



Year 11 exam assembly November 2025



Exam rules



Students should register in the main building at 8:30 as usual and make their way to the Annexe at 8:40 if they have an exam. Year 11 students have lunch first during this period and leave the main building at 1.45pm to start an afternoon exam at 1.55pm. When not in an exam, students must attend their normal lessons. Mock exams will have a significant impact on preparations for actual exams. Attendance is critical. Special consideration will only be given if the school receives a medical certificate.

Be ready

Finally, the time has come where you get to show everyone how hard you have worked during your time at CSFG. The exams you will be taking will influence what you do in the future and although it is our responsibility to ensure these exams run smoothly for you, you also need to be as prepared as possible and follow the expectations already set out in order for you to get the results you deserve.

There are a number of rules and regulations for exams that you must be aware of (most of these are set by the Exam Boards, not by the School!) so please take some time to look through this to ensure you are fully aware of the rules and regulations, timings and arrangements made for you.

If you do not abide by these rules, it is possible that you WILL be disqualified from your exams, so please make sure you read the following information carefully.

CHECK your year 11 Google classroom regularly.

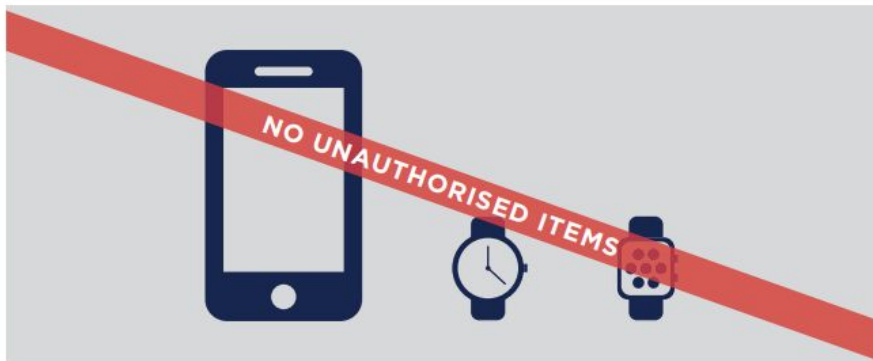
CHECK - WEEKS BEFORE EXAMS BEGIN

IF THERE IS ANYTHING THAT YOU DO NOT
UNDERSTAND,

ASK YOUR SUBJECT TEACHER, YOUR FORM
TUTOR OR THE EXAMS OFFICER FOR HELP.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

Warning to Candidates

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.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam – whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



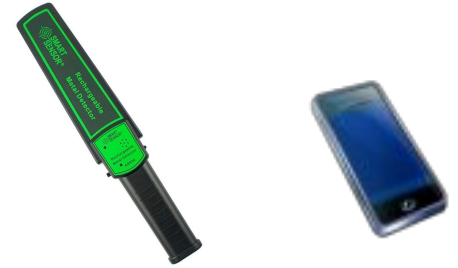
EXAM CHECKLIST



Aim to arrive at school **AT LEAST** 30 minutes prior to your exam start time in the mornings. If you are late, report to Reception as soon as you arrive. If you are more than 30 mins late, you may not be permitted to take the exam.



When taking exams, bags and coats should be left in the dedicated space as directed by the Invigilators in exam rooms.



You must not have a mobile phone or any electronic communication device in your possession. Mobiles are to be **TURNED OFF** and put in your bag. Wands are in use to check. **If you are found with a phone or an electronic communication device on you, this could result in DISQUALIFICATION from your examination and your overall Qualification.**

EXAM CHECKLIST



- It is **YOUR** responsibility to bring **ALL** the necessary equipment to every exam you sit (Equipment will **NOT** be provided on the day). You are not allowed to use correction liquid/fluid/tape. Do not use highlighters in your answers, only for highlighting key texts in the questions if necessary.
- You **MUST NOT** talk, attempt to communicate with, or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand once seated and an Invigilator will come to you as soon as they can.
- No food (including chewing gum) is allowed in the exam hall. If you have a special requirement, please see the Exams Officer before the exam.



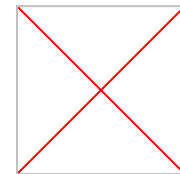
EXAM CHECKLIST

- Only clear water bottles are allowed in the exam hall - No Labels on the bottle & No Coloured Liquids (unless its pre approved by the exams office).
- Please do not take your glasses case into the exam hall. It should be left in your bag.
- You will not be permitted to leave the exam room until the scheduled finish time of the exam. You will be advised when you are free to leave by the Invigilator. In some cases, you may have completed your exam but others around you doing a different tier may still be working and you may be asked to wait until everybody has finished so that you do not disrupt those still working. Please be patient and **DO NOT TALK** until you have left the exam room and moved away from the immediate area.

EXAM CHECKLIST



- Please ensure that you have gone to the toilet before the start of your exam. If you need to go to the toilet during an exam, you must put your hand up and wait. You will be escorted to the toilet either by an Invigilator or a member of staff.
- Check that you have been given the question paper you are expecting to take (subject, tier, unit, date). If not, put your hand up straight away and wait for the Invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one (or the wrong tier).
- If you feel ill during the exam, please bring this to the attention of the Invigilator as soon as you can.



EXAM CHECKLIST

- No Watches are allowed in the Exam Room.
- You are not allowed to take Notes, Paper or Calculator Lids into the Exam Room.
- Please Note: Any writing on your body may be reported to the Exam Board as Malpractice!!

Calculators

- **Calculators may be used in an examination unless prohibited by the awarding body's specification.**
- **The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.**
- **Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.**
- **If you are unsure whether your calculator meets the criteria above, please check the calculator's instruction manual.**
- **If you are found to be using a calculator that breaches the regulations, you may be disqualified from that exam and the overall qualification.**

THINGS YOU NEED TO KNOW

CANDIDATE NUMBER

- You will be allocated a Candidate Number that refers only to you. You can find this on your timetable.
- Your allocated desk will have a card giving your legal name & candidate number for ease of reference. When completing the information on each exam paper, you **MUST** use only your **legal names**, not those you like to go by.

THINGS YOU NEED TO KNOW

TIMETABLES

Please check your individual timetable very carefully. If there are ANY mistakes (e.g. name, date of birth, exam entry/wrong tier, etc.) you **MUST** inform the Exams Officer immediately.

Mistakes that are not spotted at this stage could mean that your document is incorrectly printed later.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know that you have already stopped or been withdrawn from a subject) you must tell the Exams Officer or your subject teacher immediately.

Some students will have exam clashes.

Do not worry, come and see the Exams Officer who will tell you which exam you will be sitting first.

THINGS YOU NEED TO KNOW

YOU ALONE ARE RESPONSIBLE FOR
CHECKING YOUR EXAM TIMETABLE.

IF YOU LOSE IT, PLEASE ASK YOUR
HOY FOR A REPLACEMENT.

THINGS YOU NEED TO KNOW

ABSENCE FROM EXAMS

You must attend all exams that are on your timetable.

Misreading the timetable will not be accepted as a satisfactory explanation for absence.

You will be charged if you fail to attend an exam that has been paid for by the School. If you miss an exam through illness you will not be charged if you have a valid doctor's note.

THINGS YOU NEED TO KNOW

BANNED ITEMS

You must not bring any unauthorised material or equipment into the examinations room which might give you an unfair advantage such as notes, books, calculator cases, mobile phones, iPods, watches, MP3 players, pagers and any other electronic device.

You are strongly advised against bringing any of these items to school with you on exam days as CSFG cannot take responsibility if they are lost or damaged.

THINGS YOU NEED TO KNOW

Mobile phone, pager or other electronic communication device is found on you during an exam, even if it is turned off, the device will be taken from you and a report made to the appropriate exam board.

NO EXCEPTIONS WILL BE MADE.

THINGS YOU NEED TO KNOW

CHEATING

If you are caught cheating in any way during an exam, you WILL be reported to the Exam Board. “Cheating” means doing anything that is against the rules as stated on the Notice to Candidates (included with this booklet). In severe cases, you could be disqualified from taking any exams for UP TO 5 YEARS.

CONDUCT IN THE EXAM ROOM

You must be silent at all times. This includes when you enter and leave exam rooms. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you must be escorted at all times if you need to leave (e.g. for a visit to the toilet). Standing up and leaving your desk or exam room without permission may lead to a disqualification. Please do not write on exams desks, it is regarded as vandalism and YOU WILL have to pay for any damage. You will not be allowed to leave early, even if you have finished your work as this disturbs those still working around you so use this time to double check your work.

THINGS YOU NEED TO KNOW

AT THE END OF THE EXAM

The Invigilators will collect your papers before you leave the room. **ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.**

Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room. You will be dismissed row by row to collect your bags and exit the room in silence, please ensure you follow the invigilators instructions during this time.

REMEMBER: You are still under exam conditions until you leave the exam room. Please be clear of the immediate area outside before you start your conversation as students may still be working in the exam hall/ room.

THINGS YOU NEED TO KNOW

All examinations will take place at the annexe, in formal examination conditions. Students should arrive at school as normal between 8.20 - 8.30am where they will be registered in forms and then immediately walk across to the annexe, where they will line up before the morning exams will start at 8.45am.

Few exams will take place between 11-1pm. You must arrive at the annexe by 10.50am.

The afternoon exams will begin at 1.55pm and students will need to line up by 1.45pm. Year 10 will be having early lunch at 1pm.

Students must attend all of their examinations.

RESULTS

Year 11 mock GCSE results will be released on 16/12/25 and your teachers will explain results in your lessons after the exams are all completed.

Important:

- Year 11 parents' evening is on **14th January 2026**
- Attend all exams
- Comply with all exam regulations at all times
- Read your exam timetable carefully
- Check the year 11 Google classroom everyday
- <https://www.bbc.co.uk/bitesize/articles/zw27tcw>