

# EXAMS HANDBOOK



Joint Council for  
Qualifications <sup>CIC</sup>



GOOD LUCK!  
BELIEVE IN YOURSELF  
YOU CAN DO IT!  
TRY YOUR BEST  
STAY CALM  
SMASH IT!

## 2026-2027

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Exams can be a challenging time for students and parents/guardians so it is important that all those involved know what to expect in advance. The rules are designed to ensure fairness and it is in the best interest of all that exams run smoothly.

### **Need Help?**

If there is anything you do not understand, or if you feel anxious about your exams, speak to your Form Tutor, Head of Year, or the Exams Officer immediately.

### **Banned Items (Do NOT Bring These)**

**Bringing any of these items into the exam hall is breaking the rules. You could be disqualified (get zero marks) for your paper or your whole subject.**

- **Unauthorised Items:** You must NOT have any of the following on your person or in your pockets inside the exam room:
  - **NO** Watches of any kind (No smartwatches, no digital watches, no hands-and-dial watches).
  - **NO** Mobile phones (Must be switched OFF and placed in your bag).
  - **NO** AirPods, headphones, or smart devices.
  - **NO** Notes, scraps of paper, or books.

**Check Your Pockets:** You will be given a final opportunity to check your pockets before each exam starts. Possession of unauthorised items, even if unintentional, will be reported to the exam board and may lead to disqualification.

### **Main Exam Rules**

- **Total Silence:** You must be completely silent as soon as you walk into the exam room. Do not talk, make faces, turn around, or distract anyone.
- **Black Pen Only:** Write all your answers in black ink. Do not use gel pens, erasable pens, or blue pens.
- **No Highlighters in Answers:** You can use a highlighter on the question paper to read, but never in your answers.
- **No Correction Tape/Fluid:** Do not use Tipp-Ex or white-out. If you make a mistake, just put a neat line through it.
- **Be Polite:** Do not write rude or inappropriate words on your paper. The exam board will reject your paper if you do.

## Equipment (What You Need)

- **We Provide Your Equipment:** To make things easy, we put black pens, pencils, rubbers, rulers, scientific calculators, and math tools on your desk.
- **Bringing Your Own?** If you want to use your own stationery, it must be in a 100% clear pencil case.
- **Water Bottles:** You can bring water, but the bottle must be clear plastic and you must peel off all labels before coming into the room.

## Times & What to Do If You Are Late

### Exam Start Times

- **Morning Exams:** Start at 9:00 AM (Be in school by 8:40 AM).
- **Afternoon Exams:** Start at 1:30 PM (Be in school by 1:00 PM).

### Running Late?

- **Call Us Immediately:** Tell a parent or carer to phone the school on 01253 355493.
- **Do NOT Use Your Phone:** On your way to school, do not check social media or text friends.
- **Get Here Fast:** Even if you think you are "too late," still come to school. If you arrive within 1 hour, you can usually still sit your exam.

### Emergency Rules (Fire Alarms & Illness)

- **Fire Alarm:** If the fire alarm goes off, stop writing, stay silent, and stay seated. Wait for the invigilators to tell you what to do. Leave all papers on your desk.
- **Feeling Unwell?** If you feel sick during an exam, raise your hand to tell an invigilator.

## Results & Certificates

- **Results Day:** Collect your GCSE results from school on Thursday 20th August 2027 at 10:00 AM.
- **Certificates:** You will be invited to a Celebration Evening in **November/December 2027** to pick up your official certificates. Keep them safe! Replacing lost certificates costs over £50 each from the exam board.

**HARD WORK + STUDYING =  
EXAM SUCCESS EVERY TIME  
GUARANTEED**