



5<sup>th</sup> May 2026

Dear Year 11 Parents and Carers,

### **Year 11 GCSE Examinations – Important Information**

As we approach the GCSE examination period, we would like to share some important information regarding exam rules and regulations, missed exams, attendance expectations, and dismissal arrangements for afternoon examinations.

#### **Exam Rules and Regulations**

##### **1. Arrival Time**

Children must arrive at school before **8.15am** each morning. Exam briefings for morning examinations will begin promptly at this time. If a child does not arrive on time, attendance calls and/or home visits will be carried out.

##### **2. Prohibited Items**

Mobile phones, smartwatches, and all electronic devices are strictly prohibited in the exam hall at any time. If a child is found to be in possession of any of these items, this must be reported to the exam board and will result in **disqualification and a score of 0**.

We strongly advise that children do not bring these items into school at all during the exam period. If they do bring them, they must be handed to exam staff before the exam begins. Please note that the school cannot accept responsibility for any lost items during this time.

##### **3. Equipment**

Only approved equipment is permitted (pens, pencils, erasers, calculators). All items must be kept in a **clear pencil case**, and anything else must be left outside the exam hall. Children must be fully equipped for all exams.

##### **4. Conduct During Exams**

Children must remain silent throughout the exam and must not communicate with anyone other than an exam invigilator. Any communication that is not directly with

an exam invigilator is classed as **malpractice** by the exam board and will result in **immediate disqualification**.

5. **Breaks**

No breaks are permitted during an exam unless stated within official exam board regulations.

6. **Leaving the Exam Hall**

Children are not permitted to leave the exam hall until the exam has officially ended and the full time has passed. Children are reminded to use toilet facilities before entering the exam hall.

**Missed Exams**

Attendance at all examinations is compulsory.

Missing an exam is a very serious matter and has significant consequences.

Each missed exam incurs a cost of approximately **£50 per entry**, which is charged to the school by the exam board. In cases where an exam is missed without valid medical evidence, **parents will be invoiced for this cost**. If a child does not sit their exam for any reason, other than that which is covered by medical evidence, parents will be invoiced for the cost.

**Afternoon Exam Dismissal**

If your child has an **afternoon exam**, they will be dismissed from school once the exam has finished. This is likely to be between **2.30pm and 3.00pm**, but will differ between exams. Children should make their way home using their usual arrangements at this earlier time.

**Attendance Expectations**

Children are expected to attend school **every day throughout the exam period**. A carefully planned timetable of masterclass and examination preparation sessions has been put in place and full attendance is essential to support children's success. Teachers are working hard to ensure sessions are planned to support children to achieve their very best.

We greatly appreciate your continued support in ensuring a smooth and successful examination period. Our children truly deserve the very best opportunity to succeed.

If you have any questions or concerns, please do not hesitate to contact Mrs Hudson: [Lauren.Hudson@ellisguilfordschool.org.uk](mailto:Lauren.Hudson@ellisguilfordschool.org.uk)

Yours sincerely,



Miss Johnson  
Principal