

March 2025

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.

Exam Statement of Entries

Statement of Entries for your child are available to view on the [Arbor App](#). Please ensure that you check these, any tiers are indicated and contact us as requested if there are any problems by 9am on Tuesday, 1 April. Please make sure you check the spelling and names used for your child on the Statement as this is how it will appear on their certificates in the summer. Instructions on how to find the Statement of Entry can be found [here](#). If you are not able to view this then please contact the school and we can email you a Statement.

Student expectations and guidance

There are strict exam conditions set out by the JCQ (Joint Council For Qualifications) which we have worked to with the students in every set of trial exams that we have carried 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'. We do 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.

We want every student to have the opportunity for every mark in every paper, in every subject count. Any sanction is decided on and applied by the exam boards 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](#).

Contingency days

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables. The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.'

The standard contingency day for Summer 2025 is Wednesday 25 June 2025.

'Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. Candidates should be encouraged to remain available until Wednesday 25 June 2025 should examinations need to be rescheduled.'

Since the Covid-19 pandemic, a single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For the June 2025 exams, the awarding bodies have therefore introduced an additional half-day contingency session. This is on Wednesday 11 June 2025.

Please could you therefore bear these dates in mind. Should any exams need to be moved to the contingency days, your child must be available to attend, or will be deemed absent and therefore will not achieve a mark/grade for that component.

Please also see the Exams page of our website for details and any updates.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Kam Bains', with a stylized, cursive script.

Kam Bains
Headteacher
Medina College