

Dear parent / carer

As highlighted in the letter at the end of the Autumn term, Year 10 students have some core exams planned for next week (w/c 26 January).

The exams that students sit in Year 11 and Year 13 are the culmination of over a decade of education. We want to ensure that students have every opportunity to make their hard work count when it is their time to do this, so we are carrying these out for two reasons.

1. To start immersing the students in what exam conditions will look and feel like in the summer of 2027. We will hold the trials under JCQ rules. We will be following up any concerns about exams conduct with you so that we can work together to ensure the students are fully supported to make the right choices in the next set of trial exams in the summer of 2026.
2. It is an opportunity to indicate the grade that the students may achieve when they sit their exams - knowing that there is still over a year to make any necessary adjustments to learning behaviours and techniques.

We also want them to understand that there is nothing to be worried about.

Our aim is to remove the myths and unknowns, so that when the time comes, all of their energies can go into revision for their exams, because the logistics and actual exam experience will be well rehearsed and comfortable.

Your child will be sitting trial exams between Monday, 26 January and Wednesday, 28 January.

During Year 9 the students received an assembly about exam expectations, and I have delivered this message again this week as part of their assembly. I therefore wanted to make sure that similar information has been shared with you, so that you can also support your child. The students will be reminded of these again before each exam.

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

- Students are expected to enter an exam venue in silence and remain in silence until they leave the venue.
- They must not communicate with any other student during this period (communication can also be non-verbal).
- They must hand their phone in before they enter the venue.
- All other electric equipment must be turned off and in their bag.

Some other 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;
- 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, watches, instruments which can capture a digital image, mobile phones, 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](#).

Next academic year, we will share the full JCQ - Information for candidates with you.

As mentioned, as these are trial exams, 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.

Thank you for your support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Mursell'.

Mrs Anna Mursell
Co-Headteacher