

27th March 2023

Dear Parents/Carers

This year your child will be undertaking exams and this letter is to inform you of the School's policy on allowing pupils to end their exams early.

As a school we actively encourage our pupils to take as much or all of their allocated exam time including any additional time they may be awarded through their access arrangements. We also understand that some of our pupils may find it difficult to remain in exam conditions once they believe they have finished, due to their SEMH needs, especially as some GCSEs can extend to three hours in length.

As such the School's policy is to allow pupils to leave their exam before the scheduled finish time if they believe they have completed the exam to the best of their ability. This is not only to support the pupils but to reduce the risk of that pupil becoming disruptive and having a negative impact on the other pupils in the exam. Being disruptive in an exam could be considered malpractice that could lead to sanctions which could include disqualification from the exam, future exams or a reduction in the pupil's marks for the exam they are sitting.

A pupil can request to leave by raising their hand and informing an invigilator they have finished and would like to leave. The invigilator will ask if they are sure they have completed the exam to the best of their ability and if the pupil still decides they are ready to end their exam they will be required to sign a declaration saying they are voluntarily ending their exam early. The pupil will then leave the exam and return to either their form tutor, class TA or a designated teacher. After leaving the exam room they would not be allowed to re-enter or make any amendments to their exam papers.

Please be aware that JCQ stipulates that pupils in externally scheduled exams are required to remain until one hour after the official start time. Leaving within this hour could be considered malpractice.

In exams where the school sets the date and time of exams this policy will apply and there would be no restrictions on ending their exams early.

As a parent/carer you can voluntarily opt out of this policy but doing so would mean we will be obligated to inform the awarding body if the pupil leaves the exam early. This would likely mean a case of malpractice being opened and make it more difficult for the School to argue any sanctions that may be applied.

If you have any questions or would like to discuss this policy you can email exams@quornhallschool.com or contact Reception on 01509 414338 and request a call back from the Exams Officer.

Yours sincerely



Antonia Jackson
Headteacher