

Dear Parents and Carers,

As we begin our exam season, we want to ensure that every student has a calm, positive experience and that all exams run smoothly. To support this, we have a small number of clear procedures that protect the integrity of the exam environment for all students.

When students arrive for an exam, we will provide:

- A secure bag store outside the exam room where students will place coats, bags and other belongings
- A tray for mobile phones, which **must** be handed in as students enter the exam room

Please note that mobile phones must not be kept in bags. We expect that most students will have a phone with them, so any student who does not hand one in will be checked using our handheld security scanner. This simply detects metal objects and allows us to confirm that no unauthorised items are taken into the exam room.

Previously, we have had situations where mobile phones were not handed in. This is considered a failure to meet JCQ examination regulations and in a real examination, would lead to the paper being voided and could put the entire exam session in jeopardy.

If a student refuses to follow the exam requirements, including handing in their phone, they will not be permitted to sit the exam, and any exam costs incurred will need to be met by parents/carers.

Our aim is to keep the process calm, supportive, and fair for everyone. Thank you for your understanding and for helping us ensure that students are fully prepared for their formal.

If you have any questions, please feel free to contact us.

Yours Sincerely



Mrs Boon
Vice Principal