



5 May 2023

Dear Parent/Guardian

With the public examinations fast approaching, our students are fully focused on their final preparation, revision and attending the sessions offered at school.

It is at this time we also check their understanding of the JCQ rules around public examinations.

Over last week and this week, I have met with students from Year 10, Year 11 and Year 13 in small assemblies. In these assemblies, I have shared the details of this year's JCQ rules and the potential penalties, which can be imposed by the examination board. Students have two assemblies on this every year, as well as reminders at the beginning of each examination.

I would like to share the following guidance documents with you, to enable you to also discuss this with your child at home too:

[JCQ Information for Candidates](#)

[Candidate Handbook](#)

I would like to draw particular attention to the following items which could result in zero marks being awarded as a penalty on a paper:

- **Students must not have a mobile phone, watch, or smart device (this includes airpods) on their person.** These must be switched off and placed in their bags at the front of the venue.
- **Students must not have any written notes/paper/exam timetable/wrappers/labels or any items not needed for the exam on their person,** (this includes in their pencil case).
- **Students must remain in silence from entering the exams venue, until they leave the exam venue.**

To support our students with this, we will have an empty pocket policy during the examinations, where students are requested to place all items into their bag, (or a ziplock bag if they don't have one with them).

Should you have any queries around the examination rules or the examination process please contact your child's Head of Year.

Yours sincerely

Mrs A Morgan  
Deputy Headteacher