

A student guide to exams

2025/2026 academic year



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Endorsed by

**National
Association of
Examinations
Officers**^{cic}

The
ExamsOffice

Areas covered

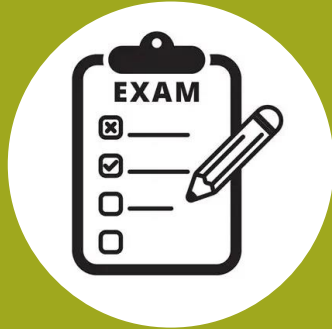
- Your exam entries
- Contingency day
- Social media
- The exam room
- What to do if you are late for your exam
- What to do if you are ill on the exam day
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Exam regulations



Before the exam

You need to know which exams you have been entered for, and when they take place



During the exam

You need to know the rules you need to follow in the exam room



After the exam

You need to know when and how you will receive your results, and what to do if you think an error might have been made with your grade(s)

The awarding bodies have a set of rules which all candidates must follow when taking their exams

Exam entries

You will be provided with information about the exams you are taking in the form of a ***Candidate Statement of Entry*** and an ***Exam Timetable***

Entry information	Exam day arrangements	Exam clashes
Tell the exams officer if...	Be aware of...	Ensure that...
You think you have been entered for an incorrect exam	The date of your exams	You check your timetable for any exam clashes
You have not been entered for an exam which you think you should be sitting	The time of your exams	Your exams officer explains what happens if you have two or more exam papers timetabled at the same time
Your personal details are incorrect	The rooms in which your exams will be taking place	You ask your exams officer if you are unsure what to do if you have a timetable clash

Contingency day: 24 June 2026

- Until you have completed all of your examinations, you must make sure that you are available on 24 June 2026
- This is the contingency day in the event of national or significant local disruption to examinations in the United Kingdom

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 	25	26	27
28	29	30				

Social media document

Do **not**:

- 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, 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

JCQ Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
Jcq.org.uk/exams-office/Information-for-candl-dates-documents

The exam day

Before you take your exams, you must be aware of...



The room(s) in which your exams will be taking place



The time each of your exams will be starting (and finishing)



Where you will be seated during each exam



Where your personal belongings will be kept, for example your bag, mobile phone etc.

What you must do if you are late for an exam

▪Step 1: Telephone the centre and ask to speak with the exams officer

▪Step 2: Follow the instructions given by the exams officer

▪Step 3: Turn off your mobile phone and any other communication device

▪Step 4: When you arrive at the centre go to reception and explain that you are late and that you need to see the exam officer immediately

▪Step 5: Your exams officer will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam

You must be on time for all of your exams

However, if you are/you think you will be late for an exam, follow these five steps

What you must do if you are ill on the day of an exam

▪Step 1: Telephone the centre and ask to speak with the exams officer

▪Step 2: Follow the instructions given by the exams officer

▪Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)

If you are feeling unwell on the day of an exam, follow these steps

Access arrangements

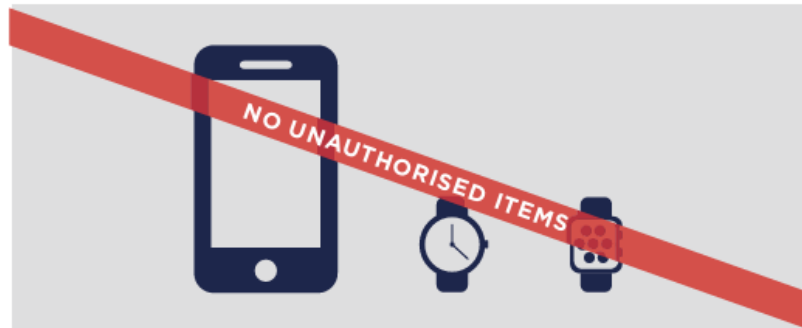
- You will be informed ahead of the exam of how your access arrangement(s) will be delivered on the day of the exam
- Before the start of the exam, the invigilator will ask you to check that you have the expected access arrangement(s) and that if there is a problem, to put up your hand to attract the invigilator's attention
- Access arrangements could include:
 - Extra time
 - Reader/computer reader
 - Scribe/speech recognition technology
 - Supervised rest break

Exam room posters: Unauthorised items



**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.

You are not allowed to bring the following into the exam room as they are potential technological/web enabled sources of information:

- Earphones or earbuds (e.g. AirPods)
- Mobile phones
- MP3/4 players or similar devices
- Smart glasses
- Tablets (e.g, iPads or iPods)
- Watches
- Any other smart devices

Exam room posters: Warning to candidates

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



Remember:

**If you do not follow these instructions,
you are committing malpractice**

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.

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.

Formal examination conditions

- Formal examination conditions are:



**No talking to
other candidates**



**No communicating
with other candidates**



**No disturbing
other candidates**

- You are under formal examination conditions from the moment you enter the exam room until the point at which you are permitted to leave
- If you talk to, communicate with, or disturb other candidates as you enter the exam room, you will be reported to the awarding body who will decide whether to penalise you which may include disqualification

The role of the invigilators

- Each exam room will have at least one invigilator
- The invigilators are following the rules set by the awarding bodies
- Invigilators will record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep, etc.)
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilator's instructions, and you will be reported to the awarding body



Remember:

If you do not follow these instructions, you are committing malpractice



Instructions for candidates

Play the *Instructions for candidates (2025/2026)* video: <https://youtu.be/SFhmWQazIAk>

- The content has been taken from JCQ's [*Information for candidates – written exams 2025/2026*](#)
- The JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) are on Townsend website

Drink bottles

- Drink bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles

The invigilator may ask you to take off the lid if this is large enough to hide notes



Unauthorised materials

- The following are defined as unauthorised materials and items and cannot be brought into the exam room:



Notes (including those in the wrong format or prohibited annotations), study guides and personal organisers



Notes, or revision data, enclosed within or written on the pages of a bilingual dictionary



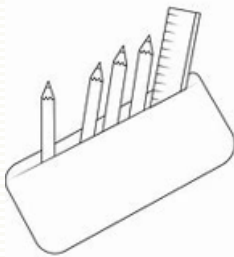
An unauthorised memory stick



Earphones/earbuds (e.g. AirPods)



Mobile phones

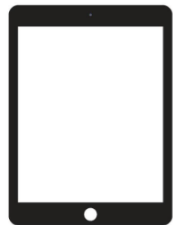


Pencil cases which are not see-through

Any other smart devices (e.g. smart watches)



Smart glasses



Tablets (e.g. iPads, iPods)

Watches

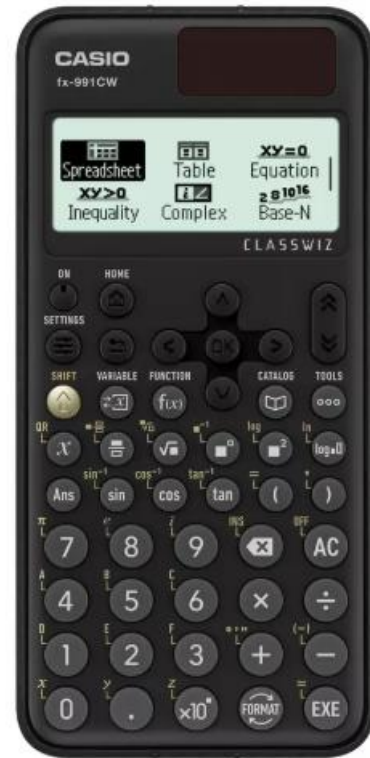


MP3/4 players or similar devices

Using calculators

During an exam, a calculator **must not** give access to pre-stored information or facilities. This includes:

- ✗ Databanks
- ✗ Dictionaries
- ✗ Mathematical formulae
- ✗ Text
- ✗ Language translators
- ✗ Symbolic algebra manipulation
- ✗ Symbolic differentiation or integration
- ✗ Communication with other machines or the internet



It is the responsibility of candidates for making sure that their calculators meet the awarding bodies' regulations

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates

Your Maths teacher will explain how a calculator can/cannot be used in an exam

A calculator must not be borrowed from another candidate during an examination, but an invigilator may give a candidate a replacement calculator

Emergency evacuation of the exam room

If there is an emergency, such as a fire alarm, the exam room will be evacuated

This video shows how your invigilators are instructed to evacuate the exam room



You **must** follow the invigilator's instructions

PLAY THE *DEALING WITH EMERGENCIES* VIDEO:

<https://youtu.be/TxzZhK8R0m0>

Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
Bringing notes in the wrong format or prohibited annotations into the exam room	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	Not in the candidate's possession but makes a noise during the examination	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate

Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations	Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
Copying from another candidate or allowing work to be copied (including the misuse of technology)	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy

Leaving the exam room temporarily

- Visits to the toilet are not permitted unless it is for a known medical reason or other acceptable reason. Make sure you go before!
- Make sure you have ALL the equipment needed for the exam before you enter the exam room. Once in the exam room you will not be allowed to go out and get it.
- You will not be allowed to leave the exam room until full exam time has passed.



EXAM ROOM

Results

Results dates 2026

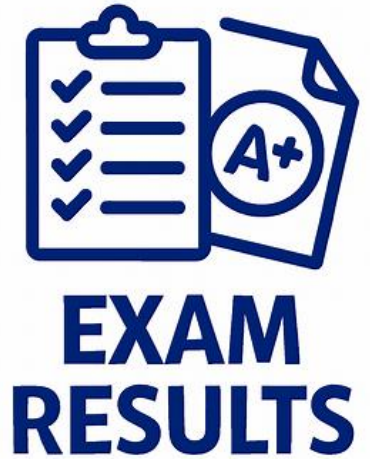
Results can be collected from school as follows:

- **GCE (A Levels)** Thursday 13th August
- **GCSE** Thursday 20th August

The results can be collected between 8am and 11am only for A levels and between 9am and 11am for GCSE's.

If you are unable to collect your results in person and would like someone else to collect them on your behalf (parents, friends or other family) you must give them a letter of authorisation which they must bring with them together with a photographic ID.

Your results will also be visible in your EduLink account from 8am.



Post-results services

If your results are not what you expected and you wish to query the marking, Enquiries about results (review of marking) and Access to Scripts will be available. Information with deadlines and fees will be available on results days and/or can be obtained from the exams officer. It is important to discuss reviews with subject staff who will advise you on whether to proceed with the request or not.

Reviewing your result(s): Your options

Access to scripts	Service 1: A clerical re-check	Service 2: Review of marking	Service 3: Review of moderation
This allows you and your teacher to view your exam script before deciding whether an enquiry about your result(s) should be submitted to the awarding body	This includes a check that: <ul style="list-style-type: none">all parts of your script (your answers) have been markedmarks have been totalled and recorded correctly	This includes: <ul style="list-style-type: none">a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errorsa check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly	This applies to non-examination assessments and coursework and includes a review of the original moderation and sample of candidates' work to ensure that the assessment criteria was applied fairly, reliably and consistently (this service is not available to individual candidates)