# SOUTHCHURCH HIGH SCHOOL

# YEAR 11

# STUDENT EXAM HANDBOOK

## September 2026-August 2027

## Centre Number 16613

*A community of opportunity, learning and aspiration*

SOUTHCHURCH
HIGH SCHOOL

## Introduction

Southchurch High School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place within the centre and you are made aware of the required JCQ/awarding body instructions and information for candidates.

## Candidate Details

**Candidate Name**
Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports. Your legal names will appear on your certificate.

**Candidate Number**
Each candidate has a four-digit number. This is the number you will enter on examination papers. (example: 7321)

## Exam Timetable

**Candidate Timetable** – On receiving your exam timetable please check that you have been entered for the correct exam and the correct tier for Maths, Science and Modern foreign languages.

Please ensure that all your personal details, date of birth, spelling of names are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Please contact Ms Karen Harrod or Mrs Julie Taylor (Examinations Officers) immediately if you discover any omissions or errors .kharrod@southchurchschool.com or jtaylor@southchurchschool.com

## Dates of Spring/Summer 2026 GCSE Examinations

The Summer 2026 GCSE and Vocational examinations will start the 5th May 2026 and finish on the 15th June 2026.

All exam timetables can be found on the school website and the Year 11 exam notice board.

The JCQ contingency date is the 24th June 2026. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. We must remind candidates that they must remain available until the end of the academic year until advised otherwise by Ofqual/JCQ.

## Non- Examination Assessment (NEA)

NEA's are assessments which take place outside of the written examination series. They include:

- Language Orals.
- Practical units: Hospitality & Catering, Physical Education and Photography.
- Performance: BTEC Performing Arts, Music,Art & Enterprise & Marketing

You will be notified of the dates and times of these assessments.

## Exam clashes

If you have an exam clash, we will write to you letting you know how that clash will be resolved.

An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash, the following will happen:

• You will be kept under supervision in between your two exams.

• During this time you can revise, however you must not have access or have in your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an invigilator at the beginning of your first exam.)

• During this time you cannot have contact with other students, except those students who are being supervised in the same room as you.

• It is advisable to bring a snack and a drink (please hand this to your invigilators at the beginning of your first exam).

• You will be collected from your first exam by an invigilator and taken to another classroom where you will begin your next exam. If you do not understand your clash instructions please speak to the exams officers.

## Exam Venues

The exam timetable and seating plans will be posted on the exam noticeboard and by the dining area. Please check this daily as changes may occur.

## Exam Invigilation

Exams are supervised by a team of experienced invigilators. Our invigilators must follow the strict guidelines set by JCQ. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

## Exam Start Time

The start time for exams at Southchurch School:

• 09:00 am for morning exams
• 13:00 pm for afternoon exams

You should aim to arrive at school at least 20 minutes before the start of your exam. Once you have registered, check the exam board and make your way to your exam venue. You must remain seated and in silence until the end of your exam.
If you are entitled to extra time, you will not be allowed to leave the exam room until the end of your scheduled exam time. (Unless this is part of your exam arrangements).

## Exam Conditions

Candidates must not enter the exam room until directed to do so by the Examination Officer, Headteacher, Deputy Head, or an Invigilator.
An exam briefing for all candidates will be given by a member of the Senior Leadership Team in the exam venue before the exam begins.
• You are under exam conditions from the moment you enter the exam room until you are given permission to leave.

• Candidates must listen to and follow the instructions of the invigilators at all times in the exam room.
• Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
• You should write clearly and legibly.
• The Centre Name is Southchurch High School and Centre Number is 16613 this will be displayed on the white board at the front of the exam room.
A photo card with your candidate number will be on each desk and **must not** be defaced.
• Exam board, subject title, tier, paper number; and the actual starting and finishing times (AM or PM), and the date of each exam will be displayed on the guidance board.
• We will announce clearly to the candidates when to complete the details on their answer booklet, and any additional information.
• We will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
• We will specify the time allowed for your exam.

## Exam Room

**Where will your personal belongings be stored during the exam?**
Bags and coats will be stored in a locked cage.

**What happens if you become ill during the exam or need to leave the room?**

Toilet breaks will not be permitted within the first 60 minutes or the last 15 minutes of the exam. For examinations less than 60 minutes, toilet breaks are NOT permitted.

If you feel unwell during the exam, raise your hand and an invigilator will help. If you need to leave the room, you will be escorted by the invigilator.

## Exam Papers and Answer Booklets

Please remember it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate). If you think you have been given the wrong exam paper, please raise your hand and notify an invigilator immediately.

## At the end of the exam

An invigilator will make an announcement informing you to stop writing or stop working and put down your pens, this will be end of your exam.
• No candidate will be allowed to leave the room until the end of the published exam time.
• If you are entitled to extra time you will not be allowed to leave until the end of your extra time.
• Candidates must remain seated until all papers have been collected and the invigilator instructs you to leave.
• When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb your fellow-students.

## Equipment

It is your responsibility to ensure you have all the equipment needed for your examinations. We can provide spare stationary in an emergency.

## Food and Drink in the Exam Rooms

• A clear/transparent plastic bottle of water (juice is not permitted) is allowed in the exam room, all labels must be removed before entering the room.

• NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Examinations Office.

## What you should wear

It is a requirement that you wear your full Southchurch High School uniform for all your exams. Facial piercings are NOT allowed at any time. There will be NO exceptions made.

## Items NOT permitted in Exam room

**Watches/Jewellery/Phones**
All mobile phones, watches & bracelets should be put in your school bag.

Bags will be securely stored throughout the exam and can be collected after the exam has finished.

## Arriving Late to the Exams

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely up to the discretion of the Head of Centre. If you are permitted to sit the examination, then the exam board will be informed and they will decide whether to accept the script.

A candidate will be considered very late if they arrive:

a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.00pm for an afternoon examination.
b) after the awarding body's published finishing time for an examination that lasts less than one hour.

If you are likely to be late you must:

1. Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival.
2. If you arrive before the scheduled start time of the examination, go immediately to the exam room.
3. If you arrive at, or after the scheduled start time of the examination please wait in reception and you will be met and escorted to the examination room. Please do not use your mobile phone after the scheduled start time for the examination.

## Mock Exams

All students must attend their mock exams as these papers will be kept as evidence in the unlikely event the government determines exams are not able to go ahead.

## Candidate Absence

If you are unable to attend an exam, it is essential you telephone the school first thing in the morning. Please do not leave a message on the school answer machine as this may not be collected until after the start of your examination. Please speak directly with reception or email kharrod@southchurchschool.com

You must provide the Exams Office with a note from your doctor detailing the reason for non-attendance as there may be an opportunity to apply for special consideration to the exam board.

## In the Event of an Emergency

**In the event of the Fire Alarm sounding the following will happen:**

• The invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working.

• The Invigilator/Examination Officer/SLT will evacuate the room if there is clear danger.

• If there is no clear danger to candidates the invigilator will await instructions from SLT, who will be with you very quickly.

**In the event of a false alarm:**

• You will be given a few minutes to compose yourself and get ready to start.

• The amount of time lost will be added onto your exam time. The new finish time will be clearly written on the board at the front of the room.

**If an evacuation is necessary:**

• The invigilator will ask you to line up in complete silence and leave the exam venue, you must not communicate with any candidate during the evacuation as this may compromise the exam security and will mean that the exam may have to be abandoned, or you will be disqualified from the exam due to malpractice.

• Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

## Results

GCSE exam results will be issued on the 20th August 2026. These results are 'provisional' and may not be your final grade as you may have a remark and your grade may change. Under normal arrangements, you are invited to come into school from 9.00 am to 11.00 am to receive your statement of results. Staff will be available to offer support and guidance.

If you know you will not be available to collect your own statement of results, then please provide a written letter of consent detailing who will collect your results on your behalf. The person collecting will need to show their ID and the copy of the consent letter.

## Post-results services

Details of the services available will be available on the school website this includes access to scripts, reviews of results and appeals procedures.

Here you will be informed about the deadlines, fees, and charges for the services. Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided.

If you wish to understand your results or have a question about your results, then please contact your subject teacher in the first instance.

## Certificates

GCSE certificates will be posted out to students during the first week of November 2026.

Certificates are not released prior to the pre-arranged dates.

Certificates will be posted to you at the address Southchurch High School has on your school record. It is really important that you tell us if you have moved addresses so we can update our records.

Certificates not collected are retained for 12 months and can be collected by candidates or their pre-authorised representative. After this time, you will need to contact the awarding body to purchase a replacement, this will be at your own expense.

## Contact Details

The school telephone number is: 01702 900 777

Email for the Exams Officer: kharrod@southchurchschool.com

Examinations Officers: Ms Karen Harrod & Mrs Julie Taylor

Head of Centre: Mrs Tracy Airoll

SENDCO: Mrs Ashley Grover

## Examination Boards

Southchurch School uses the following exam boards:

- OCR – https://.ocr.org.uk
- AQA – www.aqa.org.uk
- Pearson / Edexcel – https://qualifications.pearson.com
- Eduqas / WJEC – www.eduqas.co.uk

## JCQ information

The following documents are available to download from the school website

- JCQ Information for Candidates – Coursework
- JCQ Information for Candidates – Non examination assessments
- JCQ Information for Candidates – Written exams
- JCQ Information for Candidates – Privacy Notice
- JCQ Information for Candidates – Social Media Information for Candidates
- JCQ – Suspected Malpractice Policies and Procedures
- JCQ – A Guide to the Awarding Bodies' Appeals Processes
- JCQ – Candidate consent form – clerical re-checks, reviews of marking and appeals
- JCQ Unauthorised Items Poster
- JCQ Warning to Candidates Poster

# Candidate Exam Handbook

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**Name:**

**I understand** (Tick all of the boxes ):

- ☐ What constitutes malpractice in examinations/assessments
- ☐ What my personal data is used for by awarding bodies
- ☐ Data Protection

**I have read and understand the 2025-2026 JCQ information for candidate's documents** as they relate to the qualifications I am taking.

Please check the school website for the following information and tick the boxes below.

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ Suspected Malpractice
- ☐ Privacy Notice
- ☐ Social media
- ☐ Written exams

**Please give this slip to your form tutor as confirmation is required by the exams office.**

**Please keep the rest of the handbook to refer to and if you have any questions please speak to the Exams team.**

By signing here, I am confirming all of the above

**Candidate Signature**: **Date :**