



## **January Trial Examinations 2025** **Year 13 A-Level Students**

### **Venue**

- The trial examinations run from Monday 6<sup>th</sup> January to Friday 17<sup>th</sup> 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

Students should arrive for examinations at least 15 minutes before the scheduled start time.

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.

Please note that in certain, unavoidable circumstances, examinations may finish after 15:35.

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**

Year 13 A-Level students are expected to remain on study leave during the trial examination period, and only attend school when scheduled to sit examinations. On days where no examinations are scheduled, this time should be spent revising and preparing for examinations.

Once examinations are completed, students are requested to leave the school site.

If a student is completing two examinations in one day, there will be study space available for students to complete independent revision, between the examinations.

Headteacher Mr R Bernard MA

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Year 13 students return to school on Monday 20<sup>th</sup> January (08:30), when normal timetabled lessons resume.

## **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 13 students will have an assembly on Tuesday 10<sup>th</sup> 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, Mrs Bradley-Brophy and/or their Year Team Director, or Mrs Round (Exams Officer).

Mr J Marshall  
Assistant Headteacher - Examinations

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

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