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Form.....

Year 12&13 GCE Summer 2026 Exam Guidance

EXAMINATIONS – SUMMER 2026

The main block of GCE examinations runs from Monday 11th May until the final contingency day on Wednesday 24th June. We must stress the importance and expectation of full attendance and punctuality to revision sessions and examinations.



Your son/daughter has already received a copy of their individual timetable showing the examinations that they have been entered for, the tier of entry, and the location of the exams. Please check these with them and report any errors to their subject teacher, or to the Exams Officer – Mrs Walker.

EXAM PERIOD ARRANGEMENTS

Throughout the exam period:

- Normal sixth form rules apply at all times.
- Sixth Form business dress must be worn at all times when in sixth form.
- Attendance to subject sessions, exam settlers and revision events is crucial for achieving the best outcomes.
- Be aware that some afternoon exams run beyond the normal sixth form day.

EXAM REGULATIONS



The school has to implement a very precise set of requirements in all public exams. May we stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the school, as an exam centre, is setting the expected standards. A copy of the JCQ Instructions for Written Exams is printed on the back of student exam timetables; please take the time to read this with your son/daughter to ensure that everyone is aware of the regulations.

All documents relating to [examinations practice and procedures](#) can be found on the School website.

ATTENDING EXAMS

Punctuality is important. Students must **arrive to sixth form in time for their exam settler (AM exam - 8am start and PM exam - 11.50am start)**. Students must be on time for their exam to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.



If, due to unforeseen circumstances, students think they are going to be late for an exam please contact Main Reception on 0161 507 5500 and ask to **Speak** to Mrs Walker (Exams Officer).

Upon a late arrival, students need to report to Sixth Form Reception before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission from the Exams Officer.

ILLNESS



We hope that every student will be fit and well throughout the exam season. However, unforeseen illness can strike; in which case the sixth form needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be

understood. If a student misses an exam due to illness, **even with medical evidence, it is not always possible for the exam boards to issue a certificate.** If a student is ill on the morning of an exam, please contact Main Reception on 0161 507 5500 and ask to speak to Mrs Walker (Exams Officer).

EQUIPMENT/UNIFORM

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams, i.e. a **black ballpoint pen**, pencil, ruler, rubber, scientific calculator (if applicable), sharpener, compass, protractor etc in a clear pencil case/bag. They should bring spare items too, so there is no delay in an exam if they require a replacement piece of equipment. Please encourage them to be prepared before every examination they are due to take. **The Awarding Bodies require a black ballpoint pen to be used, as their scanning equipment cannot read any other colour.**



Sixth form business dress must be worn for all exams. It is important that any pockets are cleared of all items.

MOBILE PHONES, OTHER TECHNOLOGICAL/WEB ENABLED DEVICES & WATCHES (Watches/Smart Watches/Smart Glasses/Fitness Trackers/Headphones/AirPods/Earbuds/Earphones).



Please encourage your son/daughter to leave their mobile phone or any other electronic device at home. They will not be allowed to have it on their person in the Examination Room. **Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**

MALPRACTICE

Malpractice is the failure to follow the rules and regulations of an examination or assessment. Exam boards take incidents of malpractice, or suspected malpractice, very seriously and can issue a range of sanctions for confirmed cases up to, and including, disqualification from the entire exam series.

Examples of malpractice include:

- Taking unauthorised materials (notes, phones, watches, earphones, etc) into an exam, **whether they are used or not**;
- Disruptive behaviour in the examination room, and/or ignoring the instructions of the invigilators;
- Communicating by any means with other candidates in the examination room, or attempting to communicate with the examiner in any way;

For further details, please see the JCQ document [‘Suspected Malpractice Polices and Procedures’](#).

REVISION

Students should now be ‘fine-tuning’ their revision programmes. Advice will have been given to students about revision strategies, but it is worth re-stating some broad principles. Students should:

- Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce flow charts, diagrams, lists etc to aid their learning and retention of material.
- Ensure they learn the more unfamiliar and ‘harder’ parts of the work before the more familiar ‘easier’ topics.
- Seek to revise in short bursts of time, punctuated with a break using The Pomodoro Technique, (25 minutes’ revision – 5 minutes’ break x 3, followed by a 30 minute break then repeat the cycle)
- The timing of revision is very important for many people. Some study best in the early morning, others late at night, and others at yet a different time.
- Having a revision timetable and sticking to it is important. The task is seen to be a manageable one, and students are able to see that they are ‘on target’ to complete a topic by a set date.



SUPPORT AND GUIDANCE

Any student who is encountering any problem with their revision programme should seek the support of their class teacher.

ARRANGEMENTS FOR THE RECEIPT OF RESULTS



GCE Results for Year 12/13 will be available from the school between **8:30am and 10:00am on Thursday 13th August 2026.**

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is received by Mrs Walker (Exams Officer) before **Thursday 9th July 2026.**

Results can also be handed to a third party **if** we have **prior** written authorisation **from the student**, giving us permission to release them. Results will **not** be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about [Results policy](#) can be found on the school website.

COPYRIGHT

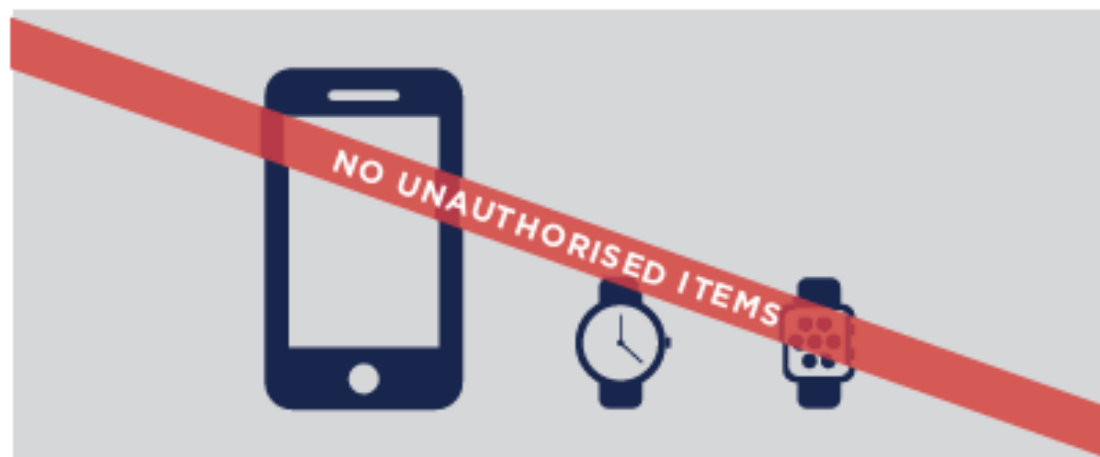
Each centre is required to ask its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials for the purposes of assessment, providing education and training services to others, and research. They may also send materials to third party examiners and IT service providers for the purposes of assessment and detecting potential malpractice.

Submission of assessed work and/or attendance at an examination will be understood as acceptance of the above.

Candidates are entitled to notify the centre that they wish to terminate these rights, but termination will be at the awarding body's discretion, and will not be automatically granted.

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly