

Our Ref: JP/JAS/ExamRegs

9<sup>th</sup> February 2024



Dear Parent/Carer

As pupils complete the Year 11 and 13 mock examinations, I wish to draw your attention to the JCQ regulations regarding the seating of pupils for examinations.

All pupils will sit their examinations in the sports hall unless they are in receipt of access arrangements which will have been externally assessed and then approved by the relevant examination boards.

We are not able to move pupils into a designated smaller room upon request as these are purely for the purpose of pupils with confirmed access arrangements. Seating plans must be used and adhered to for all examinations as per the JCQ examination regulations. Failure to do so can result in a breach of these regulations which could affect the results of pupils in the relevant examination; this is not a risk that we will take as a school, and we therefore expect all pupils to sit in their designated seat for each examination.

There will be some occasions where an examination does have to take place in a room other than the sports hall due to the nature of the examination, for example, online examinations and Modern Foreign Languages speaking and listening examinations.

Please find a link below to the JCQ legislation regarding access arrangements that we are bound to adhere to.

[AA regs Revision One Sep23 FINAL.pdf \(jcq.org.uk\)](#).

This letter has also been shared with year 10 and 12 pupils as a small number are sitting examinations this summer.

Should you require further information, please contact Mrs Beazley (Deputy Headteacher) at [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk) or call 01902 558222.

Yours faithfully

Mr Phillips  
Headteacher

