SIR WILLIAM ROBERTSON ACADEMY

EXAMINATIONS HANDBOOK 2026 – 2027

GUIDANCE FOR PUPILS & PARENTS/CARERS

Centre Number: 26152

School Telephone No: 01400 272422

INTRODUCTION

This booklet has been designed to offer you help and advice in preparation for your GCSE, GCE and Vocational examinations. It contains information regarding important rules and regulations. Please read it carefully and make sure that you are familiar with what is expected of you.

Public examinations can be stressful for pupils and parents/carers, and our aim at Sir William Robertson Academy is to administer them as smoothly and efficiently as possible so that you are able to do your best. The awarding bodies (examination boards) impose strict criteria for the conduct of examinations, and the penalties for breaking the rules can be severe. You should, therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates that are available in this booklet.

If you have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Office.

Examinations Officer - **Mrs Guz**

The school telephone number is: 01400 272422

This link will provide you with the latest government advice surrounding your exams, please take the time to read the documents to be found there
Ofqual student guide to exams and assessments in 2026 - GOV.UK

This will be updated for 2027 in due course

SWRA INTERNAL APPEALS POLICY
CENTRE ASSESSMENTS

For a few subjects, a non-examination unit will go towards a candidate's overall grade. These units are either assessed internally or externally.

INTERNAL ASSESSMENT (Centre assessed work)
Whenever its staff mark candidates' work, Sir William Robertson Academy (SWRA) is committed to ensuring that this is done fairly and consistently, in accordance with the awarding body's specification and associated subject-specific documents.

Candidates' work will be marked by staff that have appropriate knowledge, understanding and skill, and that have been trained in this activity. SWRA is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

CENTRE PROCEDURE:

1. Candidates will be informed of centre assessed marks so that they are able to request a review of the centre's marking before marks are submitted to the awarding body.

2. Candidates will be informed that they may request copies of materials to assist in considering whether to request a review of the centre's marking of the assessment.

3. SWRA will, having received a request for copies of materials, promptly make them available to the candidate.

4. Candidates will be provided with sufficient time in order to review copies of materials and reach a decision.

5. Requests for reviews of marking **must** be made in writing by the specified deadline.

6. SWRA will allow sufficient time for the review to be carried out; for any changes to marks to be made and for the candidate to be informed of the outcome, all before the awarding body's deadline.

7. SWRA will ensure that the review of marking is carried out 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.

8. SWRA will instruct the reviewer to ensure that marks are consistent with the standard set by the centre.

9. Candidates will be informed in writing of the outcome of the review of the centre's marking.

10. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of SWRA and is not covered by this procedure.

EXTERNAL ASSESSMENT
This is marked by an external examiner and subject teachers will play no part in assessing work.

BEFORE THE EXAMINATIONS

Awarding bodies

The school uses the following examination boards: AQA, Edexcel, WJEC/Eduqas and NCFE

Candidate name

- Candidates must use their legal name on all exam documentation, including coursework/controlled assessments, even if they use a different name in school for all other purposes.
- Examination certificates are legal documents.

Candidate number

- Each candidate has a four-digit candidate number.
- You will fill this in on examination papers.
- It will appear next to your name on seating plans and registers.
- It is what exam boards use (along with legal names) to identify candidates.
- **Please learn it**.

Statements of entry:

- All candidates receive a statement of entry indicating the subjects they have been entered for and the level of entry, where applicable. (Some subjects only have one tier of entry; some have foundation and higher tiers)
- You must check everything on your statement of entry very carefully. Check particularly that all 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 have been awarded.

Timetables

- A copy of the school's exam timetable will be published on the school website and displayed on the exams notice board in Robertson building.
- You will receive an individual timetable showing your own specific examinations with details of date, time, duration, room and seat number. Please check this carefully. Your exams can sometimes be at a different time or in a different room to other members of your subject group.
- Please **do not** refer to a friend's timetable.
- Morning examinations usually start at 9.00am and afternoon examinations usually start at 1.00 p.m. Where possible they are scheduled to finish in time for buses.
- Check the times of your examinations carefully as you may need to arrange transport home if you have a long afternoon exam, a timetable clash or are entitled to extra time.
- Where examinations clash they are re-scheduled (on the same day) for affected candidates.
- If you have a clash you will normally sit one paper and then have a supervised break before sitting the second subject paper.
- **If you think there is an issue or clash on your timetable that has not been resolved please see Mrs Guz immediately.**

Equipment

- Make sure you have all the correct equipment before your examinations.
    - Check with your subject teacher if you are unsure what you will need to bring with you as you may be at a disadvantage if you fail to bring the correct items.
    - **The school is not required to provide pupils with missing equipment.**

    - You must not borrow anything from another candidate during an examination.
- Only bring into the examination hall items that you will require.
- Pencil cases must be see-through.
    - Do not bring in maths equipment boxes or glasses cases.
- Bags, coats and any other items not permitted under examination regulations must be left in the bag rack at school. Do not bring any valuables into school when you attend an examination.
- No food is allowed in examination rooms (with the exception of students with medical requirements) unless provided by the school.
- Water is permitted providing it is in a see-through bottle with a sports-lid to prevent spillages. All labels **must** be removed.

Prohibited items

- Examination regulations are very strict regarding items that are prohibited in examination rooms:
    - Notes, books or papers
    - Calculator instruction leaflets, cases, lids or covers
    - Reading pens and any electronic communication or storage devices including mobile phones, iPods and MP3/4 players, watches, AirPods, earphones/earbuds - even if they are turned off or without batteries
    - Any product with image, text or other digital facilities

Please be aware that if ANY of these items are found in your possession during an examination, EVEN IF YOU HAD NO INTENTION OF USING THEM, they will be taken from you and the appropriate examination board informed. No exceptions will be made.

DURING THE EXAMINATIONS

Examination regulations

- Copies of the awarding body regulations are contained within this booklet.
- All candidates must read this booklet carefully and be aware that breaking the rules could lead to disqualification from **ALL** subjects.
- The school **must** report any breach of regulations to awarding bodies.

Attendance at examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Candidates must arrive at least 15 minutes prior to the start time of their examination and assemble on the tennis courts. They will then be registered and directed to the correct examination room by a member of staff.
- Candidates who arrive late for an examination may still be admitted (but may not receive any additional time), this is at the discretion of the school. If special consideration applies then you must inform the examinations officer.
- Full school uniform must be worn by all pupils attending for examinations.
- All items of equipment (pens, pencils, mathematical instruments etc.) should be visible to invigilators at all times. You must either use a see-through pencil case or a clear plastic bag.
- Pens should be black ballpoint. No gel pens or correction pens are allowed.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Any stored data must be deleted.
- Do not attempt to communicate with or distract other candidates.

- Do not write on examination desks. This is vandalism and you will be expected to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the awarding body may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the date, subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Ensure your writing is legible – you may lose marks if examiners can't read your answers.
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book ensure that you have completed all your details.
- Invigilators will collect exam papers before you leave the room.
- **Absolute silence** must be maintained – remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must **NOT** be taken from the room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire or lockdown alarm sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave **IN SILENCE** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

- The school employs external invigilators to conduct the examinations.
- Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.
- Candidates requiring assistance should put up their hand to attract the invigilator's attention.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible opportunity so that we can help and advise you.
- The school will make every effort to telephone pupils who fail to turn up for an examination, but cannot be held responsible if that contact is not made. Pupils are issued with examination timetables well before the examinations start and it is their responsibility to check these carefully.
- Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Guz without delay.
- Should a candidate fail to attend an examination without good reason the school will request payment of entry fees (approximately £45 for a GCSE). Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Notification of results 2027

- **GCE results for Y13 pupils are available for collection on Thurs 12th Aug from 8-10am.**
- **GCSE results for Y11 pupils are available for collection on Thurs 19th Aug from 9-11am.**
- **Uncollected Y13 and Y11 results are sent out by 2nd class post, after the collection date.**
- **Y10 results are issued in September.**
- You are strongly recommended to collect your results in person. If you would like any other person to collect results on your behalf, you must provide the Exams Office with written authorisation **BEFORE 30th JUNE.** The nominated person must bring both a copy of this and proof of identity with them on results day. Results **CANNOT** be issued without these guidelines being followed. Alternatively you can leave a stamped addressed envelope with the Exams Office so that your results can be posted to you, or pre-arrange email transmission **BEFORE THE END OF JUNE**. Please be aware that we will not be able to action any requests to email results received on the day.
- **No results can be given out by telephone under any circumstances**.

Post-results

- Any queries regarding results should be discussed with your subject teacher as soon as possible.
- Re-marks
    - In certain circumstances, where your subject teacher agrees that an error might have been made, it is possible to make a request for an examination paper to be re-marked. The final decision regarding whether a re-mark request is appropriate will be taken by the school. The Examinations Policy details the appeals procedure should a candidate disagree with a centre decision not to support an enquiry about results.
    - All approved requests should be made through the exams office where you will be asked to submit a candidate consent form and full payment before the request is forwarded to the examination board concerned. The cost of applying for a re-mark is approximately £40 per candidate per paper.
    - Following a request for an examination script to be re-marked there are 3 possible outcomes:
        1. Your original mark is lowered so your final grade may be lower than the original grade you received.
        2. Your original mark is confirmed as correct, and there is no change to your grade.
        3. Your original mark is raised, so your final grade may be higher than the original grade you received.
    - If the re-mark of a script leads to a change of overall grade your fee will be refunded.
- If you are joining Sixth Form or require any advice regarding further education, see Miss Wilson.

Certificates

- Certificates will be received in school during November. Collection information will be sent out when they are available – please ensure we have your up-to-date contact details.
- Certificates **cannot** be given to anyone other than the candidate without their written authorisation.
- **SWRA is only obliged to keep physical certificates for a period of one year after issue**. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding body. This will require ID and a substantial fee per examination board. You are therefore urged to collect your certificates from school and to keep them safely.

COMPLAINTS & APPEALS –

- If you have any concerns regarding SWRA's delivery or administration of a qualification / examination please refer to our Complaints and Appeals procedure, which is available from the Exams Office.