



Information

for Candidates
Parents/Carers

Centre Name: Great Sankey High School

Centre Number: 40107

Candidate Name:

Candidate Form:

Candidate Number:

This handbook is reviewed annually	
Date produced	09/18
Date of current review	09/25
Date of next review	09/26

Introduction

Great Sankey High School and Barrow Hall College is committed to ensuring that candidates are fully briefed on the examination and assessment process and are made aware of the required JCQ/awarding body instructions and information for candidates. This booklet has been devised to help you understand the exams process and your role in it; it applies to all exams and assessments, including internal exams however some information may not be relevant to internal exams.

Exam Regulations <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

The Headteacher does not set the examination regulations, but they sign an annual declaration which states that they will follow the regulations as set out by the Joint Council for Qualifications (JCQ) on behalf of its member awarding bodies. Failure to adhere to these regulations may be defined as malpractice or maladministration and lead to sanctions which may include a centre being barred from delivering qualifications and examinations. Candidate and parent/carers must understand that any requests they may make to the school can only be considered in line with the regulations. JCQ Notices to Candidates are shared with candidate and parent/carers in September and once again later in the academic year. They are displayed outside the Exam Office and on the school website.

Personal Data (JCQ ICE 6)

The school will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ('Student Materials'). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body whose examinations/assessments are involved. If you require further information about how awarding bodies may use 'Student Materials' please see the links to their websites below.

AQA Privacy Notice <https://www.aqa.org.uk/about-us/privacy-notice>

NCFE Privacy Notice <https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/>

OCR Privacy Notice <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>

Pearson Privacy Notice <https://qualifications.pearson.com/en/privacy-policy.html>

WJEC Privacy Notice <https://www.wjec.co.uk/media/y2sjx1po/230222-wjec-privacy-notice.pdf>

On our school website you will find lots of useful information including revision tips, coping with stress and revision websites. If you have any worries or concerns, please speak to your Year Team.

Website: <https://www.greatsankey.org/curriculum/exams>

Exams Office: Miss Clare Delmont

Email: c.delmont@gshs.omegamat.co.uk

STATEMENT OF ENTRY

Candidates will receive a Statement of Entry which will list all examinations their teachers have entered them for and the level. They are required to check this carefully for errors and raise any queries with the Exams Officer including checking their name and date of birth are correct. It is important to check the information or there may be a fee to amend details once certificates have been printed.

CANDIDATE NAME

Exam entries will be made using legal names, as detailed on birth certificate/passport. This is the name that will appear on exam certificates.

CANDIDATE NUMBER

The candidate/exam number is a four-digit number. This number will be used in all exams. Where requested, candidates should write this number on all examination papers and coursework.

HOW YOUR IDENTITY IS CONFIRMED IN THE EXAM ROOM

Photo cards are issued to candidates before an exam series. This should be brought to every exam and placed on the exam desk. The ID will be used to identify candidates at the start of the exam to complete the attendance register. If it is not possible to identify a candidate due to the wearing of religious clothing such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room for identification purposes. The candidate can then replace the item of clothing and return to sit the examination. Spare copies of the photo ID can be obtained from the Year Team or Exam Officer.

INDIVIDUAL TIMETABLE

The exam timetable will detail all examinations a candidate has been entered for including level/tier, the date of the exam, start time, length of the exam, exam room and seat number. Spare copies of the timetable can be obtained from the Year Office or Exam Officer.

TIMETABLE VARIATION/CLASH (JCQ ICE 17)

Unfortunately, some candidates, may find that they have two examinations timetabled for the same time, or several examinations taking place during an exam session or exam day. In these instances, the school may be permitted to vary the timetable/move an exam. There are tight procedures set by JCQ and awarding bodies that we must follow, and the Exams Officer will make special timetable arrangements and supervision for those affected. The Exams Officer will contact the candidate and parent/carer to confirm what arrangements have been made.

CONTINGENCY PLAN (JCQ ICE 15)

The awarding bodies will designate sessions allocated for contingency and also a date at the end of the summer exam period as a 'contingency day' in to the common examination timetable. The purpose of this is to re-schedule any examinations that may have been postponed in the event of national or local disruption during the exam series. **Candidates must remain available up to and including this date** should an awarding body need to invoke its contingency plan.

WHERE YOU WILL TAKE YOUR EXAMS

The Sports Hall is the main location for exams however, some exams may take place in classrooms. The seat number is on the timetable and there will be a seating plan outside the exam room. We have a limited amount of space in which to conduct exams and therefore may not be able to meet all rooming requests. Key staff make decisions in relation to exam rooming, and we are not obliged to meet any requests which are not detailed in JCQ regulations. The regulations refer to 'alternative rooming arrangements' which may include a room for a smaller group of candidates with similar needs away from the main exam room and not necessarily an individual room or one to one invigilation. The key decision makers will consult on which candidates due to

special educational needs, persistent and significant difficulties or a temporary injury/impairment may require specific rooming arrangements to access the assessment. Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation/alternative rooming within the centre. Any decisions made will be at the discretion of the key decision makers.

WHAT TIME YOUR EXAMS WILL START AND FINISH

Morning exams start at 9am and afternoon exams start at 1pm (start times may vary for internal examinations). Candidates are responsible for checking their own timetable and arriving at school on the correct date and time. We ask candidates to arrive 15 minutes before the start of the exam and will be expected to stay for the duration of the exam. There will be a clock clearly displayed in the exam room and invigilators will tell candidates when to start and finish; times will be displayed on the board at the front of the exam room. Afternoon exams may finish later than the school day and candidates should ensure they have arrangements in place for getting home including checking the bus timetable.

WHAT EQUIPMENT YOU NEED TO BRING TO YOUR EXAMS (JCQ ON YOUR EXAM DAY)

Candidates are responsible for providing and bringing their equipment to the exam. Students can purchase an 'exam ready' pencil case from the Exams Office for £1.00. They will need:

Student Photo ID

Long, clear, plastic pencil case to fit 30cm ruler

3 x Black ball point pen – not blue or gel pens,

3 x Pencils, pencil sharpener, rubber – **no** erasable pens, correction pens/fluid/tape, blotting paper

Ruler with cm and mm, protractor, compass,

Highlighters - may be used to highlight parts of the question but may not be used in answers,

Scientific calculator – CASIO FX-83GTX-S is recommended,

Clear water bottle.

USING CALCULATORS (JCQ ICE 10)

Candidates must be aware of JCQ/awarding body instructions regarding the use of calculators. Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. The instructions on the question paper will clearly say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculator meets the awarding bodies' regulations. Invigilators may check calculators to ensure they comply with regulations. Invigilators are not able to provide a calculator where a candidate has forgotten to bring one; they may give a student a replacement calculator only.

Calculators must be:

- of a size suitable for use on the desk,
- either battery or solar powered,
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities: language translators, symbolic algebra manipulation, symbolic differentiation or integration, 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 formulae, text.

The candidate is responsible for the following:

- the calculator's power supply,
- the calculator's working condition,
- clearing anything stored in the calculator.

UNAUTHORISED ITEMS (JCQ ICE 9, 18, 19)

Technological/web enabled sources such as AirPods, earphones/earbuds, iPods, mobile phones, MP3/4 players or similar devices, analogue or smart watches, smart glasses, any other smart devices are not permitted in the exam room. Candidates will be subject to penalty and possible disqualification from the exam/qualification if found with unauthorised materials. Only material listed on the question paper are allowed in the exam room. Candidates are reminded to check their pockets before entering the exam room to ensure they do not accidentally take any unauthorised material into the exam room.

MALPRACTICE (JCQ ICE 24)

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body. JCQ provides information regarding what constitutes malpractice. Any breaking of regulations during internal exams will be dealt with accordingly. Candidates and parent/carers should refer to the JCQ Information for Candidates documents. In addition to the JCQ documents, see the school website for more information on malpractice and sanctions. This also applies to non-examination assessments and coursework.

ARTIFICIAL INTELLIGENCE (AI)

Where computer-generated content has been used (such as an AI Chatbot), the reference must show the name of the AI bot used and show the date the content was generated. Candidates must submit a copy of the computer-generated content with the candidates completed work for reference and authentication purposes. If a candidate copies the words, ideas or outputs of others and does not show the sources in references and a bibliography, this will be considered cheating.

FOOD AND DRINK IN EXAM ROOMS (JCQ ICE 18)

Candidates may take water only into the exam room. Drinks bottles must be transparent with all labels removed. We strongly recommend using a spill-proof cap. Food is not permitted unless for medical reasons and prior permission will be needed from the Exams Officer. If food is permitted for medical reasons, it must be free of packaging and in a transparent container.

BEFORE THE EXAM

Before entering the exam room, candidates should check their pockets are empty. Coats, bags, and personal belongings should be left in the allotted area for the exam room. Candidates will be told by the invigilator when they may enter the exam room.

IN THE EXAM ROOM (JCQ ICE 19)

Once in the exam room, candidates will be under formal exam conditions which means entering the room in silence, not to communicate (verbally or non-verbally) or disturb other candidates. Candidates should find their seat, sit down, face forward and place their photo ID card on the desk. Candidates should listen to and follow the instructions of the invigilator and they should raise their hand if they need to speak to an invigilator. Candidates will be asked to complete the front of their exam paper and must not open the question paper until instructed to do so. The board at the front of the exam room will show the centre number, subject/title, paper number, the actual start and finishing times, and date of each exam.

SUPERVISION DURING EXAMS

Invigilators are employed by the school to conduct exams and must follow strict rules and regulations when conducting exams as directed by JCQ and awarding bodies. Invigilators administer all aspects of the examination. Candidates are expected to behave in a respectful manner, always listen and follow their instructions. Unacceptable behaviour may result in a candidate being removed from the exam by a member of senior staff. Invigilators will distribute and collect the examination papers, tell candidates when to start and

finish and deal with any issues that occur. They are not able to help with any part of the exam for example give answers. If a candidate thinks they have been given an incorrect exam paper, they should raise their hand and await a response from the invigilator. Failure to comply with JCQ regulations has the potential to constitute malpractice which may impact on the candidate's results.

AT THE END OF THE EXAM (JCQ ICE 26)

The invigilator may give a 5-minute warning before the end of the exam and will announce when the exam has finished. Candidates must remain in the exam room for the full duration and should use this time to check work and ensure they have completed the front page correctly. Candidates should check their name is on all pieces of paper and sign the front page of the answer booklet. Candidates must stop writing when instructed to a the end of the exam, remain silent and facing the front whilst papers are collected. When instructed to, candidates may collect their belongings and leave the exam room. Other students may be in the room taking a different exam that lasts longer and candidates should be mindful of this. Candidates remain under formal exam conditions until they have left the exam room. Students should not graffiti their answer papers.

WHAT HAPPENS IN THE EVENT OF AN EMERGENCY IN THE EXAMM ROOM (JCQ ICE 25)

If the fire alarm sounds in the middle of an examination and there is a need to evacuate the exam room, invigilators will direct candidates to the exits and assembly point designated for the exam room where they will remain supervised and under formal exam conditions. This means candidates will be expected to remain silent and not communicate with anyone unless instructed otherwise. This includes using a mobile technology. Candidates will be asked to stop writing, close their answer booklet and must not take the exam paper or other materials out of the exam room. Candidates will be advised when it is safe to return to the exam room and will be given the remainder of the working time set to complete the exam. The invigilator will complete an Incident Log and the Exams Officer will report the incident to the relevant awarding body. An application of special consideration may be made.

CANDIDATES WITH ACCESS ARRANGEMENTS/REASONABLE ADJUSTMENTS

Access arrangements/reasonable adjustments are based on an individual candidate's needs. Once a need has been identified and assessed, even if this meets the JCQ criteria for an access arrangement/reasonable adjustment, this can only be awarded if it reflects the candidate's normal way of working within the centre. Evidence will be gathered during internal assessments to ensure normal way of working and the SenCo will make the appropriate and informed decision based on JCQ regulations. Where a candidate has an access arrangement/reasonable adjustment in place, invigilators will be aware however if for example a candidate should have an exam on coloured paper and have been issued with a white copy only, they should raise their hand and speak to the invigilator, and they will investigate further with the Exams Officer.

SPECIAL CONSIDERATION (JCQ A GUIDE TO THE SPECIAL CONSIDERATIONS PROCESS)

We can submit applications for special consideration where an adverse issue or event has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment and demonstrate their normal level of attainment in an assessment. Any applications submitted to the awarding bodies must be supported by appropriate evidence. Candidates and parent/carer should be aware that any adjustment is likely to be small and no feedback is provided. Candidates are only eligible if they have been fully prepared for the whole course but their performance in the exam or production of coursework has been hindered. There is a strict criterion, and we are not able to submit applications for trivial cases such as a bird tweeting outside. The criteria are set out by the awarding body and evidence will be requested to support our application; the relevant awarding body decides on the outcome.

RESULTS

We encourage candidates to collect their results in person on the day but understand this is not always possible. They can nominate a representative to collect them on their behalf or hand a stamp-addressed

envelope to the Exams Officer to have them sent to the home address. The results you receive are not certificates.

POST-RESULTS (JCQ POST-RESULTS SERVICES BOOKLET) *Please note – there is a deadline for these services.*

Review of Marking

Following receipt of results, a candidate may wish to have papers reviewed. Post-results are a check of all clerical procedures which lead to the issuing of a result such as ensuring all parts of the paper have been marked, the marks have been added up and recorded correctly. A review of marking is to ensure that the agreed marking scheme has been applied correctly. Candidates will need to complete a document to authorise the review and confirm they understand when a review is undertaken there is no grade protection which means a grade may raise, lower, or stay the same. There is a charge for each service.

Access to Scripts

Candidates may be asked by their subject teacher for a copy of the exam script to use for use in the classroom to show examples of work to other students. Candidates will need to confirm they authorise the use of their work for teaching and learning purposes. Candidates may also request access to their scripts or other exam materials using this service too.

Internal Assessments

Controlled Assessments/Non-Exam Assessments

Some subjects require internal assessments, under varying levels of supervision. Candidates will follow the regulations set by the awarding body and will be asked to sign a declaration to confirm the work is their own. Dates are set by subject teachers and candidates should be familiar with the JCQ Notice to Candidates for Controlled Assessments/Non-Exam Assessments (NEA). Subject teachers will share marks with candidates before they are submitted to the awarding body. If a candidate is not happy with their mark, they may challenge the mark awarded through an appeal process.

Appeals

For information regarding appeals against internal assessment decisions, please request a copy of the school's Examination Policy from the Exams Officer by emailing c.delmont@gshs.omegamat.co.uk

CERTIFICATES

Certificates from the Summer exam series will be available from November. Certificates are very important, and candidates will be asked by Colleges, Universities and Employers as proof of qualifications. Candidates must sign to show they have collected their certificates and if they are not collected after 24 months they will be destroyed. To request replacement certificates for uncollected, lost, or misplaced certificates there is a charge per certificate, and this can be done directly with the awarding body.

GENERAL COMPLAINTS (EXAMS) POLICY AND INTERNAL APPEALS PROCEDURE

You should contact the Exams Officer c.delmont@gshs.omegamat.co.uk if you require further information.

Frequently Asked Questions (FAQs)

Do I have to wear my school uniform to exams?

Throughout any exam series, school students will continue to wear their full school uniform. College students, please dress appropriately.

Where can I leave my coat and bag?

You will be asked to leave your personal belongings in an allotted area in or near the exam room.

What do I do if I have been given the wrong paper?

It is important you check your exam paper when you sit down. Especially if the subject has a tier of entry. If you think you have the wrong paper, you must raise your hand and inform the invigilator.

Can I go to the toilet during an exam?

If you are unable to wait until the end of the exam, please raise your hand and notify the invigilator. You will be escorted to the nearest toilet. Students will not be able to use the toilet 10 minutes from the start of the exam or 10 minutes before the end of the exam. You will not be allowed any extra time.

What should I do if I feel unwell during the exam?

Please raise your hand and an invigilator will assist you. If you think this may have affected your performance, you **may** be eligible for Special Consideration.

What if I fall asleep during the exam?

Invigilators will do welfare checks on you to ensure you are well and not disturbing anyone. You will not be given any additional time if you fall asleep.

Am I allowed to leave early if I have finished my exam?

You will not be allowed to leave the exam room until you are dismissed by the invigilator. You must remain seated facing the front in silence. Do not distract other students as this will be seen as malpractice and you risk disqualification from the exam. Use the time to check your work.

What should I do if I am late for my exam? (JCQ ICE 21)

Students should be punctual to all exams, however if you are late, please report to your Year Office. If it is still possible for you to sit the exam, you will be escorted to the exam room. You must not enter the room without permission. If you are very late the Exam Officer will need to report this to the Exam Board giving a reason and evidence for your lateness. The Exam Board may not mark your script. The school will try to contact home if a student is missing from the exam.

What if I am ill or have an accident before my exam?

Please ring the school immediately so that we can help or advise you and discuss the best course of action. For example, if you have an injury that makes you unable to write it may be possible to provide you with a scribe or laptop. In all instances, you must provide supporting evidence to the Exams Officer to make an application for Special Consideration.

01925 724118

If I miss an exam, can I take the exam on another day?

The date and time of an exam is set by the awarding bodies and students must attend at this time and their will not be another opportunity to sit the missed exam. If you miss an internal exam, your teacher will reschedule the exam for you.

Results Day

A Levels, Cambridge Technicals, and other Level 3 Qualifications

Exam Series: Summer 2026

Thursday 13th August 2026

8am

GCSE, Cambridge Nationals, and other Level 2 Qualifications

Exam Series: Summer 2026

Thursday 20th August 2026*

**Further details will be sent at the end of Summer term*

Collection from Barrow Hall College

Staff will be onsite to offer information, advice, guidance, and support.

Results should be collected in person ideally by the student themselves.

If this is not possible and someone will be collecting on the student's behalf, please be aware that any representative collecting the results will need a letter of authorisation (see attached) from the student and a form of their own photo identification. Results cannot be released otherwise. The results you will be given on this date are not certificates.

If a student will be on holiday on results day and would prefer to have results posted to their home address; please provide a stamp-addressed envelope for the attention of Miss Delmont in the Exams Office. Results will be posted on the same day as release of results.

COLLECTION OF RESULTS/CERTIFICATES BY A THIRD PARTY

Student Name:

Student Exam Number:

Representative Name:

Representative Relationship:

FAO Exams Officer

I will not be able to collect my results/certificates in person and therefore give permission for the above-named representative to collect them on my behalf.

They will bring proof of identity and a copy of this notification to enable you to release my results.

Thank you

Student signature:

Office us only: ID Checked – please initial: