



13 June 2025

Dear parents/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 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, who is now in Year 10, will be sitting trial exams between Monday 23 June and Wednesday 2 July, so we wanted to share the same message with you, as we do the students sitting their trial and real exams.

I outlined the rules and expectations to all students in an exams assembly yesterday, 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,
- 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 range from a warning all the way to disqualification from all qualifications taken in that series or being 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, obviously 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.

In summary, we want to provide as much support to the students as possible, and the assembly and the trial session is part of that. The final point I made to the students and the point I will close with is; feeling nervous is normal and nothing to be worried about. If there are any questions or concerns, please let tutors, teachers, Head of Year or the Exams team know as soon as they arise.

Thank you for your support.



Anna Mursell
Director of Exams