

Examinations 2026

Guidance for Students and Guardians

Centre Name : St Cecilia's RC High School

Centre Number : 46605

St Cecilia's
R. C. High School



Introduction



At St Cecilia's it is our aim to ensure that candidates are as secure and comfortable as possible in the stressful conditions of examinations.

Preparation is the best way to reduce stress. This booklet should help in the preparation for the examinations. Please read it carefully and share it with your parents/carers so that they are also aware of the regulations and procedures which follow in the event of any problems occurring.

The examinations are National Examinations, overseen by the Joint Council for Qualifications. The students and the school must follow the regulations set down by them. If candidates do not follow the guidelines their examination paper could be cancelled by the Examination Board.

In particular you must read and carefully follow the instructions in the Information for Candidates' sheets at the back of this booklet.

If you or your parent's need any help or advice, please do not hesitate to contact school. If the question is about a particular subject the Head of Department will be able to help. If the query is about the organisation of exams, the timetable or a more general question please contact the Exams Officer.

Examinations Officer – Mrs K Gavan

Email - exams@st-ceciliass.lancs.sch.uk

Phone - 01772 783074

Useful terminology for examinations

Statement of entry – A list of the subjects and levels candidates have been entered for. (You will have been given a paper copy)

Examination Boards - St Cecilia's is using AQA, Edexcel, Cambridge OCR, Cambridge Nationals and WJEC/Eduqas in summer 2026. All these exam boards have websites which you can access for further information and past papers.

Candidate Names - All candidates are entered with their full first name and their legal surname. The name on their statement of entry sheet is as it will appear on certificates.

Candidate Number - This is a four-digit number which you will find on your statement of entry. You will have to put it on every exam paper.

UCI - This is also found on the statement of entry – this is a national number for administration purposes. You do not need to remember it.

ULN - Unique Learner Number – the number which goes through life with you logging all your examination results.

Exam information



Before the examinations

Please ensure that the school office has your up to date telephone contact number.

Ensure that you let school know if you cannot attend an examination.

Make sure you have a clear (no patterns) pencil case containing your equipment and a calculator without a lid.

On the day of the examination

Students **must** be in school by **8.45am** for morning examinations and **12.30pm** for afternoon examinations. Public examinations must be started at the times published by Joint Council for Qualifications. Our timings include scheduling of administration and organising in order to start at the JCQ published time which is essential. Exams times and dates cannot be changed. Students may not leave the exam hall until the official end of the exam.

After the examinations

Results day – Thursday 20th August – you must collect your results in person. If you want us to give your results to a parent, please give them a signed letter giving your permission. They will need some identification.

Collection of Certificates – in November, we will inform you when the certificates are ready for collection from school. Please remember that schools are only obliged to keep your certificates for one year after they are issued. If you need them at a later date and have not collected them or have lost them, you will have to contact all the Exam Boards and pay about £40 per certificate.

Complaints

If you wish to make a complaint, please see St Cecilia's Complaints Policy, which is available on the school website. Written complaints and appeals procedure will cover general complaints regarding St Cecilia's delivery or administration of a qualification.



Important information

Absence from Exams

A student who absents themselves from any examination without a doctor's note should be aware that the school will seek to recover the exam fees per GCSE subject. It is in everyone's interest to ensure that the centre's examination budget is not wasted. If a student cannot attend an examination or is unable to write due to an accident, please let us know as early as possible.

Invigilators

These are external people who the school employs to conduct the Exams. Students are expected to treat them with respect and follow their instructions.

A student who does not follow instructions and adhere to the exam regulations will be reported to the Exam Board who may cancel the exam paper and award no grade in that subject.

The JCQ insists that all Examination Centres follow strict guidelines for the student's conduct in examinations. Any students who do not adhere to these regulations will have their papers cancelled. Copies of the regulations are included in this booklet and are available on our website.

Unauthorised items must not be brought into the examination room.

The Examination Boards take a very strict view on mobile phones, watches, MP3/4 players and any other potential technological/web enabled sources of information.

Any candidate found with a mobile or any other device, even if switched off can find their paper cancelled.

Wrist watches are banned from the examination room.

If candidates take any resources into the exam room which are not shown on the question paper, or on the awarding body's stationery list (including those where calculators are not allowed) it will be considered as malpractice in the same way as having any other unauthorised items.

Students must not bring notes into the examination for any reason.



Equipment and Exam Tips

Equipment required for the Exams

Students are responsible for ensuring that they have the correct equipment for their exam. This should include:

- two black pens,
- two pencils,
- ruler and eraser,
- maths equipment (compass, protractor etc.)
- coloured pencils/pens,
- calculator with no lid, when required.

Equipment should be in a clear plastic pencil case or clear plastic bag – no patterns. Equipment should not be in pockets.

Exam tips

- Candidates must not open the question paper until the examination begins.
- Always check that you have the correct exam paper before you start.
- Read all the instructions on the front of the paper.
- Hand in all work at the end of the exam. If it is rough work cross it out. If you have used extra sheets, ask for a tag to fasten them together.
- Don't take any materials out of the exam hall.
- Remain in silence until you are outside the exam hall. You will be dismissed row by row.

Remember some candidates may still be working.

Calculators



Calculators

The instructions on the question paper will say whether calculators are allowed or not.

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. Where the use of calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

If you use a calculator, you must make sure it works properly, check that the batteries are working properly, clear anything stored in, remove any parts such as cases, lids or cover and do not bring into the exam room any operating instructions or prepared programs.

<p>Calculators must be:</p> <ul style="list-style-type: none">• 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.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be able to offer any of these facilities:<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition;• clearing anything stored in the calculator.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be borrowed from another candidate during an examination.• give access to pre-stored information. This includes:<ul style="list-style-type: none">○ databanks, such as the periodic table (with the exception of scientific constants);○ dictionaries;○ mathematical formulae;○ text.

General Information



Contingency planning

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

For the Summer 2026 exams, the awarding bodies have included one contingency day. This is on Wednesday 24th June 2026.

Therefore, candidates must remain available until Wednesday 24th June 2026 should an awarding body need to invoke its contingency plan.

Personal Data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. Copy in this booklet and on our website.

Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.

St Cecilia's 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 programs 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. Please see the relevant awarding body's privacy notice if further information about how their Student Materials may be used by the awarding body.

Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing their work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements.

Malpractice



Malpractice

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 bodies.

Where candidates commit malpractice, the awarding body may decide to penalise them and standard sanctions could be:

- warning
- loss of marks gained for section
- loss of all marks gained for a component
- loss of all marks gained for a unit
- disqualification from the unit
- disqualification from all units in one or more qualifications
- disqualification from the whole qualification
- disqualification from all qualifications taken in that series
- candidate debarral

Some examples of malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments
- Buying/asking for/sharing exam or assessment content on social media
- Passing on rumours of what's in exams or assessments on social media
- Sharing your work on social media
- Working with others so that your assessment is not your own independent work on social media
- Plagiarism
- Using computer-generated content, AI, and not referencing it

Post-results Services



Review of Results (RoR) may be requested by a candidate. The request must be processed by the school. Fees are charged for this service. In some cases, the school may be prepared to meet these fees.

Centres must obtain written candidate consent for clerical re-checks and post-results reviews of marking, as with these services **candidates' marks and subject grades may be lowered.**

For the summer 2026 examination series, the request must be received by the Exam Officer at school by **Wednesday 9th September 2026.**

There are two levels of RoR available at GCSE level.

Service 1 : Clerical re-check

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;
- if requested, at extra cost a copy of the re-checked script(s) for those units/components included in the Access to Scripts service.

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 : Post-results review of marking

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking
- if requested, at extra cost a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service.

The Exams Officer will inform you of the outcome of the review of results by letter.

If on Results Day, if you wish to make an enquiry about your results, please see your subject teacher or a senior member of staff. You will have to complete a form and this must be returned to the Exams officer, in school, by the deadline. A senior member of staff will be available in school from 9am to 11am on Results Day.

Questions Students and Guardians ask

Q – What do I do if a subject is missing or a level is wrong on my Statement of Entry?

A - See your class teacher as soon as possible.

Q – What do I do if I am timetabled for two exams at the same time?

A – The Exams Officer will arrange for you to sit one exam, then have a supervised break before the next exam.

Q – What do I do if I am running late for an exam?

A – Telephone school and let the office know your approximate time of arrival. Come straight to the exam hall and you will sit the paper. If you are very late it is up to the Exam Board whether they award a grade.

Q – What do I do if I am ill the morning of an exam?

A – Telephone school and let the office know. The Exams Officer will inform you what evidence is needed.

Q – What do I do if I have forgotten the centre number or candidate number?

A – Look on the slip on your desk in the Exam Hall.

Q – What do I do if I have an accident and can't write?

A – Telephone school and let the Exams Officer know as soon as possible so that arrangements can be made for a scribe/laptop.

Q - What do I do if I think I have the wrong paper?

A – Put up your hand for an invigilator.

Q – What is Special Consideration?

A – This is an application by the Exams Officer for a very small adjustment to the final grade of a candidate who has been affected by adverse circumstances beyond their control. (This could be serious illness, accident, bereavement or domestic crisis).

Q - What do I do if I feel ill during the exam?

A – Put up your hand and an invigilator will come to you.

Q - Can I go to the toilet during the exam?

A - Not unless you are ill.

Q - I am entitled to a bilingual dictionary can I bring my own?

A – No, at the beginning of the exam ask an invigilator for one.

I hope you find this booklet useful.

Please keep it in a safe place so that you can refer to it throughout the GCSE course and examinations.

Appeals against internal assessment decisions (centre assessed marks)

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms St Cecilia’s RC High School’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.7) that the centre will:

- have in place for inspection that must be reviewed and updated annually, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre’s marking

St Cecilia’s is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates’ work, they will not be the sole marker. St Cecilia’s is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one teacher is involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre’s marking.

St Cecilia’s will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
3. inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate
5. inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
6. provide candidates with sufficient time, normally at least 5 working days, to allow them to review copies of materials and reach a decision
7. provide a clear deadline for candidates to submit a request for a review of the centre’s marking. Requests will not be accepted after this deadline. Requests must be made in writing within 3 working days of receiving copies of the requested materials and candidates must explain on what grounds they wish to request a review

8. allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks
9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

St Cecilia's RC High School ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, St Cecilia's will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted

The appellant will be informed of the outcome of the appeal.

Appeals relating to centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms St Cecilia’s RC High School’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are made aware of this information in the Exam booklet issued with the candidates’ Statement of Entry.

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)

This is the only service that can be requested for objective tests (multiple choice tests)

- Service 2 (Review of marking)
- Service 3 (Review of moderation)

This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

Written candidate consent is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or their parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.



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