

Dear Parents/Carers,

Assessment week

Year 11

Monday 10th November will be the start of our whole school assessment week. Our Year 11 students will start their 2-week mock exam window on this day. With exams taking place in the sports hall or small room for students with access arrangements. All students have been issued with their individual exam timetable.

Key Stage 3

Tuesday 11th November will see the start of our 3-day KS3 (Years 7-9) BASE Assessment window. On Tuesday, Wednesday and Thursday students will complete 3 BASE assessments per day. Students will be given the opportunity to revise for these assessments prior to completing them. The assessments will be completed in tutor group classrooms. A small number of students may complete them in a smaller room with students from their year group. The table below shows what the day will look like for a Year 7 student.

Tuesday - 11/11/25					Location
Tutor	8:30 - 8:40	Register	Subject	Subject	Tutor room
	8:40 - 9:00	Revision			Tutor room
Period 1	9:00 - 9:50	Assessment	English		Tutor room
	9:50 - 10:10	Revision			Tutor room
Period 2	10:10 - 11:00	Assessment	Spanish		Tutor room
	11:00 - 11:10	Revision			Tutor room
	11:10 - 11:30	BREAK			
Period 3	11:30 - 11:40	Revision			Tutor room
	11:40 - 12:30	Assessment	Technology		Tutor room
Period 4	12:30 - 13:00	P4a	S Band	Science	Classroom
			W Band	English	Classroom
	13:00 - 13:30	LUNCH			
	13:30 - 14:00	P4c	S Band	Science	Classroom
			W Band	English	Classroom
Period 5	14:00 - 14:30	Revision			Tutor room

Students in Year 8 and Year 9 will follow a similar timetable for the 3 days. The difference being the time they have their lunch break. The only normal timetabled lesson students will attend will be Period 4. Our students will have to demonstrate our school values of being Respectful, Ambitious and Resilient during this week to be successful. To support students in managing their workload throughout this assessment week **the school day will finish at 2.30pm on these 3 days for all students Y7-11**. Students will leave the school site at 2.30pm. If a student needs to remain on site, the homework club will start at 2.30pm on these days. Students can remain at school in the homework club until the normal finish time of 3pm or stay as long as they wish until the homework club finishes at 4pm.

There will be a **pre-assessment week** for KS3 students. This will see students complete their Art, Music and Drama BASE assessments in their timetabled lessons for these subjects. The pre-assessment week will take place in the **week beginning 3rd November**.

BASE Assessments

Our staff have worked in collaboration with other staff from across FMAT to design assessments for most subjects in KS3 which assess the following areas:

- Previous knowledge
- Gap knowledge
- Current knowledge

Teachers input how a student has performed on each question using either B, A, S or E.

Each student then receives an overall grade for that assessment which would be an average of how they performed across all questions. For example, S – Secure. This would mean that the student is performing at the level we expect in relation to their KS2 data from Primary school & Baseline assessment data we have from when they joined Smith's Wood Academy.

BASE Grades		
B	Beginning to Show	Work is BEGINNING to demonstrate some of the criteria we expect your child to be producing
A	Approaching	Working TOWARDS the level we expect your child to be producing.
S	Secure	Work is AT the level that we expect your child to be producing.
E	Exceeding	Work is ABOVE the level that we expect your child to be producing.
Additional grades:		
U	Unable to access the curriculum	This is that indicator that the student was unable to answer enough questions to demonstrate that they can meet the criteria we expect your child to be producing
Abs	Absent	They were absent from the examination and the subsequent catch-up sessions

Year 10

Year 10 students will also be involved in the assessment week. Year 10 assessments will take place on Tuesday 11th, Wednesday 12th and Thursday 13th November in the theatre. Like other years, there will also be a small number of students who complete their assessments in a smaller room. The table below shows what the day will look like for a Year 10 student.

Tuesday - 11/11/25					Location
Tutor	8:30 - 9:10	Register	Subject	Subject	Tutor room
Period 1/2	9:10 - 11:10	Assessment	English		Theatre
	11:10 - 11:30	BREAK			
Period 3	11:30 - 12:30	Assessment	Option A		Theatre
Period 4	12:30 - 13:00	P4a	S Band	English	Classroom
			W Band	Science	Classroom
	13:30 - 14:00	P4b	S Band	English	Classroom
			W Band	Science	Classroom
	13:30 - 14:00	LUNCH			
Period 5	14:00 - 14:30	Revision			Tutor room

On Wednesday 12th November Year 10 students will complete Maths and Option B assessments. On Thursday 13th November students will complete Science and Option C assessments. Option A, B or C refers to the subject they study in that block. For example, History or Spanish.

Homework club

Our homework club is open to all students. It takes place in G13, this is a computer room. Staff will be there to support your child to complete their work if needed. The homework club runs on the following days/times:

Tuesday	Wednesday	Thursday	Friday
3 – 4pm	3 – 4pm	3 – 4pm	3 – 3.30pm

Parent/Carer support

Parents and carers play a vital role in the assessment week. We ask that you complete the following actions to support your child in performing to the best of their ability during these assessments.

- Discuss the upcoming assessments with your child.
- Check your child has a revision timetable in place which covers all their subjects.
- Remind your child that little and often is the best method for revision when thinking about how long to spend revising.
- Provide an environment free from distractions for them to work whilst at home.
- Offer praise and encouragement. Your child will have strengths across different subjects. They should be ambitious and try their best in all subjects.
- Encourage your child to attend the homework club.

We will run a mop up timetable where students from Year 7-11 will complete any assessments they may have missed. This timetable will be shared with relevant students asap after the assessment week.

Yours sincerely,



Mr Friswell
Vice Principal