



28th April 2026

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Dear Parents/Guardians

We would like to share with you a few key reminders and key pieces of information regarding the upcoming external examinations. We would really appreciate you also going through these important expectations with your son/daughter prior to their exams starting.

Please pay close attention to the information regarding mobile phones (see below)

Being prepared for exams

We have emailed you the students' exam timetable. Please make sure you have read through this thoroughly and checked for any mistakes. If there are any, please notify us via email as soon as possible.

The full examination timetable is found here:

https://www.arden.solihull.sch.uk/_site/data/files/files/downloads/exams/summer-exam-timetables/1C7392B71C74C026687305791EA9A470.pdf

We do not have much equipment to lend, so please can you help your child by making sure they bring with them:

- Black pens
- Pencils
- Ruler
- Maths equipment
- Scientific calculator

Students must be in sixth form uniform/dress code for the completion of their exams.

Malpractice

Young people are often given second chances at school and encouraged to learn from their mistakes. In an external examination there are certain rules that must be followed. Failing to follow these is malpractice and the school **has to report this to the exam board**; this usually results in loss of marks or disqualification. Examples of malpractice include:

- Bringing a mobile phone into the examination room/hall
- Bringing anything with writing on it, into the examination room/hall
- Writing on their hand/arm/etc...even if it is a tiny doodle irrelevant to the examination
- Wearing a watch. This includes ANY type of watch not just smart watches
- Talking, turning sideways/around or any form of attempted communication with another student once in the examination room/hall
- Disturbing the exam in any way
- Not following the instructions of the invigilators



- Leaving the examination hall/room without permission

Mobile phones

As mentioned above, these must **not** be taken into the examination room. Although we have a no phone policy in school, we are aware that virtually every child brings one into school. The feasibility of collecting phones at the start of an exam, ensuring their safekeeping and then swift return is impossible. Therefore, it is important that you and your child are aware of the following:

- **We ask that your child does not bring a mobile phone into school (on exam days).** This prevents any risk of accidental malpractice or loss of the phone
- **We are not liable for the phone if it is handed in.** This applies to exam invigilators or any member of staff and to Arden as an organisation. We have asked that phones are not brought in, if your child does so, we will require them to hand it over to a member of staff for the duration of the exam. However, that member of staff is not responsible if the phone then goes missing.
- **All phones that have been handed in will be placed on a table outside reception from where they can be collected.** Phones cannot be collected from just outside the exam room as this causes too much delay and noise to any other exams still taking place.

If your child is in possession of a mobile phone from the moment they step inside the examination room it is malpractice, at the very least they will lose the marks for that paper and receive a warning from JCQ.

Examination Information Booklet

More information about the exams is in the Examination Information Booklet; if you have not already read this with your child, please do so before the exams start. It contains important information that you must make sure your child understands.

https://www.arden.solihull.sch.uk/_site/data/files/files/downloads/exams/summer-exam-timetables/6349C19F55EE90B4696F6808CC54958E.pdf

Start times and lateness or illness

Morning Examinations: Students must arrive **no later than 8:40am** for a 9am exam start. Please note that this also **includes Wednesdays**. We do not start exams later on a Wednesday as we need to follow the national timing plan for all external examinations.

Afternoon Examinations: Students must arrive **no later than 1:10 pm** for a 1:30 pm exam start

If your child is running late for an examination, please contact school as soon as possible. There is a cut off point at which they will not be allowed to take the examination, we can help make sure that they get to school before that time.

If your child is unwell it is important that you read the examination booklet, it will explain in detail what to do next.

Special Consideration

On the day of an exam, if your child is unwell or there is a situation at home that may require the school to apply for special consideration, it is important that you let the school know immediately - please email office@arden.solihull.sch.uk. Again, please refer to the Examination Information Booklet as this provides more information.

Study Leave

Study leave will commence for all students on Friday 8th May. They should focus on their revision at home using all the resources made available to them.

Leavers' Assembly

The leavers assembly will take place in the morning of Friday 8th May in the school hall starting at 9am. It is expected to finish by 11am where students are free to go home. We ask that students do not bring any bottles or bags with them on this day. The sixth form team have already been in touch about this with more information.

Thank you so much for all of your support to help ensure that we reach this important stage of Year 13 with our students thoroughly prepared and ready to sit their exams. We are very proud of them and are very grateful for all of the support that you have provided us and them. I am sure that, like ourselves, there are times when you pinch yourself at the reality of the time going so quickly and that they are now beginning their final exams. We wish them all every success and we are confident that they will achieve the excellent results that their efforts deserve.

Yours sincerely

Mr M Lloyd
Head of Year 13

Mr M Horsfield
Associate Assistant Headteacher

Mr D White
Head of Sixth Form