

Queen Elizabeth High School



Ashfields, Bromyard, Herefordshire, HR7 4QS

T:01885 482230 www.qehs.co

E:admin@tcat.school

Ref: MW/GM

Executive Head: Martin Farmer BEd (Hons) NPQH/NPQHEL

Head of School: Mr. S. Seneque NPQH

4th November 2025

Dear Parent/Carer

Pre-Public Examinations

Year 11 Pre-public examinations will be taking place from Monday 17th to Friday 28th November and will be carried out with full application of JCQ regulations for the running of external examinations. These can be viewed using the following link [JCQ-Instructions-for-conducting-examinations-2025 6 FINAL.pdf](#)

These exams are important for staff and pupils as it will give an indication of what level pupils are currently working at and identify areas of weakness, for further revision.

I have had an assembly with year 11, where I have explained the importance of these examinations, gone through the expectations and shared the timetable with them, which is attached to this letter. The key points of information are listed below.

On exam days

- There are two sessions per day
- Session 1 will run from the start of form to the end of period 2
- Session 2 will run throughout periods 4 and 5
- Period 3 will be normal lessons for all pupils
- If the exam runs over breaktime, pupils will receive their breaktime after the exam has finished

Before the exam

- Ensure drinks are in clear bottles with a sports top
- Pencil cases must be clear
- Arrive on time (morning exams start at 8:35)
- Go to the hall for registration
- Hand in phones, watches and headphones to a member of SLT
- When called to go through to the examination room, all coats and bags are to be left on the stage

During the exam

- Follow all instructions given by the invigilators
- No turning around or communicating with other pupils in the room
- Attempt all the questions
- For those pupils entitled to extra time, this has been considered while planning the timetable, hence the required time is available

After the exam has finished

- No turning around or communicating with other pupils in the room
- Wait to be dismissed by the lead invigilator
- Collect bags and coats from the stage, then return to normal lessons.

Phones

"In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Candidates must not be in possession of the following items:

- iPods;
- Mobile phones;
- MP3/4 players or similar devices;
- Watches

This means that, ideally, all unauthorised items are left outside of the examination room."

Session 1 exams (Form, periods 1 & 2)

- All pupils need to be sat in the hall by 8:35 every day
- I will remind pupils of what exams are on that day and where to go if they do not have an exam
- They will hand in all phones, watches and headphones into a member of SLT
- When the exam is finished, they will collect their belongings and return to normal lessons.
- If the exam runs over breaktime, they will be given their breaktime after the exam has finished.

Session 2 exams (periods 4 & 5)

- Pupils who have an exam during session 2 will need to go to the hall at the end of lunch to register, otherwise they will go to normal lessons
- They will hand in all phones, watches and headphones into a member of SLT
- When the exam is finished, they will collect their belongings and return to normal lessons

Access Arrangements

This is our final opportunity to gather evidence to support pupils' individual access arrangements for the summer examinations. It is therefore essential that any pupils who have been granted extra time or rest breaks make full use of them. Failure to do so may result in the withdrawal of such arrangements for the summer examination series.

I wish all Year 11 pupils the very best of luck with these examinations.

Please do not hesitate to contact me regarding any of the above information should you wish to discuss it further.

Kind regards

Mrs M Watkiss
Assistant Headteacher - mwatkiss@tcat.school

