



Birchwood High School

your dreams, your future, our challenge

Year 11 – Mock Exam Information

10 November 2025

Dear Parents/Carers,

We hope you are well. We are writing to share some important updates following an assembly we held for Year 11 students this morning.

First, our Head of Sixth Form spoke to students about the **Sixth Form Open Evening**, taking place **this Thursday 5:30-8pm**. Students will receive their formal invitation from their form tutors **tomorrow morning**, and they must bring this invitation with them to the event.

Following this, our Examinations Officer addressed the year group to go through essential information regarding the upcoming **Year 11 mock exams**. Please find the key details below:

Mock Exam Arrangements

Exam Locations:

Main Hall, Gym, A3 or Dance Studio.

Students will be informed of their exam location on their individual timetable.

Arrival & Assembly Times:

- **Arrive outside the exam hall 10 minutes early**
- **Morning exams:** Assemble by 8:45 AM for a 9:00 AM start
- **Afternoon exams:** Assemble by 1:00 PM for a 1:15 PM start
- **Punctuality is essential** - late arrival may result in disqualification

Equipment and Permitted Items

Students should bring only the following essential items:

- Black pens (at least two)
- Pencils
- Rubber

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

Follow us on...  



Birchwood High School

your dreams, your future, our challenge

- Ruler
- Clear pencil case
- Any subject-specific equipment (e.g., a calculator if allowed)

Calculators (where permitted):

Students must provide their own fully working calculator and ensure it has no stored information.

Calculators must *not* have:

- Language translators
- Symbolic algebra functions
- Symbolic differentiation/integration
- Internet or device communication features
- Stored text, formulas, databanks, or dictionaries

Cases, covers and instruction leaflets must remain outside the exam room.

Prohibited Items

The following are *not allowed* in any exam room:

- Mobile phones
- Watches of any kind (analogue, digital or smart)
- Fitness trackers
- Tablets, MP3/MP4 players, smart glasses
- Any electronic or communication devices
- Notes, revision materials, or unauthorised papers
- Mascots, charms, or distracting items
- Food (except authorised medical exemptions)
- Drinks other than **clear, unlabelled bottled water**

All bags, coats, lanyards and wallets must be stored where directed by the invigilator.

Possession of any prohibited item may lead to disqualification.

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

Follow us on...  



Birchwood High School

your dreams, your future, our challenge

Dress Code

Students must attend in full school uniform.

Failure to comply may result in being sent home or removed from the exam.

Accessories should be minimal to avoid disruption.

Entering the Exam Room

- Students must enter silently and proceed directly to their seat.
- They must check their timetable beforehand to know their **room** and **seat number**.
- No timetables, lanyards or loose papers may enter the exam room.
- Once inside, exam conditions apply immediately.
- Even eye contact or gestures may be interpreted as communication.

During the Exam

- An exam card with the student's photo, name and candidate number will be provided.
- Students will be instructed how to complete the front of their exam paper.
- They must face forward at all times and focus on their own work.
- Highlighters may be used on the question paper only.
- No correcting fluid or correction pens are allowed.
- Students must raise their hand if they need help — they must not leave their seat without permission.

Access Arrangements

Some students may have approved access arrangements to support their needs. These may include:

- Extra time
- Rest breaks
- Reader

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

Follow us on...  



Birchwood High School

your dreams, your future, our challenge

- Scribe
- Use of technology (word processor, reading pen, etc.)

Students with access arrangements may be seated in a different room.

If your child has questions about their arrangements, please encourage them to speak to the Examinations Officer **before exam day**.

Thank you for your continued support.

Kind Regards,

Mrs A Collyer & Mr S Hill
Co- Heads of Year 11

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

Follow us on...  