



SIR WILLIAM ROBERTSON
ACADEMY

EXAMINATIONS HANDBOOK 2024 – 2026

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 2025 - GOV.UK](#)

This will be updated for 2026 in due course

AQA	City & Guilds	CCEA	NCFE	Edexcel	OCR	WJEC
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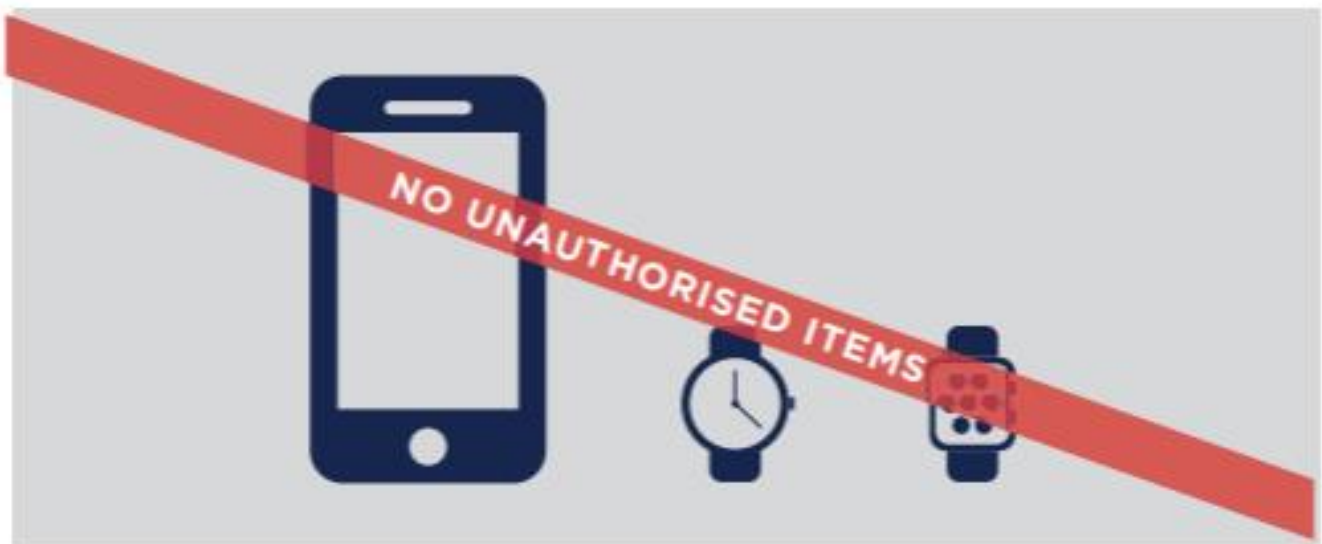
Warning to Candidates

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.

AQA	City & Guilds	CCEA	NCFE	Edexcel	OCR	WJEC
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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.

AQA	City & Guilds	CCEA	NCFE	Edexcel	OCR	WJEC
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Information for candidates - Written examinations – effective from 1 September 2025

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 subjects.
4. You **must not** take into the exam room:
 - a. notes;
 - b. earphones or earbuds, (e.g. AirPods), mobile phones, a MP3/4 player 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 only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checker

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 spell checker 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.

AQA	City & Guilds	CCEA	NCFE	Edexcel	OCR	WJEC
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Information for candidates – On-screen tests

- effective from 1 September 2025

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed for that exam.
5. 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) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs and memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

6. If you have a watch the invigilator will ask you to hand it to them.
7. **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
9. **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the dates and times of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

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 examination room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - a. you have been entered for the wrong on-screen test;
 - b. the on-screen test is in another candidate's name;
 - c. you experience system delays or any other IT issues;
 - d. Your access to the on-screen test has not been set up correctly;
 - e. Adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.
Do not open the question paper until you are told that the exam has begun.

E. Advice and assistance

1. If on the day of the on-screen test, 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 on-screen test if:
 - a. you have a problem with your computer and are not sure what you should do;
 - b. you do not feel well;
3. You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. **Do not** leave the exam room until told to do so by the invigilator.
4. **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, NCFE, OCR, Pearson and WJEC

Information for candidates – coursework assessments

This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

- *'the work which you submit for assessment **must** be your own';*
- *'you **must not** copy from someone else or allow another candidate to copy from you'.*

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI content and how it has been used.

You may be required to produce a bibliography at the end of your work.

This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions will be applied:

- You will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Information for candidates: non-examination assessments

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

- *'the work which you submit for assessment **must** be your own';*
- *'you **must not** copy from someone else or allow another candidate to copy from you'.*

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned. They may have read the source you are using, or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations


If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your works;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.


REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK


AI and Assessments – A quick guide for students



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

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:
jcq.org.uk/exams-office/information-for-candidates-documents

JCQ INFORMATION FOR CANDIDATES PRIVACY NOTICE

INFORMATION ABOUT YOU AND HOW EXAM BOARDS USE IT

Full details can be found on the individual Exam Board websites



<https://www.aqa.org.uk/about-us/privacy-notice>



<https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf>



<https://ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacypolicy/>



<https://www.eduqas.co.uk/home/privacy-policy/>

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 2026

- **GCE results for Y13 pupils are available for collection on Thurs 13th Aug from 8-10am.**
- **GCSE results for Y11 pupils are available for collection on Thurs 20th 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.