

13 February 2026

Dear parent / carer

The exams that students sit in Year 11 are the culmination of over a decade of education and to ensure that students have every opportunity to make their hard work count, we want to make sure that students understand what is expected of them in the exam venue.

There are strict exam conditions set out by the JCQ (Joint Council For Qualifications) so we also work to these rules in every set of trial exams that we carry out.

Your child will be sitting trial exams after half term, so we wanted to share the same message with you, as we do the students sitting their real exams.

These rules and expectations are outlined to all students in an exams assembly and the staff reiterate all of these expectations on a regular basis throughout the year and many of them before the start of every exam. Students are expected to enter an exam venue in silence and remain in silence until they leave the venue.

The term we use for any behaviour which would put students' marks at risk is 'malpractice'. We do have to report every case of malpractice to the exam board in order to maintain the integrity of our exam centre.

Some examples of malpractice are:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) by means of talking, electronic, written or non-verbal communication;
- being in possession of unauthorised confidential information about an examination or assessment;
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital

image, electronic dictionaries (when prohibited), iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices;

- behaving in a manner so as to undermine the integrity of the examination.
- leaving the exam venue before being dismissed by the invigilator at the end of the exam.

This is not an exhaustive list, just a few of the key examples.

We want every student to have the opportunity for every mark in every paper, in every subject count. The sanctions applied by the exam boards can include:

1. a warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in the series;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series;
9. barred from entering for examinations for a set period of time.

We do not decide the sanction, the exam board will do that based on the malpractice that has been reported.

If we do not apply these rules, we risk sanctions being put in place against us as an exam centre. These sanctions would have repercussions for all students in the school.

[This poster](#) is displayed in all exam venues, as is [this one](#). If you wanted further details it can be found here [JCQ - Information for candidates documents](#).

As this is a trial exam series, we will not report malpractice to an exam board as they are considered internal exams, however we will follow it up internally with the student and also write to you as their parent/carer to explain what has happened and ask you to support us in reinforcing the seriousness of the matter.

Please see below for the overall timetable

DATE	SESSION	SUBJECT
Tuesday 24th February	AM	Drama
	PM	Music
Wednesday 25th February	AM	Maths Non Calculator
	PM	Biology
Thursday 26th February	AM	History
	PM	English Language
Friday 27th February	AM	Geography
	PM	Chemistry
Monday 2nd March	AM	Maths Calculator
	PM	Physics

Tuesday 3rd March	AM	English Literature
	PM	RE, Spanish
Wednesday 4th March	AM	Business
	PM	Sport BTEC, Comp Science
Thursday 5th March	AM	Food Technology, French, (4 DT clashes)
	PM	Design Technology, Health and Social Care, (3 sport clashes)
Friday 6th March	AM	Statistics H

Please encourage your child to attend the half term revision sessions that are on offer over half term. Details of the revision timetable, and other revision information can be found on the website [here](#).

Thank you for your support.



Jess Paul, Katie Sandiford and Anna Mursell