

March 2019

Dear Parent/Carer

I am writing to you to inform you of a decision that we have made at Mark Hall Academy regarding mobile phones during exam time.

Students will be expected to follow the procedure below regarding mobile phones at exam time:

- All students will be asked to leave all personal belongings in a locked room/secure area prior to the exam ***apart from their mobile phones which they will need to take into the exam room with them***
- On each desk will be a clear plastic wallet with an identification card for the student allocated to that desk
- Students will be asked to turn their phones off and place them in the plastic wallet
- The invigilators will then collect all of the plastic wallets and place them in a box at the front of the exam room. The box will be clearly visible to all students at all times.
- If a student **does not** place a mobile phone in the plastic wallet they will be asked to leave the exam room and empty their pockets to show that they do not have any unauthorised items on their person.
- Students refusing to follow this procedure will not be allowed to enter the exam room.

This new procedure will be communicated to students during assembly before the next set of mock exams in March. **We would expect students to support a smooth and prompt start to the exams by handing in their phone.**

We have not taken this decision lightly and it is important for you to understand why this policy will be put in place. In the past, students have been asked to leave all personal belongings in a locked room adjacent to the exam room. Unfortunately, over the past two years we have had a small minority of students bring their mobile phones into the exam room. This has resulted in them receiving zero points for the exam paper being sat at the time.

During the mock exams that were held in November it again unfortunately became clear that some students were still bringing their mobile phones into the exam room or failing to declare them when prompted as part of exam guidelines. **This not only jeopardises their exam/s but also has an effect on the Academy as an approved exam centre as well as possibly impacting on other students who are interrupted.**

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The JCQ regulations, which govern exams across the country, clearly state that: *'In the examination room candidates **must not** have access to items other than those stated in the instructions on the question paper... Potential technological/web enabled sources of information such as iPods, mobile phones....similar devices....which have a data storage device are not permitted. ... ideally all unauthorised items are left outside of the examination room or any unauthorised items that have been taken into the examination room **must** be placed out of the reach of the candidates (and not under their desks) **before** the examination starts.*

I hope that you understand the importance of adhering to the exam room conditions and will support us in maintaining them here at Mark Hall Academy.

If you do have any questions regarding this new procedure or any other matter surrounding exams then please do not hesitate to contact me on the details below.



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