



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

14th February 2025

Dear Parents and Carers

Year 11 Key Information – Exams and Study Leave

I am writing to you to inform you about some key information regarding Year 11 Exams and Study Leave.

Exam Intervention Session Days *(please see attached schedule)*

It is an expectation that pupils will attend all sessions they are invited to. There will be more sessions being organised as the half term goes on and we will communicate regarding these in due course.

Exam withdrawal Consequences

It is not normal practice at Archbishop Tenison's to allow pupils in Year 11 to withdraw from an exam. We strongly feel that having studied a course for the last two year's pupils should complete the course in its fullness. I would like to make sure you are aware your son/daughter has been entered for an exam but fails to sit the examination, the '0' result will still appear on their final exam grade certificate. If you have any questions regarding withdrawal information, please email – wintm@archten.croydon.sch.uk.

Exam Expectations *(pupils will receive a hard copy of their exam timetable after Easter, but an online version will be available on Bromcom beforehand).*

The Joint Council for Qualifications (JCQ) information for candidates can be found here <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Key Exam Information:

- The time stated on the exam timetable is the exam start time
- Candidates should arrive 30 minutes before the exam start time and line up in tutor groups, alphabetically on the grass area outside the school hall
- If your child is late to an exam we may not be able to allow them to sit the exam
your son/daughter would receive 0 marks for that specific exam
- A missed exam without a clear medical reason will mean 0 marks awarded
- **Candidates must not have a mobile phone or smart watches on their person during an exam**
mobile phones and smart watches must be handed in on entry to the exam
- The only items permitted into an exam are those needed for the exam
- Pupils must bring all of their own equipment
- Pencil cases must be see through
- Water bottles must be see through
- Communication of any sort is forbidden during the exam
- Any behaviour deemed to be potential malpractice may result in disqualification from all exams in that series
- School bags will be stored in the coloured boxes provided as in the mock exams
- Pupils will be dismissed from the school hall immediately after their afternoon exam has finished.

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www.archten.croydon.sch.uk

Headteacher: Richard Parrish MA (Oxon)

- Special consideration can be applied for if a candidate may not have been able to perform at their normal standard. The more evidence that can be provided the better. Please send evidence to the exams officer via - exams@archten.croydon.sch.uk

Year 11 Key Dates

Thursday, 18 th March -	Year 11 and 13 'Maximize'
Tuesday, 2 nd April -	'Meet and Greet' – Sixth Form Centre 4:30pm to 5:30pm <i>(for those Year 11 pupils who have applied to Sixth Form)</i>
Thursday, 8 th May -	First exam
Tuesday, 17 th June -	Final exam (am)
Friday, 20 th June -	Celebration and shirt signing (pm)
Wednesday, 25 th June -	Final contingency date for exams <i>(in case there is a need to move an exam date)</i>
Thursday, 21st August -	GCSE Results Day <i>(exact arrangements will be communicated in July).</i>

'Maximize' Revision Techniques

A study skills company who run extensive revision techniques will visit school on 18th March to run a 'Revision Skills' session with Year 11 and Year 13. The Year 11 cohort will be split into 2 sessions A and B as follows -
 Session A - 9:15am to 10:55am (Period 1 and 2)
 Session B - 11:20am to 12:05pm (Period 3 and 4)
 Year 11 pupils will have a study skills booklet, which they will use to practice revision techniques. They will bring this booklet home with them.

This is an amazing opportunity, therefore please encourage your son/daughter, to engage positively on this day.

If you have any questions or concerns about the exam period, please do not hesitate to contact the school.

I would like to wish all Year 11 pupils the best of luck with the forthcoming exams.

Yours sincerely



Mr Winter
Senior Assistant Headteacher

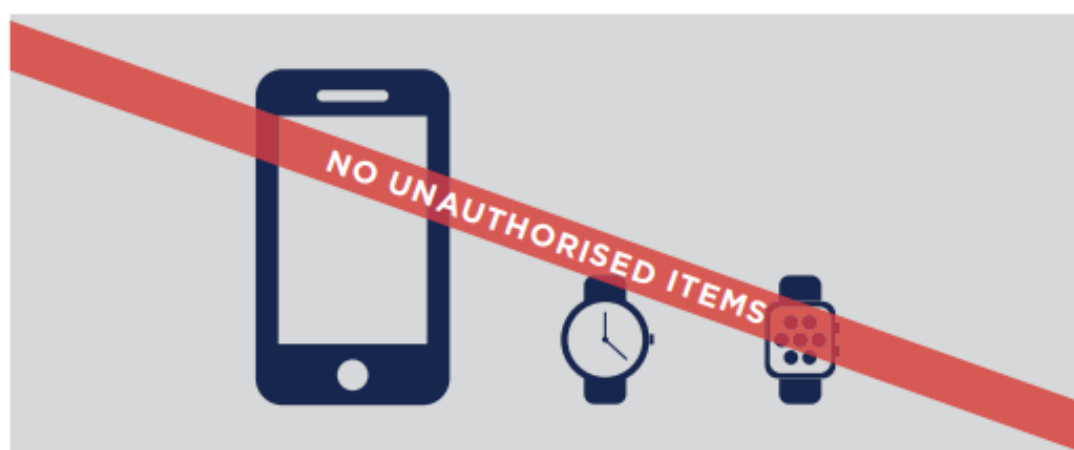
Encl.
 Intervention Sessions
 Unauthorised Items Poster
 Exam Logistics
 JCQ x 2
 Warning to Candidates

Year 11 Intervention Schedule February 2025

Year 11 Intervention Schedule Feb '25			
Day / Time	Subject	Staff	Other details
Monday			
8-8.45am	Art	Ms Wren	Drop-in
8-8.45am	English Literature	Ms Jefferson	Aiming for grade 5
3.15-3.45pm	Study Support	Ms Oduyeye	
Tuesday			
8-8.45am	Art	Ms Wren	Drop-in
8-9.15am	English Language	Ms Donya	Higher
3.30-4.15pm	German	Ms Witherow	
3.20-4pm	Geography	Geography staff	
3.15-3.45pm	Study Support	Ms Oduyeye	
Wednesday			
8-8.45am	Art	Ms Wren	Drop-in
8-8.35am	English Language	Ms Jefferson	Aiming for grade 5
3.20-4.10pm	History	Mr John	
3.15-4pm	Computer Science	Ms Mahmud	
3.15-3.45pm	Study Support	Ms Oduyeye	
Thursday			
8-8.45am	Art	Ms Wren	Drop-in
8:15-8:45am	Chemistry and Physics	Mr Winter	Higher Tier Drop in
8.40-9.15am	Latin	Ms Di Carlo / Ms Philips	Set 2
8:45-9:15am	Chemistry	Mr Winter	Set 1 by invite
3.15-4pm	Maths	Maths staff	
3.15-3.45pm	Study Support	Ms Oduyeye	
Friday			
8-8.40am	Geography	Geography staff	
8.40-9.15am	Latin	Ms Di Carlo / Ms Philips	Set 1
3.20-4pm	Science	Mr Wilson	Grade 3-4

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.

This poster must be displayed in a prominent place outside each examination room.

Examination Logistics

On each day that you have an exam, you will need to be ready half an hour before the time on your exam timetable.

Morning Exams:

08:30 - arrive and be ready to get in line for entrance into the exam room

09:00 - Exam to begin

Year 11's will go back to classes or have lunch between exams if they have a second exam of the day.

Afternoon Exams:

13:15 - arrive and be ready to get in line for entrance into the exam room

13:45 - Exam to begin

Pupils will leave the school premises once the exam finishes in the afternoon.

For the language listening and reading exams, these exams will take place straight after each other in the relevant room. You will need to remain seated in between while exam papers are collected, and new ones distributed.

Arriving Late to an Exam

If you arrive late for the exam you may not be able to sit it and could receive a grade of 0.

Please ensure you leave all exam rooms and school premises promptly and quietly, as other pupils may still be sitting exams.

If your child cannot attend an exam or is going to be late, you must contact the school immediately to seek advice via exams@archten.croydon.sch.uk or via Reception 020 8688 4014 from 8am - 5pm Monday to Friday.

Any behaviour deemed to be potential malpractice may result in disqualification from all exams in that series.

Mobile Phones and Smart Watches

At the beginning of the exam you will be asked to hand in your mobile phones and smart watches at the start of the examination into a box which will stay at the front of the hall for the duration of the exam. Please ensure your phone is turned off. Once the exam is finished, these will be returned. If there are any urgent calls that need to be made, then parents must call the school and leave a message and we can relay this to the pupil.

School bags will be stored at the back of the school hall.

What to bring to Exams

Your pencil case must be see-through with the necessary equipment needed for the examination. No equipment will be handed out to pupils. Please ensure you take note on the days when you need specialised equipment, such as a calculator or a Maths geometry set. Water bottles must be see through with no labels.

Dress Code

All pupils will need to be in full school uniform or Sixth Form dress code for the examinations.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

JCQ If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.