

June 2025

Dear Parent/Carer

The exams that students will 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 by following these guidelines for the upcoming Year 10 trial exam season.

### **Student expectations and guidance**

There are strict exam conditions set out by the JCQ (Joint Council for Qualifications) which we work to with the students in every set of trial exams that we carry out.

As you are aware, your child will be sitting these exams soon, so we wanted to share the same message with you, as we have done with the students. They will also be getting a reminder of this in an assembly before the exam season starts.

Staff will also reiterate all of these expectations on a regular basis throughout the exam season 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'. During official exams, we have to report all alleged, suspected or actual incidents 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
- being in possession (whether used or not) of unauthorised material during an examination or assessment, 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), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, pagers, or other similar electronic devices
- behaving in a manner so as to undermine the integrity of the examination

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

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.

Posters outlining exam expectations are displayed in all exam venues; further details can be found on the JCQ website: [www.jcq.org.uk](http://www.jcq.org.uk)

I have also included an overview of the exam timetable, and information from each subject area outlining the areas that will be tested in the upcoming exams.

Thank you for your support,

A handwritten signature in dark ink, appearing to read 'Rich Wiseman', with a stylized, flowing script.

Rich Wiseman  
Director of Progress and Attainment  
Medina College