



# QUEEN'S PARK HIGH SCHOOL

## Year 11 and Year 13 November Mock Examination Plan

### Overview of Mock Provision

The November mock examinations for Year 11 and Year 13 are a crucial component of our assessment strategy. These mocks:

- Provide students with a realistic and structured experience of formal exam conditions.
- Identify gaps in knowledge and skills for students, staff and parents.
- Offer reliable performance indicators that support predicted grade and targeted academic support.
- Build students' confidence, resilience, and familiarity with exam expectations ahead of the summer series.

This year, QPHS will be sharing exam spaces and invigilators with CIS, requiring staff to follow routines closely and support coordination between both schools. A smooth running of the mock series depends on punctuality, consistency and full staff cooperation.

### Spaces and Rooms Being Used for Exams

#### Sports Hall – Main Exam Venue

The Sports Hall will act as the primary exam space, with approximately 80% of students from both QPHS and CIS sitting their exams in this venue.

- Students with extra time only will also be seated in the Sports Hall.
- All students seated here will keep the same seat number for the entire mock fortnight, reducing unnecessary movement and simplifying routines during this new mock provision model.

#### Smaller Room Provision

Because the Assembly Room is needed for assemblies throughout the fortnight, alternative spaces have been organised as follows:

- S1 will serve as the primary smaller exam room and will also be used as the laptop room for students who require access to a computer. S1 has been chosen for health and safety reasons, particularly due to the number of laptops required and the location of suitable plug sockets.
- Additional rooms will be used ad hoc to support larger exams or specific access arrangement requirements.
- Smaller rooms along the Reception corridor will be designated for 1:1 invigilation and very small groups.



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## Year 11 Provision

### Morning Exams (AM)

#### *Before the Exam*

- Year 11 students will attend Period 1 as normal where they are to be registered.
- For core exams (English, Maths, Science):
  - Period 1 teachers will bring their classes to the Assembly Room at 8.50am.
  - Students will store their belongings before being escorted by their teacher to line up silently outside the Sports Hall.
- For non-core exams:
  - Please send only the students scheduled for an exam to the Assembly Room, where JON, DOM, or MCK will supervise and escort them to the exam.

#### *After Exam Start*

- Evelyn will pick up a completed seating plan register to cross-reference any gaps in attendance.
- Once the exam is underway, JON will contact Period 2 staff to confirm pickup arrangements and any adjustments needed.
- Where an exam is scheduled to run beyond breaktime, JON will also contact Period 3 staff to advise supervision arrangements.

### Afternoon Exams (PM)

#### *Before the Exam*

- Students will go straight to the Assembly Room at 1.00pm to drop off belongings.
- For core exams:
  - Year 11 teachers will escort their classes to the Sports Hall.
- For non-core exams:
  - Students will be escorted by JON, DOM, or MCK.

#### *After Exam Start*

- PAS will register students once the exam has started.
- JON will contact Period 5 staff regarding any required supervision and pickup times.



# QUEEN'S PARK HIGH SCHOOL

## **Year 13 Provision**

### **Morning Exams (AM)**

#### *Registration and Bag Drop*

- Year 13 students will register in the Common Room at 8.40am.
- All bags should be left with TUN in the Sixth Form Office, following the established routine from previous exam series.

#### *Movement to Exam Venues*

- JON will radio PRD/TUN when the Sports Hall or designated smaller exam spaces are ready.
- At this point, the Sixth Form team will release Year 13 students to make their way calmly to the correct venue.

### **Afternoon Exams (PM)**

#### *Registration and Bag Drop*

- Students will again register in the Common Room at 1.00pm and leave bags with TUN in the Sixth Form Office.

#### *Movement to Exam Venues*

- JON will radio PRD/TUN, as in the morning session, when students should begin making their way to the exam venue.