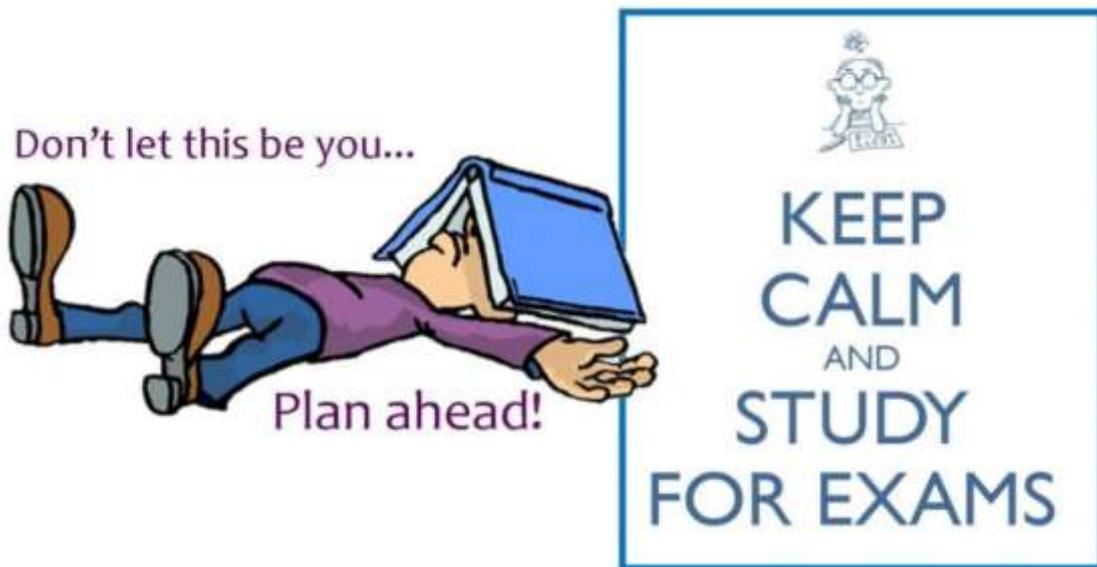


Summer 2026

Instructions & Information Booklet for External Examinations

Centre no 61853



Revision support is available every day after school from Monday 5th January.
All sessions will take place in 803 and run until 16.30.

This will be staffed as below:

	WEEK 1	WEEK 2
Monday	HLennon	HLennon
Tuesday	NParsons	NParsons
Wednesday	LChan	HLennon
Thursday	LChan	LChan
Friday	KMundy	KMundy

WHEN & WHERE

- Make sure that you know exactly when your exams are, especially whether they are in the morning or the afternoon. All dates and times can be found on your individual Exam Timetable.

TIMINGS

Arrive for your exams on time

Morning Exams: 8.20 (ready for a prompt 8.40 start)

Afternoon Exams: 12.40 (ready for a prompt 13.00 start)

Exam Clashes:

- If you have an examination clash involving different subjects your individual exam timetable will reflect these clashes
- If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total published examination time does not exceed three hours. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to be kept under formal exam conditions.
- If you have a clash and we have not seen you to confirm arrangements please see your Exams Officer immediately

Contingency Days: The Exam Boards have designated Wednesday 24th June 2026 as a Contingency day.

This day will be used if any exams need to be re-arranged due to **National or significant local disruption**, this is not for missed exams. **ALL** students must be available up to and including 24th June 2026 in case of this eventuality.

WHEN YOU MUST TELEPHONE

- Attendance, If you are absent from an examination due to illness, please notify the school as early as possible and at least **30 minutes before the start time**.
- Lateness, If you do arrive late for an exam please go directly to Reception where the Exams Officer will be contacted to escort you to your exam.
 - Please note that any candidate arriving after **10a.m or 2.30pm may not be allowed** into the examination room; however, you should be warned that if you do sit this exam then the awarding bodies may not accept your exam script.

PREPARATION

As well as revision it is important that you:

- Have enough sleep the night before your exams
- Arrive for the examination on time
 - 8.20 for a morning examination
 - 12.40 for an afternoon examination
- Are hydrated and have a good breakfast before coming to school. This will help with your concentration.

WHAT TO WEAR

- Full school uniform is expected
- There is a clear wrist policy
- ID badge – this will go on your exam desk

WHAT TO BRING

You must bring **ALL** relevant equipment for each exam.

Please make sure you bring the following stationery in a **CLEAR** pencil case or plastic bag:

- **black** pens
- pencils
- eraser
- ruler / protractor / compass
- sharpener
- calculator (when required by the exam; no calculator lids)

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

During an examination, a calculator must **not** be able to offer any of these facilities:

- a. language translation;
- b. symbolic algebra manipulation;
- c. symbolic differentiation or integration;
- d. communication with other machines or the internet.

During an examination, a calculator must not give access to any information stored prior to that examination. This includes:

- a. databanks, such as the periodic table (with the exception of scientific constants)
- b. dictionaries
- c. mathematical formulae
- d. text.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

You must not use:

- correcting pens, fluid or tape
- erasable pens
- highlighter pens in your answers (**although you may use them to highlight questions, words or phrases within the question paper**).
- gel pens in your answers

You may bring a **clear (no label)** bottle of **WATER** into the exam room. This bottle must be **totally** clear with **no** colour to the plastic.

Food is not allowed in the Exam Room unless special permission has been given.

MOBILE PHONES, WATCHES, AND ELECTRONIC DEVICES

Mobile phones, watches (analogue and digital), smartwatches, pagers, organisers, music players, MP3/4 players, Air pods, earphones/earbuds, headphones, smart glasses or any other type of electronic or storage device **ARE NOT ALLOWED IN ANY EXAM ROOM**.

If a mobile phone, watch, pager or other electronic communication device is found in your possession during an exam, even if it is turned off, the device will be taken from you and a report made to the appropriate exam board.

The awarding bodies operate a no tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the school that students discovered to have a communications device with them during an examination may face disqualification from the subject concerned.

EXAM ROOM CONDUCT

- Wait quietly outside your exam room and upon entering sit at the correct desk.
- You are under exam conditions **as soon as** you enter the exam room
- You **MUST** be silent and not communicate with the other candidates in any way.
- You will not be able to leave the exam room unescorted until the end of the exam when you have been dismissed.
- Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.
- You must not open the exam paper or fill it in until you have been instructed to do so.

LISTEN CAREFULLY TO INSTRUCTIONS READ OUT BY THE INVIGILATORS

BEFORE THE EXAM STARTS

- Check that you have the correct Paper and any Answer Booklet if required.
- When instructed fill in the exam paper/answer booklet clearly with your name, candidate number and Centre Number 61853. Sign your exam paper/answer booklet with your usual signature.

DO NOT START THE EXAM UNTIL INSTRUCTED TO BY THE INVIGILATOR.

- If, during the exam, you feel ill, require more paper or have any other problem, put up your hand and wait for the invigilator to come to you.
- Do not write on exam desks.
- Do not draw graffiti or write offensive comments on exam papers – if you do the Exam Board may refuse to accept your paper.

AT THE END OF THE EXAM

- If you finish before the time allowed for the exam, **CHECK** all your answers carefully.
- If you have used additional loose sheets of paper, these must be placed inside your answer booklet. Make sure your name and candidate number are on every piece of paper used. Your papers will be collected, and you will be given permission to leave.
- Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room.
- You will be dismissed from the exam room row by row. Go out in an orderly manner. You must remain silent until you are outside the room, please be mindful of other exams taking place in neighbouring rooms.

YOU ARE NOT ALLOWED TO LEAVE THE EXAM ROOM EARLY, EVEN IF YOU HAVE FINISHED YOUR EXAM

SPECIAL CONSIDERATION

The awarding bodies will not accept applications for special consideration for anything other than serious reasons.

Special consideration can only be applied for if a significant event has affected your performance **on the day** of the examination and you/we can provide appropriate evidence.

The maximum increase on your mark will be 5% of any paper. However, this is for the most exceptional circumstances. Generally, the increase would be between 1 and 3%

If you are feeling unwell during the exam please ensure you alert one of the invigilation team.

IN CASE OF EMERGENCY

For exams/assessments you are asked not to evacuate the room until told to do so by a member of SLT or the exams team (obviously exam rules go out the window if there is an imminent danger to life).

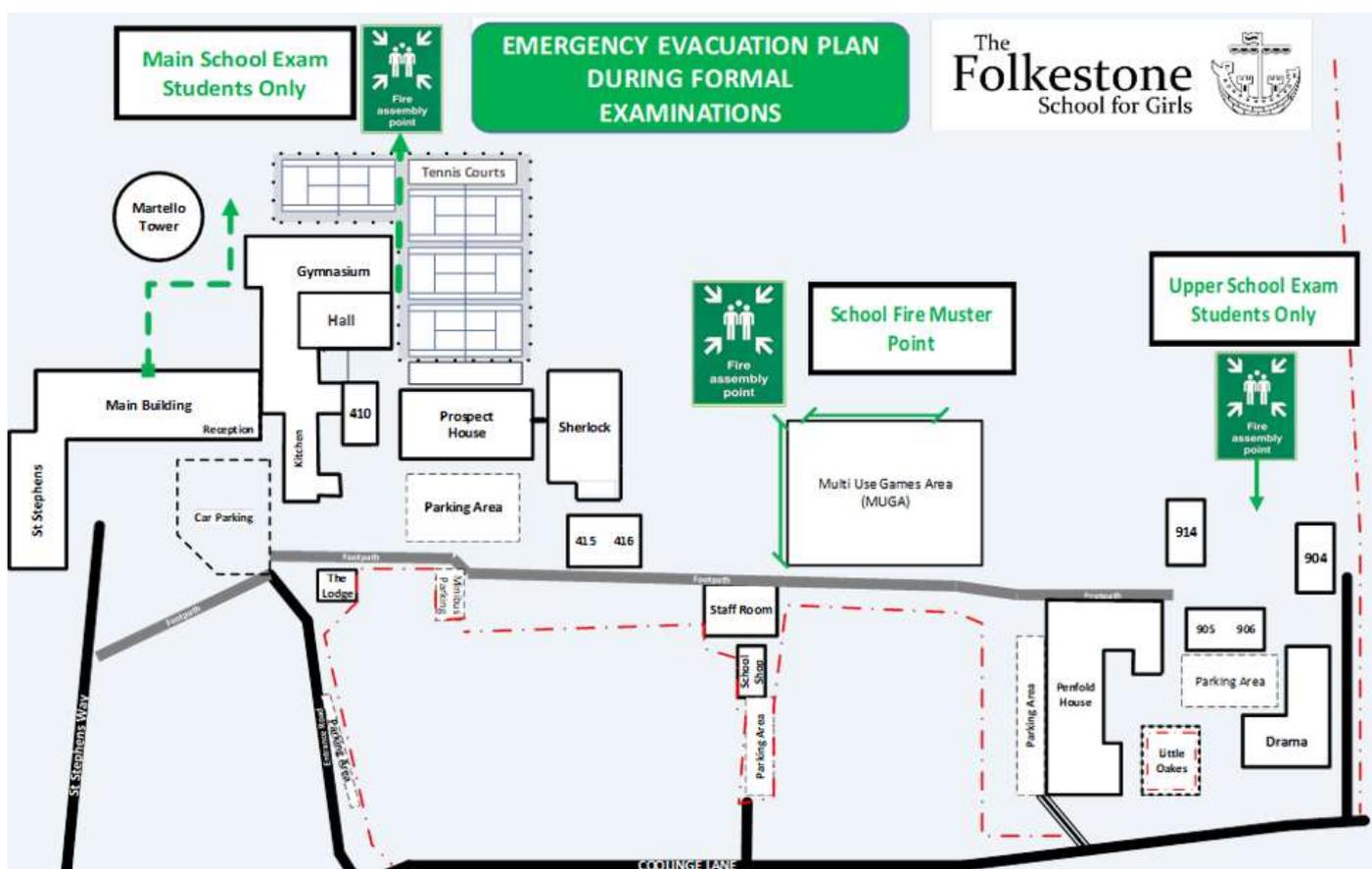
Please stop the assessment and we will make a note of the time disruption started and when you resumed the assessment - we can apply for special consideration where you are disadvantaged.

A member of SLT will be assigned to oversee the evacuation process.

If evacuated, you will remain under exam conditions at all times and must not communicate with each other or anyone else whilst outside the room.

Invigilators will remain with you.

The exams muster point to the side of the tennis courts if in the main school and by 914 if in the upper school (see map below).



Notification of Results

- You will be able to collect your results on the following days from 9am onwards:
(a letter will be emailed out in July)
 - **A Levels: Thursday 13th August 2026**
 - **GCSEs: Thursday 20th August**
- If any other person (including family members) would like to collect your results on your behalf, please ensure they:
 1. Bring a letter from you (stating their full name, your full name and your date of birth) giving them authority to do so
 2. Bring photo identification
- If exam results are not collected on the results day, they will be emailed out that afternoon.
- No results will be given out by telephone under any circumstances.

Post-Result Services

- Information regarding post-results services will be included in the results envelopes and staff will be available on the day to assist with queries.

Certificates

- You will be notified when your certificates are available for collection (usually at the start of December). This notification will include details of how to collect.

REMEMBER:

- All the rules that you must follow are stated on the **Information to Candidates for Written Examinations** and **Warning to Candidates** which are at the back of this booklet and are on display outside the exam room. Notices issued by JCQ regarding NEA, privacy, social media are available at [Information for candidates documents - JCQ Joint Council for Qualifications](#)
- **It is your responsibility to read these notices**
- **Follow the rules outlined in this booklet**
- **If you have any queries always speak to Mrs. Burvill or Mr. Frost as soon as possible**

Good luck in your exams!

Warning to candidates

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Information for candidates Using social media and examinations/assessments



While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules. jcq.org.uk/exams-office/information-for-candidates-documents

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

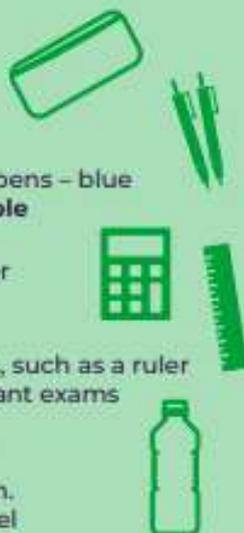
What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus, such as a ruler or protractor, for relevant exams
- a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got.

3 Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Useful Links for JCQ Documentation

[JCQ Information for Candidates - Coursework Assessments 2025](#)

[JCQ Information for Candidates - NEA Assessments 2025](#)

[JCQ Information for Candidates -On-Screen Examinations 2025](#)

[JCQ Information for Candidates -Written Examinations 2025](#)

[JCQ Information for Candidates - AI and Assessments 2025](#)