

24th June  
St Bartholomew's



PROM '25

*Great Gatsby*

at...  
Sandford Springs Hotel & Golf Club

*Ticket price:*

£

6:30 - 10:30

# THE FINAL COUNTDOWN

Y11, Mr Robbins & Mrs Jenner  
24/04/25

# During Study Leave

- **Graduation** for Year 11 is next Friday (May 2nd). There will be no timetabled lessons or tutor time after that date.
- Please continue to look at Satchel:One.
  - we are committed to sharing resources and guidance regularly during study leave.
- Make direct contact with subject teachers to ask for specific advice.
- Arrange to check in regularly with your Tutor.
- Always welcome to call in to House Offices.

If you come into school for whatever reason when you don't have an exam, you should sign in at House Offices

# Good Habits

You need to:

- pace yourself
- balance your time
- maintain interests and activities beyond academic work
- organise your time so that you ensure you are looking after yourself
- little and often
- get out of your room...



# From Monday 15th May

No entry/exit through door between Curnock and Patterson.

No access to changing rooms through Patterson atrium.

W116 going to be used regularly for exams.

Davis 1st floor & Patterson 1st Floor

Pay attention to all signs and to all areas that are cordoned off etc.



# Working space

Canteen

Library



During Exams

# 15 mins before the start of exams....

- students must line up (with reference to the displayed seating plan) 15 minutes before the identified start times. From there, students should follow instructions to move efficiently and silently to their exams.

The standard start times are:

09.00 morning exams....so line up by 08.45

13.10 afternoon exams....so line up by 12.55



# Hall

- The majority of Exams will take place in the Hall. The line up lists will be on the blue noticeboards in this picture



# Extra-time/Smaller Room candidates

There will be various venues for students with extra-time/smaller room arrangements but all these will **line up in the Hub**.

A 'smaller/alternative room' means you are not in the Main Hall and every other venue is considered smaller.

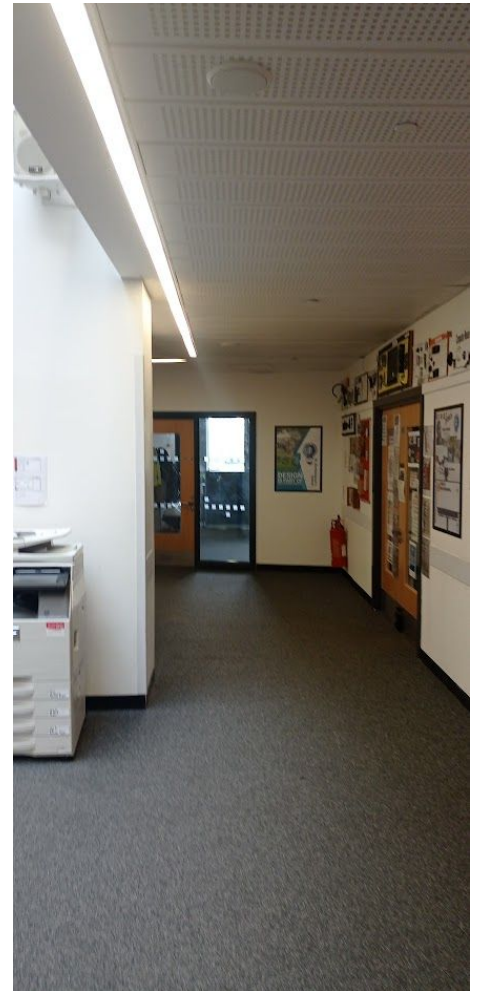
Line up lists will be on this beautiful noticeboard.



**When students without access arrangements have an exam that is not in the Hall, the line up will also be listed on this board.**

# Separate Room Candidates

- Students with **Separate Room** arrangements should report to the Personalised Learning office (D034) 15 minutes before each exam.



# Different Venues

You may be sitting in different venues throughout the exam season. Don't assume that you will automatically be in the same venue every time.

# Mornings

where students arrive early for morning exams they should base themselves in the hub and canteen(or where space is available, in the library) and should work quietly.

- exam breakfasts

- Tuesday 13<sup>th</sup> May (AM)- RE
- Thursday 15<sup>th</sup> May (AM)- Maths
- Wednesday 4<sup>th</sup> June (AM)- Maths
- Friday 6<sup>th</sup> June (AM)- English Language

Mrs Jenner  
Exams Officer

# Check your timetables

If you have any queries about your timetable, make sure you contact the Exams Office this week. Don't leave it until the day before.

[exams@stbarts.co.uk](mailto:exams@stbarts.co.uk)

# Absence

Ensure your parents ring 01635 576372 every day if you are unable to be in school and contact [exams@stbarts.co.uk](mailto:exams@stbarts.co.uk).

If you arrive late (after an exam has started) please go to your House Office.  
Don't attempt to enter exam spaces on your own.



# Silence is Golden

- students must be silent as they approach and leave any exam rooms.



## Regulations for Candidates

from the Joint Committee for Qualifications

# Cooperation with Exams Team and Invigilators

Any instances of not complying with instructions will be reported to the exam board.

# A. Regulations - Make sure understand the rules

- Be on time for all your exams. If you are late, your work might not be accepted.
- **Do not** become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- You **must not** take into the exam room:

(a) notes;

(b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Any pencil cases/water bottles taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- If you have a watch, the invigilator will ask you to hand it to them.

## A. Regulations - Make sure understand the rules pt2

- **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- You **must not** write inappropriate, obscene or offensive material.
- If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return
- **Do not** borrow anything from another candidate during the exam.

## B. Information

- Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators & Dictionaries

- If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs.
- Do not use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper

or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed.

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work



## E. Advice & Assistance

1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are not sure about what you should do;

(b) you do not feel well;

(c) you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

# FIRE ALARM

- If doing exams in the Hall, Gym, Foyer, WCC, WMR, please wait for instructions from the invigilator before leaving the room.
- If doing exams in separate rooms or other rooms across the school, you will leave immediately with your invigilator.
- All line ups for exam candidates will be on the **MUGA** in the order of your seating plans not your Tutor Groups. Your Tutors will be there to assist.
- You must maintain exam conditions (silence) throughout a fire drill. Failure to do so will constitute malpractice.
- If the alarm goes off when you are not in an exam room, you should go to the **Field** rather than the MUGA.

## Get ready

All incidents not conforming to JCQ regulations will be reported to the awarding body who will determine the necessary penalty.

## Arrive on time

Hand mobile phones and Airpods in (or ideally leave them outside the room altogether) and not keep them in pockets (switched off). If they fall out a pocket it will be reported to the awarding body as malpractice.

## Keep calm

## Look after yourself

## Put exams behind you when they are done

## Exam Information

When there is important exam information it will be posted below. Should you need to contact the exam office please use the email address: [exams@stbarts.co.uk](mailto:exams@stbarts.co.uk)

### Internal Practice Exams

We believe in the importance of giving students experience of formal exam conditions. We run a number of practice exam seasons. These take place in exam spaces, such as the Hall, with external invigilators and within JCQ (Joint Council for Qualifications) guidelines.

- Year 10 practice exams take place in March (over 4 days)
- Year 11 practice exams take place in November (over 7 days)
- Year 12 practice exams take place in June (over 2 days)
- Year 13 practice exams take place in January (over 4 days)

Results of these exams are reported home to parents as part of our reporting cycle.

In Years 7-9 classroom-based end of year assessments take place in the Summer Term, typically in weeks 32-35.

### Joint Council for Qualifications – Information for Candidates booklets

Candidates should familiarise themselves with the following JCQ documents, which outline some important exam do's and don'ts.

## Learning

[Curriculum Overview](#)

[Subject Overview](#)

[Learning in Years 7-9](#)

[Learning in Years 10-11](#)

[Exam Information](#)

[SEND / Personalised Learning](#)

[Stretch & Challenge](#)

[The Beacon School Programme](#)

## The Coming Of Good Luck

So Good-Luck came, and on my roof did light,  
Like noiseless snow, or as the dew of night;  
Not all at once, but gently,- as the trees  
Are by the sun-beams, tickled by degrees.

*Robert Herrick*

