

08 May 2026

Dear Parent/Carer of a Year 11 pupil

Now that examination season is upon us, I wanted to remind pupils and parents about some of the key Joint Council of Qualifications (JCQ) guidelines around examinations so that the examination season passes smoothly.

Firstly, a quick reminder about mobile phones/Smart watches in exams:

- Bringing a phone or any electronic device into the exam room, even if it is switched off, in a pocket, is potentially treated as *malpractice* by the exam boards. That means candidates can be disqualified, and in some cases it can affect other subjects too.
- Before every exam, pupils should make sure their phone is **switched off and stored safely in their bag away from the exam hall or handed in to the Year Office/tutor**. Pupils should take an extra 10 seconds to check that they do not have a mobile phone in their possession before entering the examination hall.

Secondly, pupils should ensure that they do not bring any notes or flashcards into the exam hall. Many are revising up to the last minute of entering the exam hall - which is very commendable - but no extra material is allowed except stationery or writing utensils. Similarly, transparent water bottles must have their labels removed before entering the exam hall.

Finally, as the exam season is upon us, there is now a [full revision timetable](#) in place, including a programme of lesson 0 and lesson 6 for some subjects. I would encourage pupils to take full advantage of these sessions.

I would only add that I wish all Year 11 pupils success in their examinations and ask that parents remind their children of the above, important, regulations.

Yours faithfully



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