

November 2023,

Dear Parent/Carer,

Please find enclosed a copy of the Middleton Technology School Examination Booklet. This booklet outlines some of the rules and regulations concerning examinations set by the Joint Council for Qualifications throughout the year, please ensure that your child understands what is expected of them and that you stress they must uphold all examination rules. Also attached is a copy of the Summer 2024 GCSE Exam timetable,

A Copy of the booklet and timetable can be found on the school website, along with a copy of the JCQ book 'Instructions for Conducting Examinations', our policy for Appeals and Reviews of Grades and results day information.

The next round of mock exams will start at the beginning of February so please encourage you child to begin their revision, if they haven't already started.

We ask that you remind your child that **leaving an exam room for any reason without permission and supervision will result in malpractice and possible disqualification for all GCSE Exams and a repeat of the paper after school during mock exams.**

Mobile Phones we have noticed that students are still coming into exams with mobile phones in their pockets. **Mobile phones are strictly forbidden in any exam room.** All students should leave phones at home or give to their Mentor before the start of the exam. Whilst phones are securely locked away, we will not be held responsible for any phone lost or stolen during the exam period. As an alternative they can turn the phone off and leave it in their bag. Any student found in possession of a mobile phone, has a phone ring or beeping for alerts in the exam room will be reported to the exam board and face possible disqualification.

Students will only be permitted toilet breaks if they hold a valid pass for medical reasons **JCQ do not condone toilets breaks as it increases the possibility of malpractice. Students with medical conditions will be issued with a disk to place on their exam so Invigilators know to allow a toilet break.**

The vast majority of our students conduct themselves perfectly, achieving excellent grades but the consequences for individual students of not following the rules can be very serious and potentially damaging for the Post 16 options.

The awarding bodies 'contingency day' date is the 26th June 2024, please do not book holidays until you are sure your child has completed all their exams.

If you have any enquiries regarding examinations please contact Miss Hayes, Examinations Manager or email mtsexams@middtech.com.

May I thank you in anticipation of your support.

Yours sincerely,

Claire Narayanan
Deputy Head Teacher
Head of Centre for Examinations

Carol Hayes
Examinations Manager