



Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Year 11 Parents and Carers,

Year 11 Pre-Public Examinations: 17th November – 1st December 2025

Thank you for your time to attend the recent Year 11 Information Evening. It was good to affirm the Year 11 partnership that supports families at home, as well as students in school, during this important year.

The focus of the Information Evening was preparation for the forthcoming Year 11 Pre-Public Examinations (PPEs), as a key opportunity for students and their families to practise the routines of effective examination preparation. The Year 11 Information Evening booklet contains the revision topics for each subject and the Year 11 PPE timetable is attached to this letter. Now is the time for parents and carers to sit down with their daughters to work out how examination revision and preparation will take place in busy households. We encourage Year 11 students to take advice from their families about how best to maintain a healthy mindset and achieve a balanced approach to school work and family life whilst preparing for examinations this term and next year.

We are not expecting Year 11 students to be absent from school during the examination period: their priority is to complete all of the examinations set to the best of their ability, knowing that there is time to make further progress next term. There is the opportunity to review Year 11 PPE results with subject teachers at the Year 11 Parents Evening on Thursday 8th January 2026.

In order to maintain a calm and steady approach to their examinations, students must arrive punctually in school and follow their timetable carefully to line up outside the right room, at the right time. Year 11 students continue to attend lessons every day and when they do not have an examination and after an examination has finished. Any absence from lessons or Community Time or examinations when students are present in school will be treated as truancy and the usual sanctions will be applied. **Parents and carers are advised to check the finish times of Session 3 examinations carefully.**

The timetable for the Year 11 Pre-Public Examinations, in addition to the JCQ guidance for all students sitting examinations, is enclosed with this letter.

Yours sincerely,
Miss F Minnis
Deputy Headteacher



Guidance for students taking Key Stage 4 and Key Stage 5 Pre-Public Examinations (2025 - 2026)

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](#) in order 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 8.20 am
 - Session 2: Students must be lined up by 11.20 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 responsibility of invigilators 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.