement to make sure you have logged onto your Chromebook using your school email and not a personal device. **Any student found to be in breach of this guidance will have the paper voided and recorded as a U grade.**

I hope that this letter clearly explains all aspects of the mock exam process and if you have any questions regarding your examinations, please do not hesitate to contact your subject teacher directly. All that is left for me to do, is to wish you the very best of luck for the exams.

Yours faithfully

Mr N Barlow  
Assistant Headteacher

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