



Exam Information Booklet
Summer 2026

Introduction

Public exams can be a challenging time for many candidates and parents, and it is important that all those involved are as well informed as possible.

Well informed candidates will realise that the rules and regulations are designed to ensure fairness across the county, minimise disturbance when exams are in progress and is in the best interest of all candidates. We do everything we can to ensure students know exactly what procedures to expect ahead of attempting public exams.

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions that you may have. It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any questions or queries please feel free to get in contact.

Head of Centre: Ms Caldwell	principal@gfcs.uk
Exams Officer: Mrs Mills	j.mills@gfcs.uk
Head of Years 10 & 11: Mr Weedon	t.weedon@gfcs.uk
Head of Sixth Form: Ms McCabe	k.mccabe@gfcs.uk

JCQ information for candidates

All students will be directed to essential JCQ information for candidate documents to ensure they are familiar with the rules and regulations as follows:

- Privacy notice
- Social media
- Written exams
- On screen tests
- Preparing to sit exams
- AI and assessments

In addition, students working towards a qualification with non-written assessments, such as GCSE Art or Physical Education will also need to read:

- Non - examined assessment

Occasionally, a small number of students will work towards other qualification such as the Entry

Level Certificate and will be required to be familiar with:

- Coursework

These can be found on the school website

Malpractice

Malpractice means any act or practice which is in breach of the exam board regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work (plagiarism/use of AI without the correct referencing)
- Undermining the integrity of examinations/assessments.

Things not to do on social media:

- Buy / ask for / share exam content.
- Pass on rumours of what might be in exams.
- Share your work.
- Work with others so that your coursework is not your own independent work.

It is the responsibility of the student not to plagiarise (often the result of 'cut and pasting') or to use any tools of artificial intelligence. If the exam board detects any abuse of this, then the student risks malpractice sanctions which could include disqualification and debarment for taking qualifications for a number of years.

Uniform

Year 11 students are expected to wear full uniform at all times when sitting exams. Year 13 can wear the clothes they would normally wear to school. Please make sure that these are not covered in writing and **no hats** are to be worn.

Timetables

Your exam timetable is important and should be kept safely for reference purposes. Make a copy and display this somewhere obvious at home so that you and your family can see it and you will all know when you should be at school taking an exam.

All students must refer to their individual timetables for information on exam duration and times. If your timetable has a clash then you will take one exam, have a supervised break and then take the second exam.

The main exam rooms will be the sports hall and dance studio. Seating plans for exams will be put up in the sports hall window on the morning of the exam. Please check where you are sitting and make a note of the seat e.g. B12

Your timetable is unique to YOU! Don't ask your friends where the exam is as theirs may be different.

Candidate Number

This has 4 digits and you will need to write this clearly on every exam and any additional exam answer sheets. It would help if you learnt this number.

There will be a card on your exam desk with your exam details. You **MUST SIT IN THE CORRECT SEAT** as failure to do this is considered malpractice and has to be reported to the awarding body

If you cannot locate your seat number - please speak to an invigilator as soon as you enter the room, They will be able to look this up for you.

Timings

- Morning exams start at 9.00am
- Please remember to eat and drink sensibly before an exam, research showed all candidates perform better if they have eaten breakfast.
- Please be outside the exam room for 8.40am AT THE VERY LATEST
- Afternoon exams start at 1pm
- Please be outside the exam room for 12:40 am AT THE VERY LATEST

Silence

You will be called into the exam hall when it is ready. Once you enter the exam room, **YOU MUST**

REMAIN SILENT until your exam has finished and you have left the room.

YOU MUST NOT communicate with any other student either by speaking, mouthing or gesturing to them. Even eye contact or grinning at another student is counted as communication. You can be disqualified from exams as a result of this.

You cannot pass anything to other students during an examination, either. If you need to borrow a pen, pencil or have a question - speak to an invigilator.

Mobile phones, Smart watches

YOU MUST NOT have your mobile phone or any other electronic device with you in your exam. We recommend that you leave your phones at home or with a friend not taking an exam.

If you are found to have a mobile phone on you in an exam - whether it is turned on or not - this is malpractice. You will be reported to the exam board and they will decide a sanction, usually disqualification and keep a record of your details. Exam boards make it clear that taking mobile phones, smart watches and any other unauthorized electrical device into an exam is **STRICTLY FORBIDDEN**

Some items are strictly banned and should not be brought into the exam room under any circumstances. The exam boards treat mere possession of these items as an infringement of their rules and may incur a penalty. Examples are:

- Mobile phones, ipods, Airpods, headphones/earbuds, or any device that can connect to the internet; these must be switched off if they are on site
- Electronic communication/storage devices or digital facilities
- Wrist watches
- Calculator lids
- Notes, papers, exam timetable and textbooks
- Lucky mascots/items/makeup/hair brushes

Please also ensure that you have no writing or drawings on your skin or clothes.

Equipment

It is best if you bring in all the right equipment with you for each examination and make sure everything is working properly. Always bring a spare pen and pencil, not forgetting a ruler and eraser.

Made following exam regulations



You will need to bring your equipment in a CLEAR PENCIL CASE or CLEAR PLASTIC BAG.

If you bring water to the exam room it should be in a completely transparent unlabelled bottle.



At the Start of an Exam

ALWAYS CHECK YOU HAVE THE RIGHT EXAM PAPER IN FRONT OF YOU.

You can read the front cover as soon as you sit down. You will be told when to complete the front details on the exam paper. LISTEN carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper and that you can see the clock.

On every paper you must write your:

- Name (your legal name and not your "known as" name)
- Candidate (exam) number
- School Centre Number - 62349

You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something wrong or missing from your paper, raise your hand and wait to speak with an invigilator.

You are not allowed to take anything from the exam room except your own possessions - it is an offense to remove exam material.

When your exam has finished and your papers have been collected, you will be told when you can leave the exam room.

PLEASE LEAVE IN SILENCE - other students may be still working in the room.

Invigilators

The School employs external invigilators to conduct the examinations. Students are always expected to behave in a respectful manner towards all invigilators and follow their instructions . Subject leads / teachers will normally be present at the start of an examination only. Please note that invigilators cannot discuss the examination paper with you, explain the questions or read any

part of it unless a 'Reader' forms part of an access arrangement. Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Invigilator, Exams Officer or Senior Leadership Team.

Absence from Examinations

If you experience difficulties during the examination period (e.g., illness, injury or personal problems) please inform the Examinations Officer at the earliest possible opportunity so that she can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/guardian and given to the Examinations Officer without delay, in all cases where an application is to be made for special consideration.

Candidates and parents/guardians are reminded that the school will require payment of entry fees (usually at least £40.00 per subject in GCSE, £90.00 for A levels) should a candidate fail to attend an examination without a valid reason and without informing the school. Please note that misreading your timetable will not be accepted as a satisfactory explanation of absence.

WHAT IF...

...I have two or more exams scheduled at the same time?

If these are for the same subject

For example French reading and listening.

This is intentional on the part of the exam board and the exams are designed to run consecutively with no break, as if they were one exam.

If these are different subjects with less than three hours duration in total.

For example Chinese and business

Both exams must take place in the same session, so if both are afternoon exams, then they must both take place in the afternoon. A short break of no more than 20 minutes in full exam conditions in the exam room is permitted in between both exams.

If these are different subjects with more than three hours duration in total

If a clashing exam is rescheduled to another session in the same day (moved from a morning to an

afternoon or vice versa) the candidate will be supervised in an isolated environment with an invigilator over lunch time. They should bring some revision or reading material on paper, and lunch and drink.

Attempting to communicate with anyone other than the invigilator may result in the loss of marks both clashing exams for all candidates involved.

In very rare and exceptional cases it may be necessary for a paper to be completed the next day and it is a requirement that the student is very strictly supervised overnight. This is essential to avoid compromising the integrity of the exam and needs to be organised well in advance.

...I can't find my place in the exam room?

Occasionally problems arise because a student's desk reference is not where they think it should be. Please approach an invigilator who will be able to help you.

Students who have been officially withdrawn from an exam will not be permitted to sit the paper. It is helpful if the candidate has their individual candidate timetable with them, but this must not be taken into an exam room.

...I'm ill, I have transport problems or I'm late?

If you're ill, or going to be late on the day of the exam, you should notify the school on **01865 749933 IMMEDIATELY**.

Students that arrive late (after the start time) are permitted to attempt the exam with the full published time allowed, so long as 1 hour after the published start time has not passed.

As soon as a candidate is aware they are going to be late, they should make contact with reception and the Exams Officer, passing the reason why they are late. The candidate should make their way in as soon as possible. During this time the candidate should not use any devices such as a mobile phone to access the internet and should be supervised and accompanied by an adult if possible. Upon arrival at the exam room, the candidate will be given an opportunity to start the exam once the Exams Officer is confident that the candidate is ready to do so.

Normally candidates with a genuine reason and who are brought straight to school may be admitted to the exam room, though this decision to accept a paper started more than an hour later than timetabled, remains entirely with the Exam Board. However a candidate who arrives more than one hour after the start of the exam or after an exam has finished, may not be admitted.

...the fire alarm sounds?

You will be instructed by the invigilator to stop writing, close your examination paper and answer the booklet, You will remain seated. When you are instructed to evacuate the room you must do so in silence and follow the instruction of the invigilator.

Once you are reseated, the exam will restart and you will be given the remaining full working time set for the exam.

...I need to go to the toilet during the exam?

Toilet breaks are not advisable during an exam as you lose time and concentration. Make sure you go before you line up for the exam.

However, if you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

Remember: going to the toilet disturbs other people in the room.

...I feel ill during the exam or on exam day?

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. If you have a cold or suffer from hay fever, the invigilator can provide you with tissues.

If you are unable to attend due to sickness, a medical note from your **doctor MUST** be submitted to the Exam Officer - it must be specific about dates and the reason why you could not sit the paper.

A parental note is not sufficient.

...I have an appointment on the same day as an exam?

You will need to **CANCEL** the appointment! Failure to attend your exam will result in an ungraded paper. Exams have to happen at the date and time specified by the exam board.

...I apply for special consideration?

The school can write to the Exam Board to ask for special consideration in exceptional circumstances **ONLY**. We have no control over how much if any marks the exam board will award.

Results

A LEVEL RESULTS DAY IS ON THURSDAY 13TH AUGUST 2026

GCSE RESULTS DAY IS ON THURSDAY 20TH AUGUST 2026

You can collect your results on Results Day from the Sports Hall from 9am. An envelope will be waiting for you with your name and candidate number on. All of your results will be in the same envelope.

Unable to collect your results on results day?

If you want someone to collect them for you on your behalf, you must send a signed letter explaining that you have given permission for that person to take your results.

How can parents best help their child during the exam season?

Exams are inevitably a challenging time for some candidates and support from both school and parents is helpful.

- The school will provide advice about revision programmes and exam techniques, and if this is followed it should not be necessary for any student to work unusually long hours during the revision period.
- It is probably helpful to discuss with your child how they intend to organise revision and to talk through any concerns about techniques or subject matter.
- Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement.
- They should get plenty of sleep and some opportunities for relaxation. We would recommend that part time employment is kept to a minimum during this period.

If you are at all worried about your child please contact their Head of Year or the Exams Officer.

And finally

Your exams represent the culmination of five years of hard work at Greyfriars. Do not behave in a way that might jeopardise your chances or the chances of other people in the exam room. Exam boards rules are strict and must be followed to the letter - the Exams Officer has no choice but to report any breaking of the rules.

From all the staff at Greyfriars

GOOD LUCK!