



Blackfen School for Girls

Raising aspirations - releasing potential

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Guidance for students taking Key Stage 4 and Key Stage 5 Pre-Public Examinations (2024 - 2025)

This document sets out the guidance and rules for all students taking Pre-Public Examinations (PPEs) at Blackfen School. The information provided is based on the rules set by JCQ – “Joint Council for examinations” – which regulates the public examinations scheduled in the summer term. Students will be sanctioned by any member of the Staff, Invigilation or Examination teams if they do not adhere to the guidance and rules provided.

Students should ensure that they are familiar with all of the JCQ documents on the ‘Examinations’ page of the school website: Go to [Blackfen School for Girls - JCQ Information for Candidates 2024-2025](#) to read the information that applies specifically to students. The school will always take the actions outlined in the **Malpractice policy**, regarding (but not limited to) the inappropriate completion of examination papers, coursework or non-examined assessment; inappropriate communication; inappropriate use of AI or any other action that is in breach of JCQ rules and protocols.

1) All students must attend school every day during the examination period. Students attend all of their usual lessons unless they are scheduled to complete an examination. Any student who fails to attend lessons between examinations or to attend Community Time, as instructed, will be issued with the school sanction for truancy.

2) Before examinations begin and in line with JCQ rules, **all mobile phones must be switched off** before students enter the examination room. Any student whose mobile phone rings during an examination and is found near or at their desk will have their work invalidated.

3) **All** watches, mobile phones and devices should be placed in the numbered bag on each examination desk which is kept at the end of each row of examination tables and in full view of students.

4) It is students’ responsibility to be in the right place at the right time in order to sit examinations as scheduled. They must line up outside the correct door of the examination room at the following times:

- Session 1: Students must be lined up by 8.15 am
- Session 2: Students must be lined up by 11.05 am
- Session 3: Students must be lined up by 1.50 pm

5) Students who arrive late to examinations without good reason, or who are not wearing correct school uniform, will not be admitted to the examination room. A ‘Fail’ grade will be recorded in their Pre-Public Examination report.

6) In the case of two examinations finishing within 15 minutes (or less) of each other, students will remain seated, in silence, until the second examination has finished and will then be dismissed at that time.



7) Students must bring the materials they need for each examination. Black biro pens, pencils, rulers, rubbers, calculators or other materials should be placed in a clear pencil case or in a small, clear plastic bag. It is not the school's responsibility to provide these items. Tippex is not allowed in any examination.

8) Students may take a clear plastic bottle of water into the examination room. The label must be removed beforehand. Other drinks are not allowed.

9) It is the invigilators' responsibility to ensure that examination rules are applied in every room. Students must enter and leave the room in silence and remain silent during the course of their examination. **Communication between students or distracting behaviour counts as cheating and their work will be invalidated.** Any student who does not follow the instructions of invigilators will be required to leave the room. A 'Fail' grade will be recorded in their PPE report.

10) Students who miss examinations due to illness or other unavoidable absence will be scheduled to attend a catch-up session at another time during the examination period. Students must attend their catch-up session, as directed.