

June 2026

Headteacher - Ms N Sheppard

Dear parents and carers

The exams that students sit in Year 11 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.

As part of their preparation, we have taken the decision to schedule a form of trial exam for every year group which will be sat at various points during the academic year. We start with the basic concept of exam conditions, with reduced length papers in Year 7, leading up to full trial exams when the students are in Year 11, before they sit their real exams in the summer of Year 11.

We want students to experience the larger exam venues so that they do not feel daunted by the thought of the environment. We want them to know the rules, which are set by JCQ (the Joint Council for Qualifications) and also the consequences of not following the rules. Although the rules apply to the students, we have rules that we have to follow too. We will work to these rules in every set of trial exams that we carry out.

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 22 June and 3 July, so we wanted to share the same message with you, as we do the students sitting their real exams.

The rules and expectations are outlined to all students in an exams assembly, which I will lead over the coming weeks and the staff reiterate all of these expectations on a regular basis throughout the year, including 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'. 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.

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.

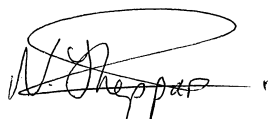
[This poster](#) is displayed in all exam venues, as is [this one](#).

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

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.

Thank you for your support.

Yours faithfully



Natalie Shepard
Headteacher