**Centre Name: John Colet School**

# EXAMINATIONS 2026-2027

# GUIDANCE FOR STUDENTS & PARENTS




**Centre Number: 52139**

**School Telephone No: 01296 623348**

## INTRODUCTION

It is the aim of John Colet School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this information will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) is a membership organisation made up of the main exam boards. The JCQ provides a single voice on exam administration and we must follow the strict criteria precisely.

The JCQ also provides 'Information to Candidates' documents which all students must read and understand. They can be found on the school website under Examinations. They are:

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- JCQ - Unauthorised Items information for students
- JCQ - Warning to candidates
- JCQ - Preparing to sit your exams
- JCQ - AI and Assessment Quick Guide for Candidates
- JCQ Information for Candidates - On-screen Tests
- JCQ Information for Candidates - Written Examinations
- JCQ Information for Candidates - Using social media and examinations/assessments
- JCQ Information for Candidates - Non-examined Assessments
- JCQ Information for Candidates - Coursework assessments
- JCQ Information for Candidates - AI and Assessments

You can also find more information on the Ofqual Student Guide 2026.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Manager - **Mrs Jennifer Crummack**
The Examinations Assistant – **Mrs Bonnie Platts**

The school telephone number is: 01296 623348.

Information regarding exams is currently available on the school website: www.johncolet.co.uk/learning/examinations/

Remember – we are here to help.

**GOOD LUCK!**

# BEFORE THE EXAMINATIONS

**STATEMENTS OF ENTRY:**

- All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. By now students will have received this statement and checked their entries prior to these being sent to the exam boards.

- Continual checking of exam information is very important. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

**EXAMINATION BOARDS**

- The School uses the following Examination Boards: AQA, Pearson (Edexcel), Cambridge OCR, and WJEC/Eduqas.

**CANDIDATE NAME:**

- Candidates are entered using legal names in the format of First Name + Middle Names + Surname, e.g. Adam William Smith.

**CANDIDATE NUMBER:**

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of your timetable and on your candidate card which will be on your desk.

**UCI:**

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (52139) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is <u>not</u> necessary for you to remember it.

**TIMETABLES**

- A copy of the school's full exam timetable for 2026-27 will be displayed on the exam noticeboard before the start of the exam series. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong see Mrs Crummack in the Exams Office immediately.

**CONTACT NUMBERS**

- Please check that the school has at least one up-to-date contact number for you and your parents in the event of an emergency.

**EQUIPMENT**

- All items of equipment should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic .
- You should bring **at least 2 pens** (**black ink only**) and 2 HB pencils.

- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens)
- **You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.**

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- The JCQ Warning to Candidates and Unauthorised Items Poster will be displayed outside the exam room. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. Candidates must arrive at least 20 minutes prior to the start time of their examination. Please wait quietly outside of the Gym, where you will be escorted to the exam hall by a member of the school staff. Some examinations may take place in different venues, **please check the examination notice board on a regular basis.**

- Candidates who arrive after the start of the examination may be allowed the full time for the examination, depending on the organisational arrangements and provided adequate supervision arrangements are in place. A candidate will be considered very late if they arrive more than one hour after the awarding body's published time and in this instance the matter will be for the awarding body to decide if the paper is marked. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

- **Full School Uniform must be worn by all students attending school for examinations.**

- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions which should be left with your belongings in the Changing Room and make sure **batteries are new and that your calculator is operating in the correct mode.**

- Do not attempt to communicate with or **distract** other candidates by turning round in the exam.

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (**even if it is turned off**) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

- No watches or smart watches are to be brought into the exam rooms. Possession of unauthorised items, such as those mentioned above, is a serious offence and could result in disqualification from your examination and your overall qualification.

- No food or drink is allowed in the examination rooms. Except a clear water bottle (with the label removed) containing water only.

- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- **Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper or deduct marks**.

- Listen carefully to instructions and notices read out by the Exams Officer /Invigilators – there may be amendments to the exam paper that you need to know about.

- Check you have the correct question paper – check the subject, paper and tier of entry.

- Read all instructions on the front page carefully.

- You will not be allowed to leave the examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book, name each book and follow instructions from the invigilator. Make sure you read the instructions for completing additional answer books. Write the question number in the space provided and also leave 2 lines between each answer.

- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the exam room.

- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. Please also leave your candidate card on your desk so this can be used for future exams.

- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

**EMERGENCY EVACUATION**

- If the **fire alarm** sounds during an examination the invigilators will instruct you what to do. Don't panic. The Exams Officer or a member of the Senior Leadership team will advise all staff and students with further instructions. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

**INVIGILATORS**

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Subject specialist teachers may be present in the bag storage area prior to the start of an exam.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

**Please note that invigilators cannot discuss the examination paper with you or explain the questions.**

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and escorted directly to Mrs Crummack. A member of the Senior Leadership Team will then be contacted to deal with the incident and the disruption will be reported to the appropriate Examination Board.

**ABSENCE FROM EXAMINATIONS/SPECIAL CONSIDERATION**

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we 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 a letter or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. The exam boards lay down strict deadlines for this paperwork to be forwarded to them within 7 days of the exam.

- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

# FREQUENTLY ASKED QUESTIONS

**Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

**Q. What do I do if I have an accident or am ill before the exam?**

- Inform school as early as possible, so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe or the use of a laptop to write your answers but we will need as much prior notice as possible. We will need a letter from a parent explaining the problem if you wish the school to make an appeal for Special Consideration on your behalf (see below).

**Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples or such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application. More information can be found on the school website regarding Special Consideration.

**Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

**Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it <u>may</u> still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You <u>must not enter</u> an examination room without permission after an examination has begun.

  You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work.
  Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear a school uniform?**

- Yes. Normal school regulations apply to uniform, appropriate footwear, hair, jewellery, make-up, etc.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the bag area which will be locked while exams are in progress. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room. (Except a clear water bottle with the label removed)
- Mobile telephones, watches, smartwatches or any other technological item must not be brought into the exam room even if they are turned off.
- Make sure you have no writing on your hands/arms; you will be asked to leave the exam room to remove it before you can start your exam.

**Q. Why can't I bring my mobile telephone into the exam room?**

Being in possession of a mobile 'phone (or any other electronic communication device, E.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:
Device found on you and turned **ON** - **disqualification for the entire subject award.**
Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.
Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a white board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Again too many interruptions is distracting to other candidates and should be discouraged. Visits to the toilets should be made prior to the start of each exam.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the school canteen or bring a packed lunch in the usual way.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

## Results Days

**A-Level & BTEC - Thursday 12th August 2027**
**GCSE - Thursday 19th August 2027**

More information to follow regarding results.