



5<sup>th</sup> December 2025

Dear Parent/Carer,

## Re: January 2026 Vocational Examinations

Your child has been entered for a BTEC and/or OCR external examination in January. I am pleased to write to you with details of these examinations as well as to inform you of some important rules and regulations.

### Exam Timetable

Below is a copy of the January external exam timetable:

Date	Session	Subject	Duration
Wednesday 7 <sup>th</sup> January	9.00am	Introductory Diploma in IT – Unit 1	1 hr 30 mins
	1.30pm	Level 3 Business – Unit 2 Part A	2 hrs
Thursday 8 <sup>th</sup> January	9.00am	Level 3 Business – Unit 2 – Part B	3 hrs
Friday 9 <sup>th</sup> January	1.30pm	Introductory Diploma in IT – Unit 2	1 hr 30 mins
Monday 12 <sup>th</sup> January	9.00am	Level 3 Business – Unit 3	2 hrs
		Level 3 Health and Social Care – Unit 2	1 hr 30 mins
		Level 1/Level 2 Hospitality	1 hr 15 mins
	1.30pm	Level 3 Applied Science – Unit 3	2 hrs 15 mins
Monday 2 <sup>nd</sup> February	9.00am	Level 1/Level 2 Applied Science	1 hr

**Morning Exams:** Students must be in the Sixth Form workroom from 8.35am so that they can be called up to the exam room for a **9.00am start**.

**Afternoon Exams:** If a student has an afternoon exam, they will have a lunch break at the earlier time of 12.30pm. Students must be in the Sixth Form workroom from 1pm so that they can be called up to the exam hall for a **1.30pm start**.

Students will be directed from the Sixth Form workroom to the relevant exam room(s).

It is very important that students arrive on time for their exam(s). Rules and regulations state that they may not be permitted to enter their exam if they arrive late. If a student is late to their exam for any reason, they must go to reception and wait for the Examinations Manager to meet them.

**MRS D. LENNON**  
HEADTEACHER

St. John Fisher Catholic  
Comprehensive School,  
City Way, ME1 2FA.

t 01634 543123  
e headteacher@stjohnfisher.school  
w www.stjohnfisher.school

f @StJohnFisherMedway

🐦 @St\_JohnFisher

## **Rules and Regulations**

All exams are run using the JCQ rules and regulations, which are followed by every single school throughout the whole country. Please refer to a copy of the Exam Student Handbook (which can be found on the School's website under *Learning → Examination Information*), which outlines the regulations that students must follow. Please take time to look through this document with your child. It is very important that they, and you, understand expectations, as any failure to follow rules and regulations may result in a student losing part of all of their marks for an examination.

In particular, I would like to draw your attention to the following:

### *Equipment*

All students are expected to bring their own equipment for use in their exams. For all examinations, they must bring with them at least two black ball point pens. They will also need a pencil, rubber, sharpener, ruler, maths set and scientific calculator for maths and science exams. All equipment must be in a clear plastic pencil case or bag.

### *Food/Drink*

Food is not permitted during any examination (unless required due to a medical condition, which must be discussed and arranged with the Examinations Manager a week before the start of the first exam). Water is allowed in a clear/transparent plastic bottle, but this must be free of writing and all labels must be removed – this includes re-usable plastic water bottles. Squash, fizzy and hot drinks are not allowed, and you will be asked to hand these to an invigilator. Students must take their bottles with them when they leave the exam room.

### *Unauthorised materials*

Students in the Sports Hall will put their bags and coats in cages which will then be removed from the exam room and kept in a safe place. Students in the Activity Studio will put their bags and coats in the cupboard by the Activity Studio. **Mobile phones, all watches, MP3 players, iPods, and all other electronic devices are not permitted in exams.** If a student brings any of these items to school, they must switch them off and put them in their bag before they enter the exam room.

On occasions, students may be scanned by a member of staff using a metal detector before they enter the exam room. This will allow us to check for unauthorised items, such as mobile phones. If a metal item is detected, a student will be asked to empty their pockets, and any electronic devices will be collected in. Students will receive these items back at the end of the exam.

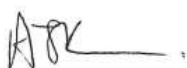
If any student is found with these items during the exam, it will be seen as malpractice. Malpractice in exams means any act or practice which is a breach of exam regulations, which compromises the integrity of the exam. The school must inform the relevant Awarding Body who will make a decision based on the information provided which could result in disqualification from that exam as well as all previous and future examinations.

### *Behaviour*

Unacceptable behaviour will not be tolerated. If a student misbehaves in an exam, they will be removed immediately. Again, this may result in the loss of some, or all, of their marks.

Thank you in advance for your support. If you have any further questions, please do not hesitate to contact me at the school.

Yours faithfully,



Mrs Franks  
**Exams Manager**  
[exams@stjohnfisher.school](mailto:exams@stjohnfisher.school)