

Dear Parent / Carer

Our Trial Examination week is starting on Tuesday the 7th of January and finishes on the 22nd of January. Please continue to support the revision and learning habits of your children by using the resources we have gathered here: [Link to revision resources](#). Your children should aim for 2 hours of additional study after the school day. This can include activities such as homework to consolidate understanding. We are having an assembly on Thursday to reiterate the key points and procedures for these assessments. I have shared the relevant information with you below.

### Timetable

Your child's revision timetable is currently on Bromcom and the general timetable is on the school website link above. If you are unable to log in to Bromcom please email: [mychildatschool@hccs.info](mailto:mychildatschool@hccs.info). Please help your child develop a schedule for the assessments in order to ensure that they are prepared each day. Please check this before the school holiday.

### Equipment

Your child will need all the normal school equipment. Exam equipment will need to be in a clear pencil case or sandwich bag. **We do not have spare exam equipment. If your child does not have the necessary equipment, they will have to do their exam without it.** No watches are allowed in our examinations and they will need to be removed prior to the assessment. All bags and coats will be put in the store room. Please supply your child with the following equipment:

#### Equipment

- Pens (black is required)
- Pencil
- Ruler
- Calculator
- Rubber
- Compasses
- Protractor
- Highlighters (optional)
- Clear plastic pencil case or small sandwich bag

### Exams

We operate the trial exam period as if it were a true exam period. There are some key rules that we would like to make you aware of in order to make the exam period run smoothly. We will contact home should your child break exam conditions as well as communicate to you the potential outcomes that behaviour would warrant. In the real exam period, we have a duty to report exam conditions violations but have no say in the outcomes from the exam boards. We will be using the term 'malpractice' as that is the official term used by the exam boards.

#### Malpractice includes but is not limited to:

- Communication - Talking, gesturing, making eye contact, pulling faces
- Disrupting - excessive noise from moving, yawning, dropping equipment purposefully
- Entry/Exits - any communication attempted within the walls of the exam room
- Miscellaneous - littering, destruction of property, spilling water
- Possession of a mobile phone, headphones or a watch of any kind
- Unauthorised material - notes, flashcards, etc. - even if you do not intend to use it

In order to ensure your child does not have any devices, we will use our scanner upon entry to the exam and after toilet breaks. Students with a medical device that a scanner would cause interference with are exempt.

### **Using the toilet in the exam**

To avoid disruption we request that all students use the toilet before an exam. Most exams are completed in under 2 hours under 'normal time'. We expect that students will be able to complete an exam without having to use the toilet. We do understand that occasionally toilet trips are necessary but **we do not allow trips to the toilet in the last half hour of an exam.** As students complete the exam, they tend to get restless and want to move around. This causes disruption for others in the critical last moments of their exam. Therefore we do not allow students to use the toilet in the first hour or the last 30 minutes. Students with a toilet pass are exempt from these rules.

### **Reporting**

All assessment data will be reported in our interim on 5/2/25. We will also be holding an in-person event that same evening to help support parents with revision. On the following evening, 6/2/25, we will have Year 11 Parents evening which will give you timely feedback on your child's results and what they can be doing going forward.

One of the key messages that we are delivering is that our assessment week will help build the resilience and strength needed to be successful in the summer assessment period. If you or your child have any concerns please contact your child's tutor. If you are concerned about your child's concessions and exam arrangements, please contact Learning Support. Please note that the deadline for new access arrangements has passed. If you have any specific subject related concerns, please contact individual teachers to discuss support, ideally before the Christmas holiday.

Kind Regards

Brian Gallagher  
Head of Year 11

## Warning to candidates



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b> City & Guilds	 Awarding Learning <b>CCEA</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b> Pearson	 wjec cbac <b>WJEC</b>
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**1**

You **must** be on time for all your examinations.

**2**

**Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

**3**

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

**4**

You **must** follow the instructions of the invigilator.

**5**

You **must not** sit an examination in the name of another candidate.

**6**

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

**7**

If you are confused about anything, only speak to an invigilator.

**The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**