



# Examination Series Booklet 2025/2026

## What to Expect, the Rules and Regulations for Students

### **ARRIVAL**

Check your timetable for the times of your examinations on each day. Check your pockets – they must be EMPTY. Place your bag & coat in the laundry. Bags are not allowed into the examination hall. Morning - Register in the lounge as normal. Make your way promptly to the examination room entrance when directed by staff.

**YOU ARE UNDER EXAMINATION CONDITIONS AS SOON AS YOU ENTER THE EXAMINATION ROOM, PLEASE FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR - YOU MUST REMAIN SILENT**

### **SEATING**

You will find your Candidate Number on the desk, you will need to enter the room and find your seat quietly. **You should not have your mobile phone with you**, as this should be securely in the metal box in Wellbeing.

**EQUIPMENT** – We do provide all the appropriate equipment required for examinations, however, you may provide your own, if this is the case we recommend:

- Black pens (at least 2)
- HB pencils (at least 2)
- Protractor
- Compass
- Rubber
- Ruler
- Calculator (no lid and all saved formula's deleted)

- If using a pencil case, it must be a clear (If invigilators cannot see the contents inside the pencil case, it will be removed)
- Food – you may have food to help with energy levels but there should be no packaging
- Water bottle - clear transparent, no labels, writing or patterns.

Black ink only must be used for your written papers; pencils/crayons can be used for illustrations, maps etc. You may use a highlighter on the question paper only but not on your answer paper and no correction fluids are allowed. Most scripts are scanned and marked online so the consequence of writing unclearly or in the wrong colour could mean that the examiner cannot read your work.

## **EXAMINATION ROOM**

You are to be silent as soon as you enter the examination room until you leave the room at the end of the examination.

Examination papers will be on your desk when you sit down, but they must not be touched until you are advised to by the invigilator.

Your pockets must be empty – there is no exceptions to this, it is not the School's place to decide if you are cheating, if items are found in your pockets, they will be declared to the Examination Board, and it is the Examination Board who determines whether the item found is a breach of the rules.

- Tissues will be provided, if you put up your hand.
- If you require medication, you must speak with the invigilator in the examination room before the examination starts.
- If you feel ill in the examination, you will need to make the invigilator aware by raising your hand.

## **EXAMINATION TIMINGS**

The awarding bodies published starting times for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. Question papers scheduled for a morning session can start no earlier than 8.30am and no later than 9.30am. Question papers scheduled for an afternoon session can start no earlier than 1.00pm and no later than 2.00pm.

As lessons at Northleigh start at 9.30 am, we endeavour to start morning sessions between 9.15 and 9.30 am and afternoon sessions at 1 pm in order that you can leave school by 3 pm, therefore we can accommodate any extra time allowed.

If you arrive after 10am for a morning examination or after 2.30pm for an afternoon examination, you will be considered “very late” and an application will be made to the Joint Council for Qualifications. They will want assurances that you have not had access to the internet and were not made aware of the paper’s content prior to sitting the examination. Your script may not be accepted, so letting us know if you are going to be late is vital, so we can give appropriate guidance.

## **BANNED ITEMS**

Once in the examination room you are not allowed to be in possession of:

- a mobile phone
- a watch (of any type)
- no technological or web-enabled potential sources of information
- any material which might be deemed to be of help to you, i.e. notes
- bags/coats
- correction fluid, ink eraser pens, gel-pens
- calculator lids
- glasses cases
- no writing on your hands

**IF YOU ARE FOUND IN POSSESSION OF ANY BANNED ITEM, YOU WILL BE DISQUALIFIED FROM THE EXAMINATION WITH THE POSSIBILITY OF BEING DISQUALIFIED FROM OTHER SUBJECTS**

## **DURING THE EXAMINATION**

No talking or communicating is allowed (including hand gestures, turning around, shrugging your shoulders, pulling faces etc) in any way with anyone. If you need anything during the examination, you must put your hand up and wait for the invigilator to approach you.

You speak quietly to the invigilator ONLY. When you have finished your examination paper, thoroughly check it and check it again. You should remain silent. You remain under examination conditions until you leave the examination room. Do not tap on the table, click pens or do anything that could put others off, as these are all considered Malpractice. Do not doodle on your examination papers, you may lose marks. If you are not the only one in the room, please be considerate to others.

Examination conditions are there to make things equal for everyone. If you break the rules, they will be noted down on an examination record form and we are obliged to advise the relevant examination board of this. We will also advise your parent’s that you have chosen to break the rules and the possible consequences of your actions.

If one examination board decides that you should be disqualified from that examination, depending on the severity of the rule break, you may be disqualified from all your examinations.

## **TOILET BREAKS**

Due to length of your examinations, you should not need to go for a toilet break during it. If you desperately need to go, put your hand up and the invigilator will come to you and then arrange for an accompanied toilet break, (no extra time will be allowed). If it is noticed that you ask to go to the toilet in every examination, invigilators will note this down and it may be investigated.

## **GO BEFORE YOUR EXAMINATION, YOU HAVE TIME**

## **END OF THE EXAMINATION**

You must stop writing when asked, even if you are part way through something. You must remain seated - until you are given permission to leave. You should remain silent, as there maybe more than one examination going on in the room that has a later finish time. You should stay silent until you are away from the examination room.

## **ANYTHING ELSE**

If you have any concerns during the examination, you must advise the invigilator at the time or at the end of the examination and not later. All concerns will be noted.

## **REMEMBER**

Medical Appointments **ARE NOT AN EXCUSE** to miss an Examination.

My Alarm did not go off – **IS ABSOLUTELY NOT AN EXCUSE.**

If your taxi is late – You must call the school office as soon as possible.

If you are very ill – call school as soon as possible. It is better that you come in and make your best attempt at the paper than to be absent.

If you are expected in an Examination and are absent without contacting school – your parents will be contacted.

## **WE DO NOT SET THE EXAMINATION REGULATIONS WE HAVE TO ABIDE BY THEM**

If you are entitled to have a **READER**, they will **only** be able to:

- Read for you in your examination and you must make clear what you want to be read
- Can read the instructions and the questions
- Repeat instructions, but only if you make it clear which instructions you want to be read
- Can spell words, if you ask, but **only the words** on the question paper
- Cannot tell you which questions to choose
- Cannot tell you when to move on to the next question
- Cannot tell you which questions to do.

Please utilise this access arrangement appropriately and have all questions read to you at least once.

If you are entitled to a **SCRIBE**, they will **only** be able to:

- Write/type for you in your examination
- Must write/type exactly what you say
- Can draw maps, graphs and diagrams, but can only draw exactly what you tell them, they cannot draw for you in a Design examination
- Can change what they have written/typed for you but only if you ask them to
- Cannot give you any help with answers
- Cannot suggest when an answer is finished
- Cannot tell you which questions to choose
- Cannot tell you when to move on to the next question
- Cannot tell you which questions to do first
- If you are allowed rest breaks, they cannot write/type in those breaks
- Can read back what they have written/typed for you, but only if you ask them to.

The Use of Word Processors - A word processor cannot simply be granted to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the school.

Candidates can use the access arrangements above (including extra time) provided they are eligible. However, an online application must be made prior to the examination and to process this application candidate's information needs to be disclosed.

## **CONTINGENCY DAY**

The Joint Council for Qualifications (JCQ) sets aside one full contingency day one contingency day, if there is a national event or incident that has a significant effect on the examination timetable. For example, summer examinations could be affected by extremely high temperatures.

The contingency day for this year is **Wednesday 24 June 2026**, all day. Please can candidates be available on this days.

## **INFORMATION**

The Joint Council for Qualifications (JCQ) Publications that candidates and parents should read are:

Information for Candidates – Coursework Assessments  
Information for Candidates – Non-Examination Assessments  
Information for Candidates – Privacy Notice  
Information for Candidates – Social Media  
Information for Candidates – Written Examination  
Unauthorised Items Poster  
Warning to Candidates  
AI Poster for Candidates.

These above documents are available on the school website. There are also specific Examination Policies on the school website, and it is recommended that candidates and parents read. Please note that there are internal procedures for appealing against teacher's marks before they are submitted to the awarding bodies. Northleigh, also has a complaints procedure in respect of examinations, available on the school website.

For those candidates taking the Cambridge International iGCSE First Language English, they should read additional information on the school website:

Cambridge International – Notice to Candidates  
Cambridge International – Information for Candidates.

## **COURSEWORK AND NON-EXAMINATION ASSESSMENTS**

Coursework and Non-Examination Assessments are an important element of most public examinations. These take place at various stages throughout the year and the rules must be adhered to.

We wish to bring to your attention concerns expressed by the Examination Boards regarding the authenticity of work submitted by candidates at all levels of the system.

Therefore, the Examination Boards require all candidates to sign a declaration confirming the authenticity of each separate piece of work submitted. This means, not only is the work that of the individual alone, but all sources (books, films, journals AND internet sites) have been acknowledged and referenced.

The Examination Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken).

## **AFTER THE EXAMINATIONS**

### **Notification of Results**

- GCE and Cambridge Technical Results will be sent out via the email address which school has on file on **Thursday 13 August 2026**. Should you wish another email address to be used, please advise Louise Hayward at [louise.hayward@northleigh.co.uk](mailto:louise.hayward@northleigh.co.uk) prior to the end of the Summer Term.
- GCSE and Cambridge National Results will be sent out via the email address which school has on file on **Thursday 20 August 2026**. Should you wish another email address to be used, please advise Louise Hayward at [louise.hayward@northleigh.co.uk](mailto:louise.hayward@northleigh.co.uk) prior to the end of the Summer Term.

## **POST-RESULTS SERVICES**

### **Reviews about Results (RARs)**

A candidate may have a query about a mark/grade awarded by an Awarding Body. Awarding Bodies have process for reviewing marking, referred to as RARs. The services provided are as followed:

**Access to Scripts** - A PDF copy of the original marked script (free) to help you decide whether to request a review of marking and to support teaching and learning.

**Service 1 - A clerical check** of a marked papers that makes sure that all the pages were marked, all marks were counted and that the result matches the marks on the paper(s).

**Service 2 - A review of marking** that makes sure the agreed mark scheme has been applied correctly and includes the clerical checks applied in Service 1.

**Service 3 - A review of the original moderation** to ensure the assessment criteria have been fairly, reliably and consistently applied. This service is not available for individual candidates. Requests must be made by unit/component, for all candidates at the school who have submitted centre-assessed work.

**Copy of Script** - A PDF copy of the reviewed script is available after the review or clerical re-check has been completed.

**Missing and Incomplete Results (MIR)** - An investigation to check if a result indicator – no result (X), partial absence (#) or pending (Q) – has been wrongly applied.

Before submitting a review, the school must obtain the written consent of candidates for clerical checks and reviews of marking as candidates' marks and subject grades **may be lowered**, at the discretion of the awarding body.

The candidate should have a discussion with the Subject Teacher, Examinations Officer and/or School Director for advice as to the consequences, options available and costs involved.

Current fees for Review of Results can be found on the OCR website.

### **Certificates**

Certificates for the Summer 2026 series examinations will be received in school towards the end of November 2026. Leavers will be invited to come in and collect their certificates. Leavers not able to collect their certificates themselves must provide written permission (hard copy) for a third party to collect them, as well as photographic evidence to prove who they are. If asked we will post them to you via secure delivery.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or mislay certificates will need to obtain duplicates from the relevant awarding body and pay any relevant costs incurred.