

**Exams  
Candidate  
Handbook  
2025/26**

# Contents

<b>Introduction</b> .....	4
<b>Exam Timetable</b> .....	5
Quick checklist .....	5
.....	6
<b>Regulations</b> .....	8
Make sure you understand the rules .....	8
Timing .....	10
Fairness and honesty .....	10
What you must NOT bring into the exam room.....	10
Equipment and writing tools .....	10
Behaviour in the exam room .....	10
<b>Information – Attendance and Contingency Day</b> .....	11
If you are late .....	12
If you know you will be late .....	12
Exams cannot be moved .....	12
Contingency Day.....	12
<b>Other Important Information</b> .....	13
Appointments .....	13
Access Arrangements .....	13
Breakfast / Lunch .....	14
Calculators .....	14
Calculator Checklist .....	14
Food and drink .....	14
Illness.....	15
Medical Passes / Toilet Passes .....	15
Mobile Phones and watches .....	16
School Uniform.....	16
Seating Plans .....	16
Unauthorised Absence.....	16
Instructions during the exam .....	17
Invigilators .....	17
Invigilator Instructions.....	17
Exam durations and breaks .....	18
Toilet breaks: .....	18
End of the exam .....	18
<b>Candidate malpractice</b> .....	19
Possible sanctions (what can happen) .....	19

Common mistakes to avoid .....	19
<b>After the examinations</b> .....	20
Notification of results .....	20
Post results.....	20
Collection of Certificates.....	21
<b>Appendices</b> .....	22
Appendix 1 - JCQ Information for candidates – Written examinations .....	22
Appendix 2 - On your exam day checklist .....	22



# Introduction

At West Craven High School, we want you to feel prepared for every exam and assessment. This handbook explains what will happen, what the rules are, and what you need to do so everything runs smoothly.

We want exams to be as calm and successful as possible. Please read this handbook carefully and share it with your parent(s)/carer(s) too. In this handbook, students are called “candidates”.

If anything is unclear, please ask Mrs Markham (Exams Officer) or Mrs Gartland (Pastoral Lead – Year 11).

You can find more information on the Exams noticeboard in the Year 11 area and on our website: (Our Curriculum > Exam Information):

<https://www.westcraven.co.uk/page/?title=Exam+Information&pid=82>

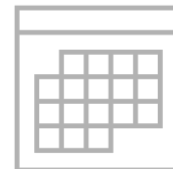
Remember: if you need help, ask—we are here to support you.

**GOOD LUCK!**



## Exam Timetable

Your exam timetable tells you **what** you are sitting, **when** you are sitting it, and **where** you need to be. Please check it carefully—students and parents/carers—so there are no surprises on the day.



### Most important points

- **Check your individual timetable** as soon as you receive it.
- It is important to check you have been entered for the right **Tier**.
- If you think there is a clash or a mistake, tell **Mrs Markham (Exams Officer)** straight away.
- If an exam is on your timetable, you **must** attend. Misreading the timetable is not accepted as a reason for missing an exam.
- Arrive **by 8:40am** for morning exams and **by 1:00pm** for afternoon exams.
- If you are going to be late, a parent/carer must contact school **as early as possible** (see Attendance information on page 12).

### Quick checklist

Tick	Before the exam series starts, I/we have...
<input type="checkbox"/>	Read the timetable and saved the exam dates/times somewhere easy to see (phone calendar, fridge, planner).
<input type="checkbox"/>	Checked we know <b>where</b> to go and <b>what time</b> to arrive for each exam.
<input type="checkbox"/>	Spotted and reported any possible issues (wrong entry, missing subject, clashes) to <b>Mrs Markham (Exams Officer)</b> .
<input type="checkbox"/>	Planned travel and back-up plans (alarm set, transport arranged, contact school if running late).

The timetable pages show the full exam schedule. If you are ever unsure what you should be doing next, ask school before the exam day.

## Summer 2026 GCSE Examinations Timetable

	MORNING EXAM All morning exams start at 9am		AFTERNOON EXAM All afternoon exams start at 1.30pm
Mon 20 and Tues 21 April	<b>AQA Art and Design (Photography) 10 hrs in total</b>		
Weds 22 and Thurs 23 April	<b>AQA Art and Design (Fine Art and 3D Design) 10 hrs in total</b>		
Fri 24 and Mon 27 April	<b>AQA Art and Design (Fine Art and 3D Design) 10 hrs in total</b>		
Mon 27 April to Fri 1 May	<b>EdExcel Spanish Speaking Exam F/H</b>		
Tues 28 and Weds 29 April	<b>AQA Art and Design (3D Design) 10 hrs in total</b>		
Tues 5 May	<b>AQA Urdu Speaking Exam F/H</b>		
Weds 6 May			
Thurs 7 May			<b>AQA Polish Speaking Exam F/H</b>
Mon 11 May	<b>AQA English Literature Paper 1 1hr 45m</b>		<b>AQA Business Paper 1 1hr 45m</b>
Tues 12 May			<b>AQA Combined Science: Trilogy - Biology Paper 1 F/H 1hr 15m</b>
			<b>AQA Biology Paper 1 F/H 1hr 45m</b>
Weds 13 May	<b>AQA Geography Paper 1 1hr 30m</b>		
Thurs 14 May	<b>EdExcel Mathematics Paper 1 (Non- Calculator) F/H 1hr 30m</b>		
Fri 15 May	<b>AQA History Paper 1 2hrs</b>		
Mon 18 May	<b>AQA Combined Science: Trilogy - Chemistry Paper 1 F/H 1hr 15m</b>		<b>AQA Urdu Listening F 35m AQA Urdu Reading F 45m</b>
	<b>AQA Chemistry Paper 1 F/H 1hr 45m</b>		
Tues 19 May	<b>AQA English Literature Paper 2 2hr 15m</b>		
Weds 20 May			
Thurs 21 May	<b>AQA English Language Paper 1 1hr 45m</b>		<b>AQA Business Paper 2 1hr 45m</b>
Fri 22 May			<b>NCFE Health &amp; Fitness 1hr 30m</b>
Mon 1 Jun			

UPDATED: 14.04.26

## Summer 2026 GCSE Examinations Timetable

Tues 2 Jun	AQA Combined Science: Trilogy - Physics Paper 1 F/H 1hr 15m		AQA Polish Listening F 35m AQA Polish Listening H 45m AQA Polish Reading F 45m AQA Polish Reading H 1hr AQA Urdu Writing F 1hr EdExcel Russian Listening F 35m EdExcel Russian Reading F 50m
	AQA Physics 1 F/H 1hr 45m		
Weds 3 Jun	EdExcel Mathematics Paper 2 (Calculator) F/H 1hr 30m		AQA Geography Paper 2 1hr 30m
Thurs 4 Jun	AQA History Paper 2 2hrs		
Fri 5 Jun	AQA English Language Paper 2 1h 45m		
Mon 8 Jun	AQA Combined Science: Trilogy - Biology Paper 2 F/H 1hr 15m		
	AQA Biology 2 F/H 1hr 45m		
Tues 9 Jun	EdExcel Spanish Listening F 45m EdExcel Spanish Listening H 1hr		
Weds 10 Jun	EdExcel Mathematics Paper 3 (Calculator) F/H 1hr 30m		EdExcel Russian Writing 1hr 20m
Thurs 11 Jun	AQA Geography Paper 3 1hr 30m		
Fri 12 Jun	AQA Combined Science: Trilogy - Chemistry Paper 2 F/H 1hr 15m		WJEC Hospitality & Catering 1hr 20m AQA Polish Writing F 1hr AQA Polish Writing H 1hr 15m
	AQA Chemistry 2 F/H 1hr 45m		
Mon 15 Jun	AQA Combined Science: Trilogy - Physics Paper 2 F/H 1hr 15m		
	AQA Physics 2 F/H 1hr 45m		
Tues 16 Jun	EdExcel Spanish Reading F 45m EdExcel Spanish Reading H 1hr		
Weds 17 Jun	EdExcel Spanish Writing F 1hr 15m EdExcel Spanish Writing H 1hr 20m		
Weds 24 Jun	Contingency Day		Contingency Day

UPDATED: 14.04.26

# Regulations



## Make sure you understand the rules

These rules are not optional—they come from the exam boards (JCQ).

**Students must follow them**, and parents/carers can help by checking students understand what is and is not allowed.

## Where to find the official JCQ rules

**Important:** Every student must **read the JCQ ‘Information for candidates’ documents** before their first exam. These are the official rules from the exam boards. **You will be asked to confirm that you have read and understood them** (this is part of the exam entry and exam-day process). Parents/carers: please support by checking your child has read and understood them.

- **Students:** read them and ask questions if anything is unclear.
  - **Parents/carers:** remind students that breaking JCQ rules can lead to **loss of marks** or **disqualification**.
- 
- On the school website: [www.westcraven.co.uk](http://www.westcraven.co.uk) **Our Curriculum > Exam Information > Examination Regulations**
  - On the JCQ website: [www.jcq.org.uk](http://www.jcq.org.uk)
  - Key student documents (2025–2026):
    - Coursework: information for candidates
    - Non-exam assessments (NEA): information for candidates
    - Written examinations: information for candidates
    - How to prepare for your exams
    - AI and assessments: what you must and must not do

## Top rules you must know

- **Be on time** for every exam.
- **No phones, smart watches, or any watches** in the exam room (even if switched off).
- **No notes** or revision materials in the exam room.
- **Follow invigilator instructions** immediately—silence and no communication.
- Breaking the rules can lead to **loss of marks** or **disqualification**.

This poster summarises the most important JCQ rules for written exams:

## Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	---	---	--	---



**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.**



## Timing

- Be on time for every exam. If you are late, the exam board may refuse to accept your paper.



## Fairness and honesty

- **Do not** cheat, or do anything that could give you (or someone else) an unfair advantage.
- If you break the rules, you could lose marks or be disqualified (in serious cases, from **all** your exams).



## What you must NOT bring into the exam room

- Notes or revision materials
- A phone or any device that can store/send information (including earbuds/headphones/AirPods and smart watches)
- Any watch
- Smart glasses



## Equipment and writing tools

- If you bring a pencil case, it **must** be see-through (transparent).
- Only use the pens allowed by the exam board—**do not** use correction fluid/tape/pens, erasable pens, highlighters or gel pens in your answers.
- If you arrive wearing a watch, an invigilator will ask you to hand it in.
- **Remember:** having something you're not allowed counts as breaking the rules **even if you don't plan to use it.**

**If you're unsure:** ask an invigilator before the exam starts (or speak to Mrs Markham beforehand). It's always better to check than risk a rule being broken.

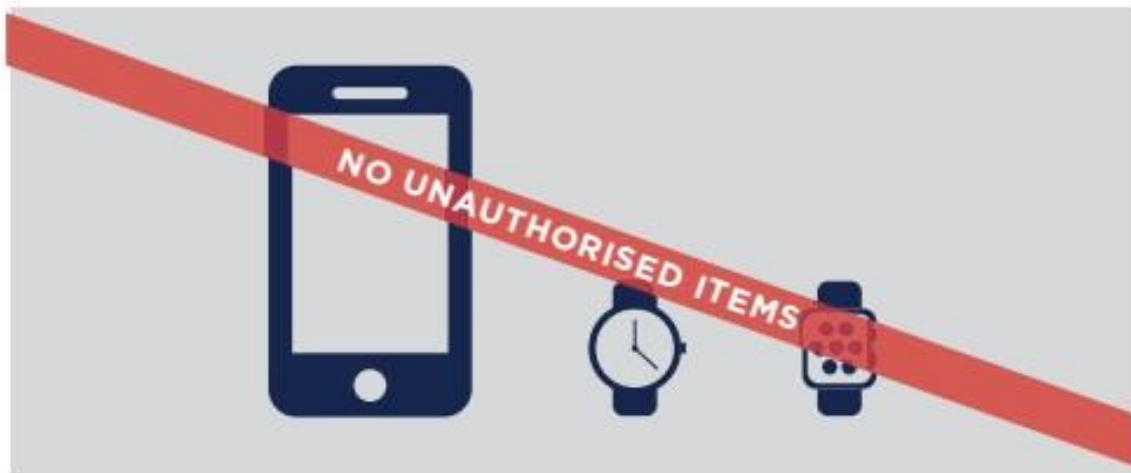
## Behaviour in the exam room



- **Do not** talk to, signal to, or distract anyone once you are in the exam room (including eye contact, gestures, passing notes).
- Do not write anything inappropriate, obscene or offensive (including graffiti) on your exam paper.
- If you leave the exam room without an invigilator before the exam has finished, you **will not** be allowed to return.
- **Do not** borrow or lend equipment with other candidates during the exam.

## 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 – Attendance and Contingency Day



Attendance matters! being late can affect whether your paper is accepted.

Morning exams: arrive at school **by 8:40am** (latest)

Afternoon exams: arrive at school **by 1:00pm** (latest)

## If you are late

- Report to **Mrs Markham (Exams Officer)** as soon as you arrive and signed in at the Attendance Office.
- If you arrive **more than 1 hour** after the published start time, you may not be allowed to sit the exam and this will be reported to the exam board.

## If you know you will be late

- A parent/carer must contact school as soon as possible.
- Please contact school **before 8:30am** (morning exams) or **before 1:00pm** (afternoon exams).
- If we don't hear from home, school will call.

## Exams cannot be moved

### Important:

- Exams can only be taken on the **date and time shown on your timetable**. They cannot be rearranged or taken on a different day.
- If an exam is on your timetable, you **must** attend. "I misread the timetable" will not be accepted as a reason for missing an exam.
- The school pays exam entry fees, so parent(s)/carer(s) may be charged if a student misses an exam without a valid reason.

## Contingency Day

Exam boards set a contingency day in case a national emergency means an exam has to move to a different day. For Summer 2026, the contingency day is: **24 June 2026 (all day)**.

### What you need to do

- Keep **24 June 2026** free (don't book holidays, appointments, or travel).
- If you have finished all your exams before the contingency day, you do **not** need to come in.
- If the contingency day is needed, school will tell you exactly what to do.

## Other Important Information

This section covers practical details that help exams run smoothly. Students should read it all, and parents/carers can use it as a quick reference.

### Quick rules to remember

- **No food** in the exam room (unless a medical exception is agreed).
- **Only water** in a clear, label-removed bottle.
- **No phones or watches** in the exam room.
- Bring only the **equipment you need** (and a clear pencil case if you use one).
- If you're unsure, **ask before the exam starts**.

## Appointments

Please **avoid booking appointments** (doctor, dentist, hospital, etc.) on any day you have an exam. Use your timetable to plan ahead.

### Important: exams cannot be rescheduled

- If an exam is on your timetable, you are expected to attend at that date and time.
- Missing an exam for an appointment may mean you receive **zero** marks, and parent(s)/carer(s) may be charged exam fees.
- If an appointment is unavoidable, a parent/carer must contact **Mrs Markham (Exams Officer)** as early as possible.

## Access Arrangements

Access arrangements are adjustments that help students with additional needs access exams fairly. Over your time in school, the **SEND team** and your teachers will have assessed your needs to understand whether you need access arrangements in exams.

- The **SEND team** will tell you if you have any approved access arrangements and explain exactly what they are.
- Invigilators will be told what your access arrangements are so they can make sure they are in place in the exam room.
- If you are unsure about your arrangements, or you think something has changed, speak to the **SEND team** as early as possible.

## Breakfast / Lunch



Eat breakfast/lunch before your exam. Breakfast is available in the dining hall from **8:00am**. Leave enough time to get to your exam room—food is not allowed in the exam room (unless agreed as a medical exception).

## Calculators

Bring an approved calculator to exams where calculators are allowed, and make sure it meets exam board rules.

- You may use a calculator unless the exam paper (or your teacher) says you can't.
- In Maths exams you can normally use a standard scientific calculator (e.g. Casio models).
- If you are unsure whether your calculator is allowed, check **before** the exam.




**Calculator Checklist:** before you go in, make sure you can tick everything below.

Tick	Calculator check
<input type="checkbox"/>	Calculator works and batteries are OK
<input type="checkbox"/>	Memory cleared (no notes, formulae or saved calculations)
<input type="checkbox"/>	Case/cover removed and left in your bag
<input type="checkbox"/>	No instruction booklet or stored programmes

- **Do not** use a dictionary or computer spell checker unless you are specifically told you can.

## Food and drink

Allowed	Not allowed
 <ul style="list-style-type: none"><li>• Water in a <b>clear plastic bottle</b> with the label removed</li><li>• Bottle must be colourless (not tinted)</li></ul>	<ul style="list-style-type: none"><li>• Fizzy drinks, energy drinks or concentrated drinks</li><li>• Food (unless there is a medical reason agreed in advance)</li></ul>

## Medical exceptions

- If you have a medical condition (e.g. diabetes) and need food or a specific drink during an exam, school can make arrangements.
- This must be agreed **in advance** with **Mrs Markham (Exams Officer)** before the exam series begins.

## Illness

If you are ill, tell school as soon as possible so we can advise you on the best next steps.

### If you are too unwell to attend

- A parent/carer must contact school **immediately** (as early as possible on the exam day).
- You will be marked absent and will receive zero marks for the missed paper.
- Medical evidence may be required (for example, an appointment card, prescription, or note from a medical professional).

### If you feel unwell during the exam

- Put your hand up and tell an invigilator straight away.
- School may still be able to request Special Consideration.
- If you can, it is better to attend than miss the exam.
- Special Consideration is usually a small adjustment (often **1–3%** of marks) based on the circumstances.

## Medical Passes / Toilet Passes

If you have a medical or toilet pass, we can still keep you safe and comfortable during exams—just follow the steps below.

- Invigilators have a list of candidates with a medical or toilet pass.
- **At the start of the exam:** tell an invigilator if you may need medication or a toilet break, so they can plan support.
- Bring anything you need (e.g. inhaler/medication) and make sure it can be kept accessible during the exam.
- Toilet breaks are supervised and you must remain under exam conditions (no phone, no talking).
- If you have allergies or long-term medication needs, check your medication is in date and with you on every exam day.

## Mobile Phones and watches

### No phones or watches in the exam room

- Mobile phones, smart watches and **any watches** must not be brought into the exam room.
- Leave them in your bag as instructed. No exceptions.



## School Uniform

Students must attend all exams in **full school uniform**.

- Plan ahead—make sure you have everything you need (e.g. blazer, tie, shoes) the night before.
- If there is an issue (for example, a lost item), speak to your **pastoral team** before the exam day so we can help.

## Seating Plans

You will **almost always** have the same allocated seat for all of your exams.

Occasionally, you may need to move to a different (often smaller) room. This usually happens if only a small number of students are sitting an exam, or if different tiers are used (for example, in MFL Listening exams).

A change of room does not affect your exam time, exam paper, or exam conditions.

- Seating plans will be displayed outside each exam room before the exam starts.
- They are also on the Exam noticeboard in the Year 11 dining area.
- Check your seat number in advance so you know exactly where to go.

## Unauthorised Absence

### Unauthorised absence = zero marks

- If you miss an exam without a valid reason, you will be marked absent and may receive **zero** marks for that paper.
- Exam fees may also be charged to your parent/carer.

## Instructions during the exam

This section tells you exactly what to do once you arrive at your exam room. It is written for students and parents/carers—please read it before your first exam.



### Top exam-room rules

- **Silence** as soon as you enter the exam room.
- **Put your hand up** if you need help—do not speak out.
- **Do not** open the paper or write until you are told.
- Follow invigilator instructions **immediately**.

## Invigilators



Invigilators are trained adults who are **in charge of the exam room** and must make sure JCQ rules are followed. They are also there to **support you**—if you have a problem or you're unsure what to do, put your hand up and an invigilator will help.

- If something doesn't feel right, **put your hand up** and wait in silence.
- Tell an invigilator if you think you have the wrong paper, a page is missing, your equipment breaks, you feel unwell, or you need assistance.
- If they cannot resolve the issue, they will send for **Mrs Markham (Exams Officer)**.
- Invigilators are in charge in the exam room—follow instructions first, then raise concerns with Mrs Markham afterwards.

## Invigilator Instructions

- You will be invited into the exam room **10–15 minutes** before the exam starts. Walk in silence to your designated seat and remain seated and silent.
- Listen to the announcement read out before every exam—this is your final chance to hand in any unauthorised items.
- **Do not** open the question paper or write anything until you are told to.
- Tell an invigilator straight away if:
  - you think you have the wrong question paper, or you do not have all the materials listed on the front;
  - the question paper is incomplete or badly printed.
- Read and follow the instructions on the question paper and/or answer booklet.
- Write clearly in **black ink** (black ballpoint is best).
- Write your name in **CAPITAL LETTERS** and use your **legal name** (this is what will appear on your certificates).
- Learn your candidate number—you will need it for every exam.

### **Top Tip:**

**Use black ballpoint pen**

- Do rough work in your answer booklet. Cross it through if you don't want it marked, and hand it in with your answers.
- If you use extra sheets (including for rough work), write your details on every sheet.
- Put your hand up if you have a problem, you feel unwell, you're not sure what to do, or you need more paper.
- You **must not** ask for an explanation of the questions—invigilators cannot help with exam content.
- **Do not** bend down to pick up anything you drop. Put your hand up and an invigilator will pick it up for you.

**Top Tip**

**Make sure you visit the toilet before entering the exam room**

## Exam durations and breaks

During every exam you must stay under exam conditions for the full time—these rules explain what that means.

- You must stay in the exam room for the full length of the exam. You are not allowed to leave early.
- If you leave the exam room without permission, you will not be allowed back in. The exam board will be told when you left formal exam conditions.

**Toilet breaks:** avoid leaving the room for a toilet break unless it is genuinely urgent. You lose working time, it can distract other candidates, and you must be supervised at all times (still under exam conditions). Use the toilet **before** you enter the exam room.

- If you finish early, use the time to check your work. When you are finished, close your paper and sit quietly so others can keep working.

## End of the exam

**Stay under exam conditions:** the exam is not finished until the invigilator tells you it is. When the exam finishes, you are still under exam conditions until the invigilator tells you to leave.

- Stop writing immediately when you are told to.
- Check your details are completed (name/candidate number) if required.
- Hand in **all** papers, booklets and extra sheets. Cross out any rough work you do not want marked.
- Stay seated and silent while papers are collected.
- Leave quietly when told to, remembering some students may still be working because of access arrangements.

### **Important: do not remove exam materials**

Do not take question papers, answer booklets or extra paper out of the exam room unless you are told you can. If exam security is broken, the paper may not be marked.

# Candidate malpractice

“Candidate malpractice” means breaking exam rules or doing something dishonest in any exam or assessment. This includes coursework, non-exam assessments (NEA), practical work, portfolios and written exams.



## What this means

- If malpractice is suspected, it **will** be reported to the exam boards.
- Sanctions can be serious, including **loss of marks** or **disqualification**.

## Possible sanctions (what can happen)

- **Warning** (a formal warning from the exam board)
- **Loss of marks** (for a section, component/paper, or unit)
- **Disqualification** (from a unit, a qualification, or all qualifications in that series)
- **Being barred** from entering exams for a set period of time

## Common mistakes to avoid

- Do not write anything inappropriate, obscene or offensive (including graffiti) on your exam paper.
- Do not include personal information in your answers (for example: your name, social media handles or contact details).
- Do not draw on your exam paper. If a marker flags anything, the exam board may apply a sanction and this could affect your grade.

**Worried you’ve made a mistake?** Don’t panic—put your hand up and tell an invigilator straight away, or speak to **Mrs Markham (Exams Officer)** as soon as possible. Telling us early is the best way we can support you.

## Social media warning

- **Do not** share, ask for, or hint at exam content online (even as a joke).
- Exam boards monitor malpractice and will investigate.

# After the examinations

This section explains what happens after exams finish, including results day, post-results services, and certificate collection.



## Key dates at a glance

- **GCSE Results Day:** Thursday 20 August 2026
- **Collect results in school:** 10:00am–11:30am
- **Results emailed to school email:** 9:00am
- **Certificates:** Star Awards event in November 2026

## Notification of results

- Results for the summer exams can be collected on **Thursday 20 August 2026**, between **10:00am and 11:30am**.
- Results will also be emailed to your school email at **9:00am** on results day. Make sure you can access your emails (school accounts can only be accessed from a device in the UK). Results cannot be given out by phone.
- If someone else is collecting your results (e.g. parent/carer, sibling, grandparent), they must bring **photo ID** and a **letter signed by you** giving permission.
- Any results not collected by **11:30am** on results day will be posted to the home address we have on record. Please make sure school has your correct address before results day.

## Results day checklist

- Know your school email login before results day.
- If someone is collecting for you, write and sign a permission letter and make sure they bring photo ID.
- Check school has your correct home address.

## Post results

- If you need advice after results day, speak to your subject teachers or a member of the Exams Team.
- Post-results services (for example **Access to Scripts** or a **Review of Marking**) can only be requested with the candidate's **written permission**.
- For post-results services, the candidate must provide a **personal email address** and a **current mobile phone number**. School can only communicate **directly with the candidate** about these requests (not through a parent/carer's email or phone number).

- We will give you the school deadlines for post-results requests on results day.
- All post-results service requests must be made through school.

### Important to know

- If a **Review of Marking** is requested, your grade can go **down** as well as up. The result of the review becomes your **final grade**, even if it is lower.
- There is a **cost** for post-results services. Parent(s)/carer(s) will need to pay the fee **before** the school submits the request.
- If the grade **increases**, the fee will be **refunded by the school**.

### Collection of Certificates

- You will receive a letter inviting you to a Star Awards event in **November 2026**. This is where you will collect your certificates.
- Any certificates not collected at the event will be available from school afterwards. Keep your certificates safe—you will need them at different times in the future.
- If someone else is collecting your certificates (e.g. parent/carers, sibling, grandparent), they must bring **photo ID** and a **letter signed by you** giving permission.
- Uncollected certificates will be stored securely. If they are not collected within **1 year** of issue, school may destroy them. A record of destroyed certificates will be kept for **4 years**.
- Look after your certificates. Replacements must be ordered from the exam boards and cost around **£50 per certificate**.



## **Appendices**

Appendix 1 - JCQ Information for candidates – Written examinations

Appendix 2 - On your exam day checklist



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ<sup>CIC</sup> 2025

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.**

- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in its memory;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed;
  - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are not sure what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

# 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.

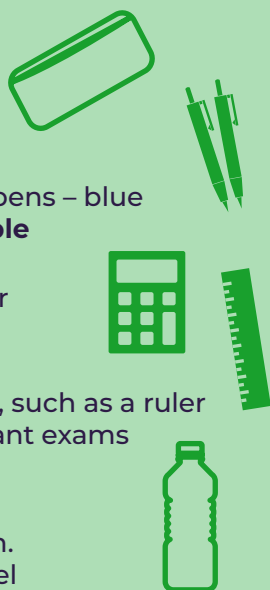
## What you cannot take into your exams:

- 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.

