

Public Examination Information

For Parents/Carers and Students

2025-26

Contingency Days 2026

Wednesday 24th June 2026 will be the 'contingency day' for all exam boards in the UK.

In line with Ofqual's exam system contingency plan, these are additional sessions during and at the end of the exam period. It will only ever be used in the event of a local or national disruption to Summer 2026 exams, in which case it is possible that timetable dates could be affected up to and including the contingency day.

Students will need to make sure that they are available until the final contingency day has passed.



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Introduction

Public examinations can be a stressful time for students and parents/carers, 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 minimize disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible, thus helping students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform you about examination procedures. Our aim is to answer some of the most frequently asked questions and help to guide and support students and parents/carers through the examination process. It also contains the formal notices that are required by regulation to be given to each student. If you have any other questions, please feel free to make enquiries to the Exams Office.

You can contact the Exams office on:

Telephone: 01926 640465 Ext: 5115

E-mail: KHSExams@stowevalley.com

On exams days it is best to contact the main school reception on 01926 640465 and leave a message, with the nature of your query, as the main priority will be the starting of the exam on time.

A colour version of this booklet is available to view on the school website.

<https://www.kinetonhighschool.org.uk/curriculum/examinations>

Who is responsible for the examinations?

The schools' Examinations Officer is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Head Teacher. There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Examinations Officer.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

Non-examination assessment deadlines

Some of the subjects have a non-exam assessment (NEA) element included in them which has to be completed, marked and assessed and the marks and work sent to the Exam Boards well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the Boards' deadlines. These cannot be changed. Students who don't submit their NEA on time will not be allocated a mark for this element and their overall grade will suffer.

What information will students receive about their examination entries?

When the entries have been entered on the school's computer system, students will receive a Student Statement of Entry Summary detailing the subjects and tiers for which they have been entered. This should be checked and the subject leader or Examinations Officer informed if you believe there are any errors or problems.

This document serves the purpose:

To check that all entries have been made and are correct.

Students must check the timetable for exact exam timings well in advance of each exam.

Where will the examinations be held?

The main location for written papers is the Sports Hall. Other suitable rooms throughout the school are also allocated during the exam seasons. Students are asked to be there 30 minutes before the advertised start time. This enables seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a student sits will usually be determined by their candidate number, which appears on all Exam Timetables and will also be on their desk card during the exam.

How do I know the date exams take place?

The main period for exams is from the start of May until the end of June/early July but some oral examinations and practical examinations will take place earlier. All students will receive an exam timetable which will give them the dates and times of the papers they are taking. Students must read the timetable and make a note of the exact start times and location of their individual exams. Parents/Carers should make sure they have a copy of this timetable.

At what times do the exam sessions begin?

The Exam boards dictate the permissible start times for exams. Most exams will start at 0900hrs or 1300hrs. Students are asked to be at their exam venue 30 minutes before exams start.

The length of examination papers varies, and they will frequently not finish until after 2.45pm. Students and parents/carers should be aware of this and make appropriate arrangements for getting home. Students will not be allowed out of an exam early for any reason.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern, students will be made aware of this. It is the students' responsibility to be aware of the start time of each exam, but parents/carers should be warned there is a tendency for students to confuse a.m. and p.m. sessions. Please ensure your child checks their exam commitments for each day on the previous evening.

What happens if a student has more than 1 exam at the same time?

If students are taking two or more examinations timetabled for the same session and the total time is **more than three hours** including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day. Students will remain under centre supervision but are allowed to revise using their own resources. No access to electronic equipment/internet is permitted.

If students are taking two or more examinations timetabled for the same session and the total time is **three hours or less** the centre may decide the order of the examinations in the timetabled session. The students may be given a 20 minute supervised break. 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, they are not allowed to communicate with any student or have access to their mobile phone.

How are students supervised?

External invigilators will supervise students under the direct management of the Examinations Officer. Once students enter the exam room, they must remain supervised and follow the invigilators' instructions at all times.

The invigilators are experienced in exam procedures and subject to strict regulations, references and police checks. They usually work in teams and can contact the Examinations Officer to resolve any issues.

Teachers and/or invigilators will call students in according to the seating plan. In some sessions, papers will be already on exam desks. These must **NOT** be opened or written on until students are advised to do so.

What happens if a student is late?

If parents/carers are aware that their child has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to the Examinations Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted.

What should students bring to the examinations?

- Transparent pencil case or plastic bag, with **NO** writing on. Non-transparent pencil boxes or cases will not be permitted in the examination room.
- Black biro pen plus a few extra in case they run out.
- Pencil, sharpener, and eraser.
- Highlighter. Only use to highlight the question. Do **NOT** use in your answers.
- Ruler, protractor, and a pair of compasses.
- Scientific calculators – cases/lids removed and handed in.

Students are responsible for ensuring they bring everything they need to the examination. Students should know in advance the venue and seat number for each exam.

What should students **NOT** bring with them?

Some items are strictly banned from exam rooms and should **NOT** be brought into the examination room under any circumstances. The Exam Boards treat mere possession of these items as an infringement:

- Mobile phones.
- Personal CD/tape/minidisk players/iPods/MP3/4 players.
- Smart watches and any wristwatch.
- Smart glasses or other smart devices.
- Fitbits or other tracking devices.
- Products with an electronic communication/storage device or digital facility.
i.e. laptops/tablets.
- Headphones/Airpods/earphones/earbuds.
- Bluetooth/WIFI enabled devices.
- Notes, bus passes, corridor cards or any other pieces of paper.

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these while the examination is in progress.

- The use of correction fluid or pens is not permitted. Students should cross through work they do not wish to be marked with a single line.
- Notes, papers and text books are only allowed in certain exams and students will be informed by the subject teachers in advance.
- Students should not bring lucky mascots, charms, badges, etc. into the exam room.
- No food items or chewing gum are allowed.

May students bring a drink?

Students may bring a small bottle of still water into the exam room. This must have the label removed and be in a clear bottle with a sports lid.

Water bottles with writing on are NOT permitted.

What if the fire alarm sounds?

Students will be told to put down their pens, close their answer booklets and to sit in silence while awaiting instructions.

- You will either be led outside in an orderly manner to line up; you **MUST** remain silent as you are still under exam conditions. OR
- You will remain seated in the exam room whilst the alarm is silenced.

In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the examination. The Exam Boards will be notified.

Regulations governing the use of calculators

Some subject papers explicitly prohibit the use of calculators. Students must **NOT** have or attempt to use any form of calculator for these.

Also, calculators with any of the following facilities are prohibited:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- QWERTY keyboards
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines.

The use, or attempted use, of any such calculators will be regarded as malpractice. Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or program before the examination and removing lids/cases and handing them in.

What are the regulations regarding mobile phones?

The regulations state that mobile phones are **NOT** to be brought into examination rooms under any circumstances. Any student found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should **NOT** be brought to school. If you do bring a mobile phone to school, it must be switched off and handed to the invigilator prior to the exam along with any other electrical and/or Bluetooth devices. We can take no responsibility for the security of mobile phones brought to school.

What is meant by malpractice?

Malpractice is the term that the Exam Boards use for any irregularity, or breach of the regulations of any form. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement.

There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. Students could lose all marks for that board if deemed as a serious enough offence. The Exam Boards take the integrity of exams very seriously and it is important that students heed the Examinations Officers instructions carefully.

What happens if a student does not turn up for an examination?

If a student does not turn up for an exam, an attempt will be made to contact them immediately. Students who absent themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a result based only on those elements of the examinations which have been marked subject to the regulations requirement.

Parents/Carers should be aware as stated previously that the school will seek to recover the exam fees if a student does not turn up for an examination. It is in all our interests to ensure that the school's examination budget is not wasted.

How are exams started?

The Examinations Officer/Invigilator will usually announce the exam formally, and students will be cautioned that they are now in exam conditions and subject to the regulations. Any instructions or Exam Board notices, changes to papers etc will be read out.

Students **MUST** check they have been given the correct exam paper for the day, date, time, subject, unit/component and tier and will then be asked to complete their details on the front of the exam paper. **DO NOT** start writing anything on the exam paper until the invigilator tells you to.

Students must read the instructions on the front of the question paper. **DO NOT** open the question paper until you are instructed that the exam has begun.

What standards of behaviour are expected during examinations?

All students are given a copy of a 'Warning to Candidates' produced by the Examining Bodies, which gives general guidelines for conduct, which must be observed. The wording of this is included at the back of this booklet.

Students are asked to wait quietly outside the exam venue, and to enter and leave in silence, which includes the bag/phone drop off room/area. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their exams. To keep disruption to a minimum during the exam, toilet breaks are not permitted in the first or last 20 minutes of each exam, unless there is a confirmed medical condition.

The school and the Examination Boards regard breaches of examination regulations very seriously. Parents/Carers should impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated. The Head of Centre and Examinations Officer have the power to remove disruptive candidates. The student will then have to remain in isolation until the end of the exam.

Students who try to communicate with other students inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the Examination Board. This may result in the student not receiving a grade for the whole of that examination.

What should students wear for examinations?

Examinations are a school activity and students must wear uniform appropriate to their Year. We ask for the co-operation of parents/carers in ensuring students are correctly dressed as we wish to avoid causing stress to students in the examination room by pointing out when they are not in correct uniform.

All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams.

What do I do if my child is unwell at the time of one of the examinations?

If your child feels too unwell to sit the paper, or if you feel that your child's illness affected their performance, it is possible for the Examinations Officer to apply to the Exam Board for special consideration on their behalf. It is essential that this is brought to the school's attention immediately. Any medical information, doctor's note, copy of a prescription can support the application for special consideration and should be given/emailed to the Examinations Office: KHSExams@stowevalley.com.

Any relevant support material must be forwarded to the Examinations Officer without delay.

Please telephone the school if your child will not be attending an examination or if they will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

What do students do who finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other students.

What do I need to do if a student has problems that may affect their examination performance?

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that an application for special consideration may be made to the Boards. Parents/Carers should be aware that any adjustment is likely to be small and that no feedback is provided. Any long term illness or disability which may affect exam performance should be brought to the attention of the Exams Officer as early as possible in a course of study.

How can parents'/carers' best help their child during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and parents/carers can be helpful. The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally 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 anxieties about particular 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. Students should get plenty of sleep and some opportunities for relaxation.

What happens about the return of school books and equipment at the end of the examination period?

Students will have been informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

When and how are the results distributed?

Summer 2026

A level GCE results – Thursday 13th August 2026 between 8.30-10.30am

GCSE results – Thursday 20st August 2026 between 8.30-10.30am

If students are not available to collect results in person they can provide a handwritten and signed letter nominating someone to collect on their behalf. The nominated person is required to bring the letter and photo ID of themselves, such as a driving licence or passport.

Results will not be given over the telephone or by email under any circumstances.

A-level and GCSE students not intending to collect in person but wishing their results to be posted, should leave a stamped addressed A5 envelope (also bearing their candidate number), with the Examinations Officer by Friday 19th June 2026.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. It is advisable to discuss your results with a member of staff as soon as possible, preferably on results day.

You may decide to obtain a copy of the script before proceeding to an Enquiry About Result (EAR) as that is very expensive.

Awarding bodies accept appeals against results. Appeals must be made within 30 calendar days of the awarding body issuing the outcome of the Clerical Re-check, Review of Marking or Review of Moderation (“the Outcome”). Internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the Head of Centre where the candidate was entered or registered.

Details of the procedures and the fees involved are available from the Examinations Officer. Fees and forms are available on the school website. The process should be started as soon as possible after consultation with the subject teacher or Head of Department.

How to obtain copies of marked examination scripts?

It is possible to have access to marked scripts for most A/AS Level and GCSE's. The student will be required to complete an Access to Script (Orange) form for each subject/paper.

You should be aware of the different deadlines for obtaining copies of marked scripts, these will be on the Post Result Fees and Deadlines (Green) information sheet, which will be included in the results envelope.

Forms are available from the Exam Office or on the school website.

<https://www.kinetonhighschool.org.uk/curriculum/examinations>

How to Enquire about Results (EAR)?

Awarding bodies offer 2 options to Enquire About Results. Clerical Re-check (Service 1) which simply checks all aspects of administration relating to the script and a Review of Marking (Service 2) where a script is reviewed, **marks may go up, down or stay the same.** The student will be required to complete a Post-Result (Yellow) form.

You should be aware of the different deadlines and fees, these will be on the Post Result Fees and Deadlines (Green) information sheet, which is included in the results envelope. Forms are available from the Exam Office or on the school website (link above).

How should fees be paid?

Where students are requesting a chargeable service, fees should accompany the completed form and returned to the Examinations Officer. Payment can be made via Parent Pay.

When do students receive certificates?

The Examining Boards issue certificates several weeks after the examinations have taken place. Certificates for qualifications taken in May/June are issued in Nov/Dec 2026. The collection date and times will be posted on the school website in Nov/Dec 2026.

If students are not available to collect results in person, they can provide a handwritten and signed letter nominating someone to collect on their behalf. The nominated person is required to bring the letter and photo ID of themselves, such as a driving licence or passport.

Certificates uncollected after 1 year are destroyed; they can only be replaced by direct application to the Exam Boards by the student and will require proof of identity such as an original birth certificate and a substantial fee per certificate.

Useful information links

The JCQ (Joint Council for Qualifications) website has useful Information for Candidates documents on it which should be read by parents/carers and students.







www.jcq.org.uk

- Information for Candidates – Coursework – 2025 – 2026
- Information for Candidates – Non-examination assessments – 2025 – 2026
- Information for Candidates – On-screen tests – 2025 – 2026
- Information for Candidates – Written examinations – 2025 – 2026
- JCQ Preparing to sit your exams
- Information for Candidates – Social Media from 2024

The above list of documents can be found at;

www.jcq.org.uk/exams-office/information-for-candidates-documents/

Appendix 5 Information for candidates for written examinations – effective from 1 September 2025

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson
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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 devices, smart glasses, tablets (e.g. iPads or iPods);
 - c) a watch.

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 for only 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

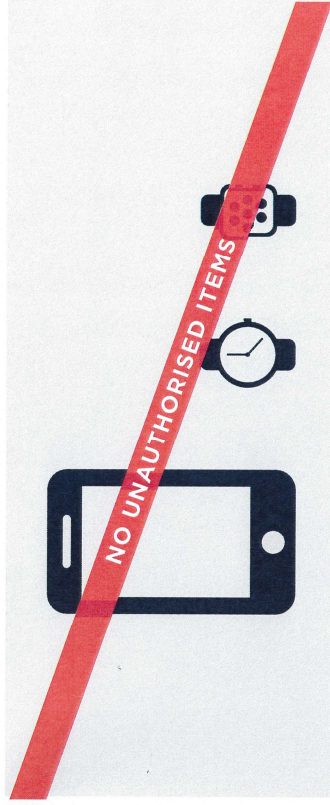
1. If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
 - a) you have a problem and are not sure what you should do;
 - b) you do not feel well;
 - c) you need more paper.
3. You **must not**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

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.

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.

While we like to share our experiences online, when it comes to exams, 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



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