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Dear all,

We hope this email finds you all well. Apologies for the number of emails you have received from us in the last few days; as you are aware the situation is changing daily and we want to keep you up to speed with everything as much as possible. Check tallispost16.com frequently as it's where we'll most quickly be able to post updates.

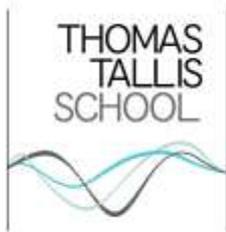
Arrangements for Mocks

These will take place following the published schedule but will be taken online using Teams. You will follow the same timetable for the exams that we have already sent out to you. It's [here](#) as well if you need. You will need to log on to Teams five minutes prior to the start time of each exam. Before each of your exams we will run a five-minute meeting which you must join where we will outline the structure and time frame for the exam. We will use this pre-exam Teams meeting to take a register for each exam and Mr Bell will contact your parents immediately if you do not attend the start of each of your exams without good reason. Your exam paper will then be uploaded to Teams using the 'Assignments' feature. You must complete each Mock Paper and submit it within the given time-frame. Here is a [useful guide](#) on how to use the assignments feature - please familiarise yourself with it. If you are unable to type your assessment because you don't have access to a laptop or tablet, or because the exam format doesn't lend itself to electronic completion, you may handwrite and email a photograph of each page of your exam script directly to your teachers within the time-frame.

Exam Anxiety

It's a while since you sat even moderately formal examinations. You might not have sat them in a 'Tallis-y' way before. Almost certainly you've never yet set the darned things online whilst schools all across Britain are shut. Strange times! Probably some of us are feeling slightly freaked out by it all. Of course, it's very normal to feel some pressure to perform well in examinations. This is why we set lots of mocks and tests every year - so that you can become familiar with the way these might make you feel, learn to cope well with how this kind of assessment works, and perform at your best. Our experience over many years of running assessment for sixth form students is that 'little and often' is the best way to make people feel this sense of confidence. (Also, pedagogically speaking, one of the best ways of making learning 'stick' is by examining people on it.) We have some more in-class assessments scheduled later on in February and another set of Mock exams due after Easter, just as happens normally every year. Plus there are the usual essays, assignments, independent study tasks that happen every week. We want a rich diet of work from you to look at so that we can give you the best advice about improving as a student, using the best and most detailed evidence we can get. Mock exams are only one part of this 'portfolio' of work from you, but they are an important part. So: please do take them seriously, and give them your best shot,

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but do remember, also, that we already know lots about you as a student, and have many more opportunities this year and next to find out more.

If things do get on top of you, mind – let your tutor know. We will help.

Exam Dispensation

If you receive extra time your teacher will be aware and you will be granted 25% extra time or whatever other dispensation you need.

Illness

If you are unable to attend the mock due to illness or for any other reason please ask your parents/ carers to email Mr Bell, copying in your teacher, as a matter of urgency. Your subject teacher will then make arrangements with you to sit the paper at another time.

Online lessons

During your mock week all online lessons are suspended unless you are studying BTEC qualifications where you must continue to attend your lessons online as normal.

Computer access

If you are having issues connecting to Teams or you do not have a device that you can use Word or the other necessary software on you must notify your head of year immediately.

What happens if you miss a mock exam

It will be rescheduled either during the mock week itself or after school the week after. Your subject teacher may choose to set you a different paper.

We understand that all of this is less than ideal. The present situation is a challenge to us all. However, with the best staff, as you have, and with the best students, as you are, we will manage between us to keep things as normal as we can.

Please do contact your tutor or head of year if you have any questions or concerns.

Take care, and stay well!

Mrs Odd
Head of year 12
Tallis Post 16

Mr Bradshaw
Head of Post 16
Tallis Post 16

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