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Monday, 31st March 2025

Dear Parents and Carers of Year 11 Students,

As we approach the GCSE, BTEC, and CNAT examination period, we want to ensure that both students and parents are fully informed about the regulations governing these assessments. This letter addresses the specific requirements regarding toilet breaks and early leave during examinations, in accordance with the Joint Council for Qualifications (JCQ) guidelines.

Please be aware that **strict adherence to JCQ regulations means that routine requests for toilet breaks or early leave during examinations cannot be granted unless a student has an approved access arrangement in place.**

Access Arrangements:

- **SEN (Special Educational Needs):** If your child has a diagnosed medical condition or learning difficulty that necessitates specific accommodations during examinations, such as supervised toilet breaks or rest breaks, it is essential that these arrangements have been formally approved through our Special Educational Needs (SEN) team. These arrangements are put in place following thorough assessments and are designed to ensure fair access to examinations.
- **First Aid:** In cases of sudden illness or injury during an examination, students will receive appropriate first aid support. The invigilator will record the incident, and any necessary actions will be taken in accordance with JCQ regulations.

Important Considerations:

- Students should ensure they are well-prepared for their examinations, including attending to personal needs (e.g. using the toilet) before entering the examination hall.
- Students should bring any necessary medication with them and inform the invigilator if they require it during the examination.
- If your child has an ongoing medical condition that may require special consideration, please contact the SEN team or the First Aid team immediately to discuss potential access arrangements.
- Parents and students can find the latest information on JCQ regulations from the JCQ website.
- Please be aware that **strict adherence to JCQ regulations means that routine requests for toilet breaks or early leave during examinations cannot be granted unless a student has an approved access arrangement in place.**

We understand that examinations can be a stressful time, and we are committed to providing a supportive and fair environment for all students. We appreciate your cooperation in ensuring that all students are aware of and adhere to these regulations.

If you have any questions or concerns, please do not hesitate to contact the Year 11 Pastoral team (year11pastoral@kelvinhall.net) or our Exams & Data team (exams@kelvinhall.net).

Yours sincerely

Mrs Piercy
Deputy Headteacher
Kelvin Hall School

