

23 September 2021



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Dear Parent

In order for students to be given the best chance for success in their GCSE and Vocational courses, students in Yr 11 will be sitting internal exams in October (core subjects) and November (option subjects), as well as in February/March (all subjects). I therefore thought it would be useful to remind you of the requirements regarding exam arrangements.

Students are required to bring their own basic equipment to every exam. They will need a black pen, pencil, ruler, rubber and pencil sharpener, which should be in a clear bag or pencil case to meet JCQ regulations. Students are required to provide their own calculators and maths equipment (protractor, compass etc). Drinks bottles, including reusable bottles, should be transparent without logos/graphics or text.

A small number of students are entitled to access arrangements due to their special educational needs or medical needs. These students are seated in a separate room as per regulations. All other students are required to sit in the main examination hall as per the seating plan. This policy applies to both internal and external examinations.

Any student refusing to go into the examination room in either a mock or an external exam will forfeit their exam and will be awarded a 'U' grade. This will also have an impact on the school's decision to enter the student for future examinations. Any student distracting others or refusing to comply with the examination regulations will be asked to leave the examination hall. In an external exam, any behaviour that is considered malpractice will be reported to the Joint Council for Qualifications (JCQ) and who will administer sanctions which can include disqualification.

May I also draw your attention to the JCQ documents available on our website under Students/ Exam Information. Various JCQ Information to Candidates documents are available detailing the regulations surrounding assessments and examinations, sharing information on social media, and how your child's personal information is stored and shared between agencies. Please encourage your child to read these carefully.

We understand that for many, exams can be an extremely stressful time. Fortunately, our students display extremely high standards of behaviour in the exam hall as well as elsewhere, and so this guidance is largely just to inform you about what the regulations surrounding exams are for your son or daughter. As always, I trust you will be supportive of these actions to ensure that all our students have the best possible chance of success. Thank you for your continued support.

Yours sincerely

Graham Hill
Headteacher