

# **EXAMINATIONS 2025-26**

Information for Students  
and Parents/Carers



## CONTENTS

	Page
<b>Introduction</b>	4
<b>Warning Notice to Candidates</b>	5
<b>Before the Examinations:</b>	
Statements of Entry	6
Examination Boards	6
Candidate Name	6
Candidate Number	6
Unique Candidate Identifier	6
Timetables	6
Contact Numbers	6
Equipment	6
Coursework/NEA	7
AI and Plagiarism	7
Social Media	7
Personal Data	7
<b>During the Examinations:</b>	
Examination Regulations	8
Malpractice	8
Attendance at Examinations	8-9
Invigilators	10
Late Arrival/Absence from Examinations	10
<b>After the Examinations:</b>	
Notification of Results	11
After the Results	11
Certificates	11
<b>Frequently Asked Questions</b>	12-14
<b>No Mobile Phones Poster</b>	15
<b>Examination Timetable</b>	16

## **INTRODUCTION**

St. Ives School aims to make the examination experience as positive and successful as possible for all candidates. The purpose of this handbook is to ensure candidates are fully briefed on the examination and assessment processes in place, and are made aware of the required JCQ and awarding body instructions and information for candidates.

We hope that this booklet will prove informative and helpful for students and parents/carers.

The Awarding Bodies (or Examination Boards) set down strict criteria that govern the organisation of examinations and St. Ives School is required to follow them precisely. Any alleged, suspected, or actual incidents of malpractice will be investigated and reported.

If there are any examination queries or students need help or advice at any time please contact:

**Ms Sara Farrington – (Exams Officer)**

**01736 795608 extension 7021**

**[sfarrington@stives.tpacademytrust.org](mailto:sfarrington@stives.tpacademytrust.org)**

- Exams information (including timetables):  
[https://www.stivesschool.net/web/exams\\_information/630452](https://www.stivesschool.net/web/exams_information/630452)
- JCQ information for Candidates:  
[https://www.stivesschool.net/web/jcq\\_information/633372](https://www.stivesschool.net/web/jcq_information/633372)
- Exam Policies:  
<https://www.stivesschool.net/web/policies/630696>

**GOOD LUCK!**

## 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.

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY**

- All Candidates receive a statement of entry showing the subjects for which they are being entered. These should be checked very carefully. In particular, students must check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is difficult to change them once certificates are awarded. Check that entries are correct. Some subjects only have one tier of entry, some have Foundation and Higher tiers.

### **EXAMINATION BOARDS**

- The School uses the following Examination Boards: AQA, OCR, Edexcel and WJEC

### **CANDIDATE NAME**

- Candidates can only be entered under their Legal name.

### **CANDIDATE NUMBER**

- Each candidate has a four-digit candidate number (examination number). This is the number students will enter on examination papers. It is on their desk card.

### **TIMETABLES**

- A copy of the school's GCSE timetable 2026 is included at the back of this booklet. Students will also receive an individual timetable showing specific examinations with details of date, time and duration of exam. Check it carefully. Please see Ms Farrington if there are any questions.
- Occasionally candidates may have a clash where two subjects have exams scheduled for the same time. The school will make special timetable arrangements for these candidates only.

### **CONTACT DETAILS**

- Please check that the school has the candidate's correct address and contact numbers.

### **EQUIPMENT**

- Students must bring all the correct equipment to each exam. Check the regulations in the Notice to Candidates and the information on the following pages.

## **COURSEWORK/NON-EXAMINATION ASSESSMENT**

- JCQ and awarding body regulations apply for coursework and NEA as well. Please read the JCQ documents on the school website.
- Teachers will advise when these assessments will take place and when the deadlines are for you to hand in your work. You must hand in your work on time.
- This work will be internally marked and then moderated by the awarding body.
- Candidates will be informed of their marks and given the opportunity to appeal. Please be aware that appeals can only be based on the process of marking and not the mark itself. Further information can be found in the Internal Appeals policy on the school website.

## **AI AND PLAGARISM**

- Where computer generated content has been used in coursework/NEA assessment, this must be referenced. Show the name of the AI tool used and the date the content was generated. Your teacher will be able to advise you on what is and isn't allowed for the specific assessment.
- Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own.
- **If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered cheating.**

## **SOCIAL MEDIA – DO NOT:**

- Buy/ask for/share exam or assessment material
- Pass on rumours about exam or assessment content
- Share your work, or the work of others
- Work with others so that your assessment is not your own, independent work

## **PERSONAL DATA**

- A student's personal data will be shared with the awarding bodies for the purpose of examining and awarding qualifications. Awarding bodies may request and retain student materials (written work, audio-visual materials, artwork, digital files etc.) in accordance with their terms. Please refer to the relevant awarding body's privacy notice for further information.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed on page 5 of this booklet. 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. Further information on exam regulations can be found on the school website and should be read carefully by students and parents/carers.

### MALPRACTICE

Malpractice means any act or practice which is in breach of the regulations, for example:

- Introduction of unauthorised material into the examination room (mobile phones, watches, notes etc)
- Breaches of examination conditions (communication between students in the exam room, including non-verbal communication, not abiding by the regulations, not listening to the instructions from the invigilators)
- Exchanging, obtaining, receiving or passing on information relating to the examination(s)
- Offences relating to the content of candidate’s work (plagiarism, use of AI)
- Undermining the integrity of the examination/assessment

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must wait quietly outside the examination room until invited to enter by the examination invigilators.
- Morning exams start at **9:00am**, Afternoon exams at **1:30pm**
- **Candidates must arrive on time, at least 10 minutes before the start of the exam.** Candidates who arrive late are significantly disadvantaged. Late students must report to Reception upon arrival.
- **Full School Uniform must be worn by all students during examinations.**
- Candidates are under formal exam conditions from the moment they enter the exam room and until they are permitted to leave.
- All items of equipment, pens, pencils, calculators, mathematical instruments, etc. should be visible to the invigilators at all times. Students must either use a transparent pencil case or clear plastic bag.
- **Pens must be black ink or ballpoint.** Gel pens should not be used. No Tipp-ex or correction pens are allowed.

- Students should make sure their calculators conform to the examination regulations. **Calculators with internet access, databanks or dictionaries are not allowed.** Remove any covers or instructions and clear the memory before the start of the exam.
- Students are not permitted to wear a watch during the exams: **watches must be not be brought into the exam room**
- Students must not attempt to communicate with, or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). Failure to follow these rules could lead to disqualification 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, (including smart watches and calculators with internet access) is found on a student during an examination (even if it is turned off) it will be removed and a report made to the appropriate examination board. No exceptions can be made. This could result in disqualification from all examinations.
- No food or drink is allowed in the examination rooms except **still water in a transparent bottle (label removed).**
- Students must not write on examination desks, or their candidate ID card. This is regarded as vandalism.
- Students must not draw graffiti or write comments on examination papers – the examination board may refuse to accept the paper or may deduct marks.
- Students must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper.
- Candidates must check they have the correct question paper – check the date, time, subject, paper and tier of entry where applicable.
- Students must read all instructions carefully and number answers clearly.
- Candidates are not allowed to leave an examination room early. Use any time remaining to check over answers.
- At the end of the examination all work must be handed in – remember to cross out any rough work. All extra pages must be named and these must be securely tagged to the exam paper.
- Invigilators will collect exam papers before candidates leave the room. Absolute silence must be maintained during this time.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Candidates must remain seated in silence until dismissed.

- If the **fire alarm** sounds during an examination the invigilators will provide instructions. Remain seated and in silence until given further instruction. If an evacuation is required, candidates will be asked to leave **in silence** and in an orderly fashion. Candidates must not communicate with anyone other than exams staff during the evacuation – this would be reported as malpractice to the Awarding Body.

## **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.
- Invigilators undertake robust training to ensure they are fully aware of the exam regulations and are in the examination rooms to supervise the conduct of the examination and ensure all rules are strictly followed. 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 unwell.
- Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

## **LATE ARRIVAL/ABSENCE FROM EXAMINATIONS**

- If a candidate experiences difficulties during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible opportunity so we can help and provide advice.
- Please endeavour not to be late for your exams. If you are running late please phone the school to let us know, and then report to reception as soon as you arrive. They will contact the exams team to escort you to your exam room.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay.
- Parents and candidates are reminded that the school will require payment of entry fees (usually around £50.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

<p>Thursday 20<sup>th</sup> August 2026 from 9.30 am until 10.30 am</p>
---

- Results will be available for collection on:
- If any other person (including family members) is required to collect results on a candidate's behalf, written authorisation must be given to the school, and if the person is not a member of the school population they must provide photo ID as proof of identity.
- Results can also be accessed digitally via the DfE Education App, providing students have enrolled to this service in advance.
- Results cannot be given out over the telephone.

### AFTER THE RESULTS

- St. Ives School teaching staff will be available on Results Day to offer support and guidance.
- There is a limited time after the results are published during which the school can make enquiries about the results. This includes obtaining a copy of the script or requesting a review of marking. Please be aware that when a review of marking of an exam paper is completed the outcome can result in grades being lowered, raised or staying the same.
- Students must sign the consent form before any scripts are accessed or reviews requested. These will be in the envelope with the results, or can be requested via: [sfarrington@stives.tpacademytrust.org](mailto:sfarrington@stives.tpacademytrust.org)
- Please speak with a subject teacher or Head of faculty to discuss any queries about results. The Post-Results Reviews and Appeals Policy can be found on the school website.

### EXAM CERTIFICATES

- A collection evening will be scheduled in the Autumn term (late November) for students to receive their certificates. Invitations will be sent out with full details nearer the time.
- Certificates have to be signed for on receipt. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation, and if not a member of the school population they must provide photo ID as proof of identity.
- St. Ives School is obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. Students are therefore urged to collect certificates, and to keep them safely.

## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times will be on individual candidate timetables. It may be necessary to bring a packed lunch.

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

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

### **Q. What do I do if I have an accident or feel ill before an exam?**

- Inform school at the earliest possible point so we can help or advise you. You may need to obtain medical evidence (from your GP or hospital) 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/carers should be aware that any adjustment is likely to be small and no feedback is ever provided by the awarding body. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but their performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances could be illness, accident or injury, bereavement or a domestic crisis. The Examination Office staff must be informed immediately so that the necessary paperwork can be completed, and the candidate will be required to provide evidence to support such an application.

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

- It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. You must not enter an examination room without permission after an examination has begun.

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

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

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink or ballpoint only).
- 2 x **HB** pencils.
- For some exams you will need a calculator (Maths/Science etc), a 30cm ruler (marked with cm and mm), pencil sharpener, eraser, compass, protractor, coloured pencil crayons (not gel pens).
- A highlighter may be used on the question paper but never in your answers.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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

- Only material that is listed on question papers 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 examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats and any other items not permitted under examination regulations, must be left outside of the exam room. 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 still water in a transparent bottle.
- Mobile telephones/ipods/MP3-players or watches must not be brought into the exam room even if they are turned off.

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

- Being in possession of a mobile phone, watch, unauthorised calculator or any other digital device is regarded as cheating and is subject to severe penalty and likely disqualification from the awarding bodies.

**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 flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

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

- No, you must stay in the exam room for the full duration of the exam. A candidate may not leave the examination room for any reason unless accompanied by an invigilator.

**Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

- Only if it is absolutely necessary. Please make sure you go before the exam starts. You will be escorted by an invigilator and will not be allowed any extra time.

**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 problems when you are asked to show your certificates to a potential employer or college/university 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?**

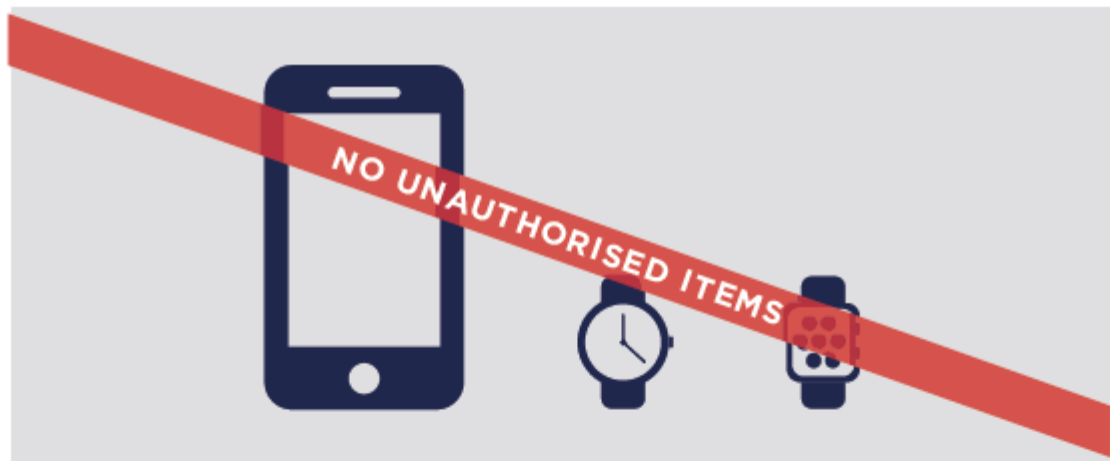
- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together at the front or side of the room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time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

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Subject Leader to obtain their guidance as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. All requests must be submitted to the Exams Officer before the deadline. You will need to complete a Candidate Consent Form and return it with your payment. If your grade is changed then the fee will be refunded to you.

## **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.

Exam Date	Exam Board	Exam	Session	Duration
Monday 30/03/26	OCR	Art Exam 11C	all day	5h
Tuesday 31/03/26	OCR	Art Exam 11C	all day	5h
Wednesday 01/04/26	OCR	Art Exam 11B	all day	5h
Thursday 02/04/26	OCR	Art Exam 11B	all day	5h
<b>EASTER HOLIDAY</b>				
Wednesday 29/04/2026	AQA	Spanish Speaking	AM	45m
Tuesday 05/05/2026	AQA	French Speaking	all day	45m
Wednesday 06/05/2026	AQA	French Speaking	all day	45m
Friday 08/05/2026	WJEC	Film Studies Component 1	AM	1h 30m
	OCR	Sport Studies: Contemporary issues in Sport		1h 15m
	OCR	Drama: Performance and response	PM	1h 30m
Monday 11/05/2026	AQA	English Literature Paper 1	AM	1h 45m
Tuesday 12/05/2026	AQA	Combined Science: Trilogy - Biology Paper 1	PM	1h 15m
		Biology Paper 1		1h 45m
Wednesday 13/05/2026	AQA	Geography Paper 1	AM	1h 30m
Thursday 14/05/2026	AQA	Mathematics Paper 1 (non - calculator)	AM	1h 30m
Friday 15/05/2026	Edexcel/Pearson	History: Thematic study and historic environment	AM	1h 20m
Monday 18/05/2026	AQA	Combined Science: Trilogy - Chemistry Paper 1	AM	1h 15m
		Chemistry Paper 1		1h 45m
Tuesday 19/05/2026	AQA	English Literature Paper 2	AM	2h 15m
Wednesday 20/05/2026	AQA	French Paper 1 (Listening F/H)	AM	35/45m
		French Paper 3 (Reading F/H)		45m/1hr
Thursday 21/05/2026	AQA	English Language Paper 1	AM	1h 45m
	WJEC	Film Studies Component 2	PM	1h 30m
<b>HALF TERM</b>				
Tuesday 02/06/2026	AQA	Combined Science: Trilogy - Physics Paper 1	AM	1h 15m
		Physics Paper 1		1h 45m
Wednesday 03/06/2026	AQA	Mathematics Paper 2 (calculator)	AM	1h 30m
	AQA	Geography Paper 2	PM	1h 30m
Thursday 04/06/2026	Edexcel/Pearson	History: Period study & British depth study	AM	1h 50m
	AQA	French Paper 4 (Writing F/H)	PM	1h 10/1h 15
Friday 05/06/2026	AQA	English Language Paper 2	AM	1h 45m
	OCR	Music: Listening and appraising	PM	1h 30m
Monday 08/06/2026	AQA	Combined Science: Trilogy - Biology Paper 2	AM	1h 15m
		Biology Paper 2		1h 45m
	OCR	Creative iMedia in the media industry	PM	1h 30m
Tuesday 09/06/2026	AQA	Further Maths Paper 1	PM	1h 45m
	AQA	Spanish Listening and Reading		AM
Wednesday 10/06/2026	Edexcel/Pearson	History: Modern depth study	PM	1h 30m
	AQA	Mathematics Paper 3 (calculator)	AM	1h 30m
Thursday 11/06/2026	AQA	Design & Technology	PM	2h
	AQA	Geography Paper 3	AM	1h 30m
Friday 12/06/2026	AQA	Food preparation and nutrition	PM	1h 45m
		Combined Science: Trilogy - Chemistry Paper 2	AM	1h 15m
		Chemistry Paper 2		
Monday 15/06/2026	AQA	Combined Science: Trilogy - Physics Paper 2	AM	1h 15m
		Physics Paper 2		1h 45m
Tuesday 16/06/2026	AQA	Further Maths Paper 2	PM	1h 45m
	AQA	Spanish Writing	AM	1h 15m
<b>*Wednesday 24/06/26: Contingency day*</b>				