St Peter's
Collegiate Academy

Ref: MB005

02 December 2025

Dear Parents and Carers,

Exam Regulations and conduct during the exam period

As we approach this year's mock examination period, we want to ensure that all students understand the importance of adhering to the regulations set out by the Joint Council for Qualifications (JCQ). These regulations are in place to maintain the integrity and fairness of the examination process. The full set of documents can be found on the JCQ website:
https://www.jcq.org.uk/exams-office/information-for-candidates-documents/

We ask for your support in reinforcing these guidelines at home.

Student Responsibilities:

1. **Adherence to JCQ Regulations:**
   o All students must comply with all JCQ regulations during their exams, these will be explained to students. This includes rules about conduct, the use of electronic devices, and the prohibition of any form of cheating or plagiarism.
2. **Prohibited items:**
   o Students must not bring unauthorised materials into the exam room, including mobile phones, any form of watch, earbuds or any electronic devices. These items must be switched off and left in their bags outside the exam room.
3. **Punctuality:**
   o Students are expected to arrive 10 minutes early for their exams, this is to ensure that they are seated, comfortable and ready and so that the exam can start on time. Lateness to the exam may mean that students are not permitted entry to the exam venue and lose the opportunity to take the exam. In this event we may schedule an alternative paper at another time.
4. **Behaviour During Exams:**
   o Students should maintain silence and avoid any disruptive behaviour during the exam. Any attempts to communicate with other students or to gain an unfair advantage will be reported and may result in disqualification from the exam. If behaviour is not up to expected standards then they will be removed from the exam venue and will sit the exam after school in detention.

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5. **Access arrangements:**
   - If a student has access arrangements then they may be provided with 25% extra time, a smaller venue or use of a computer. It is important that students take advantage of these access arrangements and that they form a part of their normal way of working. If students refuse access arrangements then we may not be able to offer them during the real exam series at the end of year 11.

Parent and Guardian Responsibilities:

1. **Support and Encouragement:**
   - Please encourage your child to revise and to maintain a positive attitude towards their exams. Help them create a revision schedule and provide a quiet, comfortable space for study. Please also encourage your child to attend all of their exams on time.
2. **Understanding JCQ Regulations:**
   - Familiarize yourself with the JCQ regulations, and discuss their importance with your child. Further information is available from the JCQ document 'Information for Candidates'.
3. **Communication with the School:**
   - Keep open lines of communication with the school. Inform us of any issues that may affect your child's performance or behaviour during the exams, such as health problems or personal difficulties.
4. **Attendance and Punctuality:**
   - Attendance is important and where at all possible students should avoid missing an exam. In order to ensure fairness and avoid an unfair advantage being gained, all candidates will sit an exam at the same time. If your child misses their Year 11 mock exam then they may need to sit a different paper at a different time. The implication of missing a public exam at the end of year 11 is that candidates wait up to a whole year before another attempt is possible.

We are all committed to ensuring that your child has the very best opportunity to perform and attain the best result they are capable of. Helping us to ensure these regulations are consistently adhered to ensures that we are able to provide the best possible environment for your child's examinations. Thank you for your cooperation and support.

Yours faithfully,

Matthew Buck
Assistant Principal (Exams and Reporting)