Kingsmead School

RESILIENT INNOVATIVE MINDFUL EMPLOYABLE

Student Guide to Exams

2026-27

This Booklet is designed to offer you help and advice in preparation for your exams.

This booklet also states the rules and regulations of the exam boards that you must adhere to. If you do not follow these rules, then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask a teacher for help.

Introduction

Kingsmead School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place and they are made fully aware of the required JCQ awarding body and GCSE/GCE instructions and information for candidates.

Exams can be a stressful time for students and parents, and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

All Internal Assessments are run to the same standards in order that the students feel familiar with the examination protocol in readiness for their external examinations.

If you have any queries or need advice before, during or after the exams please contact:

The Examinations Office – Miss N Harding

Telephone number: 01543 227376

Candidate details

Candidate Name

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers.

Exam timetable/statement of entry

On receiving your Exam Timetable please check that all levels of entry and exam information are correct. Paying particular attention to all your 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. Please contact Miss Harding (Examinations Officer) immediately if you feel that any of the information or entries is incorrect.

Contingency Day: Wednesday 23rd June 2027

"The examination awarding bodies have designated a contingency day for exams. This is consistent with the qualification regulators' document exam systems contingency plan"

www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northernireland

The contingency date is a day specifically set aside, should sustained national or local disruption arise during the Summer 2027 examination series. If disruption happens, the GCSE and/or GCE (A Level) examinations would be taken either for the first time or again on that day.

Therefore, all pupils must be available up to and including this date.

Exam clashes

If you have an exam clash, we will write to you letting you know how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

The exam board regulations state:

If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session.

Candidates may also be given a supervised break of no more than 20 minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times.

This means that candidates cannot use this time to revise.

If you have a clash:

- you will be kept under supervision in between your two exams;
- depending on the duration of your clash, you may be permitted to revise between exams, however you cannot have any internet access (all revision material should be left with an Invigilator at the beginning of your first exam);
- during this time you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you;
- it is advisable to bring a snack and a drink (please hand this to your Invigilators at the beginning of your first exam); and
- **you must not leave the examination unaccompanied.** You will be collected from your first exam by an invigilator and taken to another room where you will begin your next exam.

If you do not understand your clash instructions, please speak to Miss Harding in the examination office.

Exam start time

The start times for exams at Kingsmead School are:

- 9:00 am for morning exams (8:30 for internal mock exams);
- 13:30 pm for afternoon exams.

Internal mock exams and controlled assessments may start at different times in accordance with our school day.

If you are entitled to extra time, you will not be allowed to leave the exam room until the end of your scheduled exam time.

Exam conditions

An exam briefing for all candidates will be given by an Exam Officer or Senior Invigilator in the exam venue before the exam begins. Candidates must not enter the exam room until directed to do so by the Exam Officer, Senior Leader, or Senior Invigilator.

Things to remember

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.
- You must listen to and follow the instructions of the invigilators at all times in the exam room.
- You must not communicate with other candidates.
- You should write clearly and legibly.
- The **Centre Name is Kingsmead School** and **Centre Number is 30165**; this will be displayed at the front of the exam room.
- The exam title and the start and finish times will also be displayed at the front of the exam room.

Exam invigilation

Exams are supervised by a team of experienced external invigilators. Our Invigilators must follow the strict guidelines set by JCQ.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

At the end of the exam

At the end of the time allocated for the exam, an invigilator will make an announcement informing you to stop writing and put down your pens. This will mark the end of your exam.

- No candidate will be allowed to leave the room until the end of the allocated time.
- If you are entitled to extra time you are encouraged to use it, ensuring that you have checked all of your answers before leaving.
- If you finish before the end of the allocated time, use any remaining time to check your answers.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue, you should walk out in complete silence and refrain from talking until you are well away from the room, so that you do not disturb your fellow students who are still working.

Toilet breaks

You are advised to go to the toilet before the start of each exam and allow time in your journey and preparation to do this.

You will only be permitted to go to the toilet during an exam in the following circumstances:

- After the first 45 minutes of an examination and not within the last 30 minutes of any examination.
- Where a student is unwell - and only then at the discretion of the venue's Senior Invigilator.
- Where a student is granted a toilet pass because of a medical need.

Equipment

Only authorised material can be brought into the exam room. You must bring all of your equipment to every exam. If you are not allowed to use a particular item, you will be told in the briefing before your exam starts and you will then be instructed to place the item(s) on the floor, under your desk.

The equipment you need:

- Black ink, or ball-point pens – you must write in **black ink** (please remember to bring spare pens)
- HB pencil
- Scientific calculator
- Ruler
- Protractor

In some exams, you will be permitted to use highlighters for text or coloured crayons for diagrams etc.

Only material that is listed on the question papers is permitted in the examination room and students who are found to have material on their person that is not allowed (*e.g. revision notes, cue cards etc.*), will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper and/or the qualification concerned **and awarded a U grade**.

Do not use any of the following:

- Correcting pens, fluid or tape
- Erasable pens
- Gel Pens

Your pencil case must be see through / clear and left on the floor beneath your desk before the start of any exam.

Bags and coats and any other items not permitted under examination regulations, must be left in the containers outside of the examination venue.

All mobile phones (*or any other electronic communication device, e.g. iPod, MP3/4, smartwatches, smart glasses, wrist watches and headphones etc.*) must be switched off and left in the containers outside of the exam venue. If a student's device causes a disturbance during an exam, the school must report the incident and the awarding body will sanction the student (which could include disqualification from the exam/qualification).

Similarly, if you are caught in possession of an electronic communication device, you will be reported for committing (or attempting to commit) malpractice and will face a sanction (this includes potential disqualification).

Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:
Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- Clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - *language translators;*
  - *symbolic algebra manipulation;*
  - *symbolic differentiation or integration; and*
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:-
  - *databanks;*
  - *dictionaries;*
  - *mathematical formulas; and*
  - *text.*

Food and drink in exam rooms

- **Clear plastic bottles of water are allowed in the exam room, all labels must be removed before entering the room.**
- **NO** other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with Miss Harding

What should you wear

It is a requirement that Years 10 and 11 wear full School Uniform for all exams. Years 12 and 13, normal Sixth Form dress code applies (business wear).

What to do if you are ill on the day of the exam

- If you are ill and unable to attend an exam it is vital you phone the school by 8.00am on the morning of the exam (**01543 227320**) to inform us.
- You must also obtain a note from your Doctor explaining the reason for your non-attendance. There is a possibility of submitting this note to the exam boards to ask for special consideration.
- If you are feeling unwell, but you are still able to travel, it is suggested that you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt, phone the school
- If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

What to do if you arrive late for an exam

It sounds obvious, but ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

- A register is taken at the start of each exam to check that all candidates are here **if you are running late for your exam, you or your parents must call the School Office on 01543 227320 and say that you urgently need to speak to Miss Harding, Examination Officer or the Attendance Officer** so that we are aware of what is happening.
- If you find that you are running late don't panic! When you arrive at school you should report to the Main Entrance and a member of the School Office staff will escort you to the exam venue.
- If you arrive for your exam within an hour of the PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam.

If you are going to be "VERY LATE" for an exam – i.e. more than an hour after the published start times – you must call us as early as possible. Even though we will allow you to sit the exam, and give you the full time for that exam, you should be aware that the exam board may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into school.

The best way to do this is:

- Avoid public transport
- Ask your parent/carer to drive you to School and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access and from what time
- You and your parent/carer will be asked to make a written statement giving the details of your movements until you arrived for the exam
- The decision about whether to accept your script is at the discretion of the exam board

What happens in the event of an emergency in the exam room?

In the event of an emergency such as a fire bell or a bomb alert and it is necessary to evacuate the building, the invigilator will take the following action:

- Stop the candidates from writing
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- Evacuation points are: Sports Hall – School House Car Park
  F Block – East Field
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.
- A full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body

Results

A level results day is Thursday 12th August 2027
GCSE Results day is Thursday 19th August 2027
Collection of results is to be advised.
If you are unable to collect your results in person, we will share these via email with you in the first instance. However, if you would like your results posted to you, please provide a stamped, addressed envelope and they will be posted to you. Alternatively, if you would like someone else to collect your results on your behalf (parents, grandparents etc.) you must give the exam office written confirmation of your request BEFORE RESULTS DAY to enable them to collect your results.

Post result services

If your results are not as you expected there are various options available. The options are to have the scripts reviewed, or for you to receive an electronic copy of your script/work (fee may apply).

It is important you discuss any review of results options with your subject teacher before applying – as marks can go up or down and there is no option to revert to a previous, higher mark.

The deadline for applications are final and it should be noted that the scripts are destroyed by the exam board after a certain amount of time so these services must be applied immediately after receiving your results. There will be a fee for all post result services as outlined by the exam boards, further details are available from the exam office.

Further details regarding deadlines, Post result procedures and internal appeals policy are available from the exam office.

Qualification certificates

Certificates will arrive in school in the autumn term and can be collected in person. A letter with further details will be issued within the academic year.

Exam Certificates are important legal documents that prove your qualifications. You may be requested to show your certificates to all future educational establishments and employers, it is therefore important that you keep them safe. Lost certificates cannot be replaced by the school.

It is your responsibility to collect your certificates, if uncollected; certificates are to be destroyed within 12 months as per guidelines set by the exam boards.

Should you lose your certificates, further information is available from the following government website:
https://www.gov.uk/replacement-exam-certificate