



# Tring School

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Mortimer Hill Tring Herts HP23 5JD



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## Year 13 Online Exams - Monday 22 February to Friday 26 February

Dear Student

As you will be aware from our previous communications, you will be sitting the second part of your online Mock Exams between 22 February and 25 February. Within this letter I have included the following information; the exam timetable (including dates and 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. Please continue to revise and prepare the best you can and take the whole process as seriously as possible. As per the last set of exams, there will be no lessons running whilst you are on your exam week.

Please continue to treat the exams as if you were sat inside the Desborough Hall; ensure you are ready to start ten minutes before the exams begin, 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 and turn off your mobile phone), read the questions carefully, don't panic, plan your answers out and use the time efficiently and wisely.

**It is important that you read the next bit of information very carefully and ensure you take on board what has been shared with you.**

### Examination Timetable

We have again, 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.

[Y13 Exam Timetable](#)

### Examination Information

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

[Y13 Examination Information](#)

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



### **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. If you have identified any technical difficulties to the school during the last set of mocks, we will be in contact with you directly before the exam period.

### **Monitoring Procedures**

We require all students completing the exams to 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 device without a working camera, then please let the IT team know ([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. I want to wish you all the best with the second part of your mock exams and hope that they go well.

Yours faithfully

Mr N Barlow  
Assistant Headteacher