Friday 25th April 2025

Dear Parent/ Carer,

**The GCSE examinations begin next week from Tuesday 29th April, starting with Art and Health and Social Care, followed by the first full exam for English on 12th May.**

Parents and Students have received a day-by-day overview of exams that are scheduled between now and the end of June. This can also be found enclosed in this email and on the school website. Ahead of and throughout this period, we ask for you to support your child with their attendance, punctuality, organisation, conduct and engagement, in order to support their well-being and achievement throughout this period.

**Examination Attendance**

**Parents should ensure their child attends all exams.**  It is not possible for a candidate to re-sit an examination at a later date which means that it is imperative for Students to attend and complete all timetabled examinations in this series. In exceptional circumstances, where a Student is too unwell or may be unable to attend an exam, please contact me via email (kcox@sph.srscmat.co.uk) as early as possible, to explain any concerns about attending an exam and call school to report an absence in the usual way.

**Registering and Punctuality to exams**

**During the exam period, revision sessions will take place at 8.00am for morning exams or during period 3, before an afternoon exam.** **It is imperative that Students attend revision sessions punctually at 8am and 11.15 as registers will be taken and calls made to Parents if Students are not present during these times.** This is to ensure that Students are prepared to start exams punctually. If Students are late or an exam is missed, there will not be another opportunity for Students to re-sit during this exam series.

**Examination rules/ expected practices:**

As an exam centre, St Philip Howard is required to ensure that all legal requirements for examinations are met. Key rules have been explained to Students prior to the examinations and given as a paper copy for their referral; reiterated before each examination and are stated on posters outside the examination rooms. A brief summary of these rules can be found below.

* **Students must arrive punctually before all exams with all required equipment.**
* **Students must be in full school uniform.**
* **Students must line up in silence** and only enter upon their name being called for registration and their identity check.
* **Students must not leave the examination room unless permission is granted, and they are escorted by an invigilator.**

**\*Should a Student leave without permission, they will not be allowed to re-enter.**

* **Students should not go to the toilet during examinations**. Students must visit the toilet before lining up for all examinations. (If a student has medical evidence to permit them to go to the toilet, this is only permitted after the first hour of the examination).
* **Students must not engage in any practice which may be deemed as malpractice or perceived as a possible form of ‘cheating’.**

This includes the following guidelines:

* **Students must not bring any banned items into the examination rooms: mobile phones, watches, earphones or examination notes**, including writing or drawings on hands etc.
* **Students must not engage in any form of communication with another candidate**: written, verbal or other visual cues.
* **Students must not bring bottles with fizzy drinks or pencil cases with any writing**. They are only permitted to bring a clear water bottle and clear pencil case.

**\*Please note that examination rules begin from the moment that Students are stood in their designated line for registration before entering the exam room.**

If a candidate fails to comply with the duties outlined to all and there is a case for malpractice, the following consequences may be issued:

1. Warning.
2. Loss of all marks for a section.
3. Loss of all marks for a component.
4. Loss of all marks for a unit.
5. Disqualification from a unit.
6. Disqualification from all units in one or more qualifications.
7. **Disqualification from a whole qualification.**
8. **Disqualification from all qualifications in that series.**
9. **Candidate debarral.**

Even in instances which have not been deemed intentional, and a candidate has made a genuine mistake, (for instance: bringing a banned item into the exam such as a mobile phone), this has resulted in 0 marks for a whole GCSE paper, therefore, resulting in a candidate failing that subject. Given the severity of consequence for this, **it is essential that each candidate understands the importance of not communicating or bringing any banned items into the exam.** **Further information regarding malpractice can be found here:**

<https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice_Sep24_FINAL.pdf>

**Please can we ask that you speak to your child about the importance of attending and arriving punctually to all examinations and abiding by the clear guidelines explained and visible to them ahead of and during the exams.**

Thank you for your continued support with your child’s learning and achievement, particularly during this crucial time.

We wish our Year 11 Students the very best of luck, during the examination period and hope to share in the success of the hard work, upon completion of all exams.

Yours sincerely,

Kerrie Cox

Senior Assistant Headteacher