



January Trial Examinations 2025 Year 11 Students

Venue

- The trial examinations run from Monday 6th January to Tuesday 14th January (inclusive).
- Examinations take place in the Sports Hall except where stated otherwise. Students with Access Arrangements may take examinations elsewhere. Individuals will be informed.
- As per JCQ regulations, no “potential technology/web enabled sources of information” are allowed in the examination room.
- Candidates must not be in possession of the following items:
 - Airpods;
 - Earphones/earbuds;
 - iPods;
 - Mobile phones;
 - MP3/4 players or similar devices;
 - Watches
- The presence of any of the items listed above would be reported as malpractice, and could be subject to penalties, in accordance with the JCQ document: *Suspected Malpractice: Policies and Procedures, 1 September 2024*.
- Students are advised not to bring any of these devices on site during the examination period. If they are required, they must hand these into Student Services in advance of the examination.

Timetable

Students will be provided with a personalised examination timetable, based on the subjects studied.

- Morning examinations begin at 09:00
- Afternoon examinations begin at 13:30

Certain subjects may have more than one examination. Students should attend ALL examinations for their subject area. Any issues regarding this should be discussed with subject teachers.

Students will not always be in examinations. Where no exam is timetabled, students will be in their timetabled lessons, with their usual subject teachers.

In the highly unlikely event that there is a clash in exam papers, this should be raised with Mrs Round, the Exam Officer, as soon as identified.

A timetable of all trial examinations can be located on the school’s website.

Study Leave

There is no study leave during the Year 11 trial exam period. Students are expected to be on site daily from 08:30.

No examination will finish after 15:30. Students will remain onsite until the end of the school day (15:35).

Headteacher Mr R Bernard MA

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Access Arrangements and Special Consideration

Some students are entitled to extra help, known as *Access Arrangements*.

Most *Access Arrangements* need to be approved by examination boards several months in advance, supported by evidence. Examination Boards rarely approve arrangements which differ from the candidate's normal way of working.

It is very important that you contact Mrs Cleaver (in the Additional Intervention Team), or Mrs Spencer (SENDCo) as soon as possible if you think your child may be entitled to *Access Arrangements* and is not already being given extra help.

Special Consideration can be granted where some problem occurs **just before or during examinations** which prevents a candidate from performing to their full potential, or in exceptional circumstances from taking an examination. Special consideration is intended to compensate candidates who are unable to fully demonstrate their knowledge and skills.

If a problem occurs **just before or during** an examination, then you should contact the Exams Office, immediately after the examination. You will need to provide us with any supporting documents that you may have. Please note that in the Summer exams, Examination Boards will only accept requests for special consideration submitted by the School.

Examination Experience

Every effort is made to ensure that the trial exam series replicates the routines, demands, and experiences that students will have in the summer examination series. As such, the conduct of students is monitored throughout to ensure that students have a rewarding, worthwhile experience. Students behave impeccably through the examination period, but I would urge that the importance of focused revision and appropriate conduct are further supported in conversations at home.

Assembly information

Year 11 students will have an assembly on Friday 13th December to relay the information above, and to address any common questions and concerns. Should there be any issues following this, students should speak to me, Mr Pearle (Year Team Leader), or Mrs Round (Exams Officer).

Mr J Marshall

Assistant Headteacher – Examinations

All information regarding Examinations can be found [here](#)

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