



**SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL**

YEAR 11

**FORMAL PRACTICE EXAMS
REGULATIONS & TIMETABLE**

AUTUMN 2025

**Examinations Officer:
Examinations Assistant:**

**Mrs Lesley Haldane
Mrs Jackie Paton**

E-mail:

exams@swbgs.com

Telephone:

01628 816500

Year 11 Formal Practice Exams

Monday 24 November – Friday 5 December 2025

There is a lot of information in this booklet but exams run much more smoothly for those people who read it carefully.

The timetable for the Year 11 Formal Practice Exams and the JCQ Information for Candidates documents are included at the back of this pack and will also be displayed outside of all the exam venues. Please ensure that you have read the JCQ documents carefully as we will run these formal practice exams as if they were your summer public exams, according to these rules.

The timetable and this booklet will also be found on the school website in the Parent/Carer Portal under Key Information - Exams (<https://sites.google.com/swbgs.com/parentscarers/exams>).

Please check your timetable. If you have any issues, please contact Mrs Haldane/Mrs Paton by email on exams@swbgs.com.

EXAM PROCEDURES

All exams will take place in the SPORTS HALL except for the following:

MFL Listening assessments - the venues for ALL languages will be TBC and these will be notified to you on your school email address.

Music will happen in the Theatre and Art will happen in G6.

- Please be outside the venue by the times shown even if that is during break or lunch. On days when there are three exam sessions on the timetable, please consider bringing a packed lunch so that you have something to eat/drink between exams
- Registration will be completed at the start of the exam. **Do not go to tutor time if you have an exam in the first morning slot**

Please wait outside the relevant building unless you are admitted. If it is raining and you have to wait inside a foyer or corridor, please wait quietly. **Please line up in your Tutor Groups.**

Please quieten down as soon as a member of staff calls you to order. The process of getting you inside the exam room takes a bit of time and it all goes much more smoothly if we can have silence as quickly as possible. You will be called in by **your full legal name** as these formal practice exams are run as if they were your summer public exams so you will need to listen carefully for your name if you usually prefer another name.

If you are ill during the exam period please contact Mrs Haldane/Mrs Paton as soon as you return to school and we will reschedule any exams that have been missed. Your parent/carer should notify the school of your absence in the usual way.

You are not on study leave during this time. When you do not have an exam, you should go to your timetabled lessons where you will be able to revise for any subject. Normal school uniform rules apply throughout the exam period.

ONCE INSIDE THE EXAM ROOM

- Once your name has been called and you are in line to enter the exam room, you are under exam conditions and are required to be silent. You must not communicate with any other students in any way
- Follow instructions from the invigilators. If you need to ask a question, raise your hand high in the air and only speak to the invigilator
- Write your full legal name and subject teacher on each paper when you are told to do so. Please write these details on any additional sheets you use during the exam. Some papers will have an answer booklet, others will be completed on A4 lined paper. Do not open the paper until you are instructed to do so by the lead invigilator
- All your written work must be handed in at the end of the exam. Working out or incorrect attempts at a question should be handed in, but clearly crossed through if you do not wish it to be marked. No question papers or rough working should be taken out of the exam room. You should not doodle on the question paper or your answers in any way
- You must remain in the exam room for the whole duration of the exam even if you complete the paper early
- The instructions that will be read out at the start of each exam (Appendix 3) are shown below

ITEMS FOR THE EXAM ROOM

- Please ensure that you only bring in the items you need for your exams. If you are unsure please consult your teachers. Particularly, ensure you have the correct equipment for Maths as we will not be loaning out spare equipment and you cannot borrow from other students during the exam
- Calculator lids must be placed on the floor. If your calculator takes batteries, please ensure these have been recently changed so that they do not run out during the exam
- Pencil cases must be clearly transparent
- Water bottles are permitted as long as they are transparent and any labels can be removed. They should contain water only
- No food is permitted unless it is needed for medical reasons that should be notified to Mrs Haldane/Mrs Paton or Mrs Ashby in advance
- Any medication needed should also be notified to Mrs Haldane/Mrs Paton in advance. Wherever possible it should be decanted into a clear, plastic container. If it needs to remain in its packaging, it should be shown to an invigilator before every exam. It needs to be placed on your desk/on the floor under your desk, not left in your pocket
- All exams should be written in **non-erasable black ink** except where pencil is used for diagrams. Highlighters may be used on the question paper and in your planning but not in your answers
- No watches of any kind are permitted in the exam room. All exam venues have a clock
- No mobile phones or any kind of internet enabled device are permitted in the exam room

- No smart glasses or any other smart device of any kind are permitted in the exam room

Unauthorised items will be collected at the entrance to the exam if you are not leaving them in your bag. They will be made available for collection afterwards. If you are handing in airpods or anything similar, please ensure your case is clearly labelled.

MALPRACTICE

The consequences of malpractice in public exams are severe, ranging from the loss of marks for one paper to being banned from taking exams for a period of years. We are duty-bound to investigate and report malpractice or we would lose our exams licence. We will therefore be treating any instances of malpractice during these exams very seriously.

Malpractice includes, but is not limited to:

- Copying from other candidates
- Communicating with other candidates in any way
- Cheating
- Use of internet-connected or smart devices
- Possession of a mobile phone
- Bringing unauthorised materials into the exam room – this includes anything written anywhere on your body, so please get into the habit of checking your hands, wrists and forearms for writing and washing it off if there is any
- Disruptive behaviour
- Not obeying any invigilator instruction

If you take a toilet break during an exam you will be asked to turn out your pockets before you go into the toilet.

CALCULATORS

Where you are permitted to use a calculator a standard GCSE model will suffice. If you have a graphical calculator (ie a non-standard GCSE model), you will need to put this into UK exam mode before entering the exam room. Please make sure that you know how to do this and practice before the exam. Mr Campbell can show you how to do this. The calculator will remain in exam mode for 12 hours. If your calculator takes batteries, please ensure these have been recently changed so that they do not run out during the exam.

TIMETABLE

Year 11 Formal Practice Exams Timetable - Monday 24 November 2025 to Friday 5 December 2025

All exams will take place in the Sports Hall except Music (Theatre), Art (G6) and Language Listening (TBC)

Students should **line up BY 8.20am, 11.20am and 2.15pm** respectively. Where there are 3 exams in a day please bring a snack and drink to have between exams

Students will be contacted by Mrs Haldane/Mrs Paton via their school email address to confirm the rooms for MFL Listening exams

Students will be contacted by Mrs Cranfield via their school email address to confirm the date and time of their MFL oral exams - these will start on Monday 10 November

WEEK 1 (A)	Session 1 Line up by 8.20am	Session 2 Line up by 11.20am	Session 3 Line up by 2.15pm
Monday 24 November	English Language 1H 45	D&T 2H Dance 1H 30	<i>Revise in usual class</i>
Tuesday 25 November	Chemistry / Combined Chemistry 1H 45 / 1H 10	Spanish Reading H: 1H / F: 45m	Spanish Listening H: 45m / F: 35m
Wednesday 26 November	Maths (Non-Calc) 1H 30	Geography 1 1H 45	French Listening H: 45m / F: 35m
Thursday 27 November	Physics / Combined Physics 1H 45 / 1H 10	German Reading H: 1H / F: 45m	German Listening H: 45m / F: 35m
Friday 28 November	Biology / Combined Biology 1H 45 / 1H 10	French Reading H: 1H / F: 45m	YEAR 11 GAMES
WEEK 2 (B)	Session 1 Line up by 8.20am	Session 2 Line up by 11.20am	Session 3 Line up by 2.15pm
Monday 1 December	History 1H + 1H	Music 1H 30	Spanish Writing H: 45m / F: 45m
Tuesday 2 December	English Literature 1H	Drama 1H 30	German Writing H: 45m / F: 45m
Wednesday 3 December	Geography 2 1H 30	Computing 1H 30	French Writing H: 45m / F: 45m
Thursday 4 December	PE 1H 15	Maths (Calc) 1H 30	<i>In usual class</i>
Friday 5 December	ART		

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	---	---	--	---



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 examination or 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.



AQA

City & Guilds

CCEA

NCFE

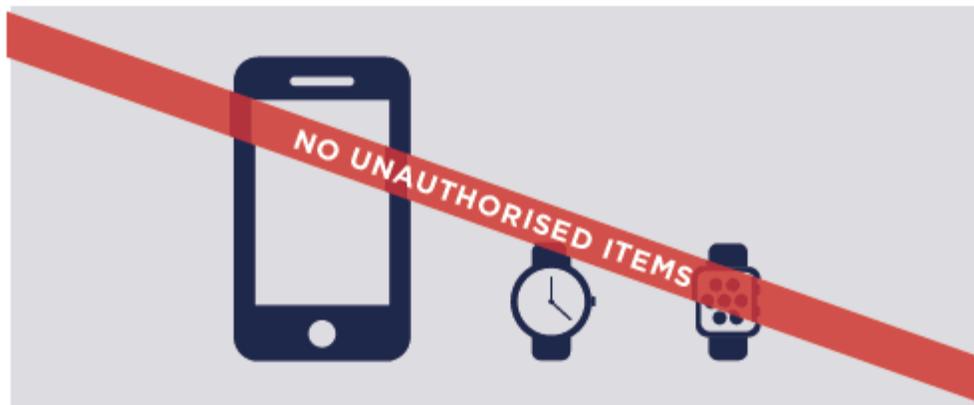
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.

Appendix 3

Suggested wording for the invigilator's announcement at the beginning of written examinations



Centres may wish to laminate copies of this announcement or digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with impaired hearing.

1.	You must now follow the regulations of the examination. Do not open your question paper or write anything until you are told to do so.
2.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3.	Check your pockets now. Check for things such as notes, books, papers, AirPods, earphones or earbuds, iPods, mobile phones, smart devices and watches. If you have any of these unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4.	If you have a watch, hand it to an invigilator now.
5.	(For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).)
6.	(For examinations where a calculator is allowed, add: make sure that the lid, case or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7.	Check the day, date, time, subject, unit or component and tier on the front of your question paper now. Put up your hand if you think you have been given the wrong question paper.
8.	Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.
PAUSE TO ALLOW TIME FOR CANDIDATES TO FILL IN THE DETAILS	
9.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10.	Check that you have all the materials you need for the exam.
PAUSE TO ALLOW TIME FOR QUERIES	
TELL THE CANDIDATES ABOUT ANY ERRATUM NOTICES	
11.	Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12.	You must write in the designated sections of the answer booklet.
13.	You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple choice papers, add: you must do any rough work in the question booklet.)
14.	You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15.	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
16.	If the fire alarm sounds, remain seated and wait for instructions from the invigilator.
17.	Check that you have the expected access arrangement(s). If there is a problem, put up your hand to attract the invigilator's attention.
TELL THE CANDIDATES WHEN THEY MAY BEGIN AND HOW MUCH TIME THEY HAVE	



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:
jcq.org.uk/exams-office/information-for-candidates-documents