

Student Examinations Handbook

2025/26



EXAMINATIONS STUDENT HANDBOOK

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Introduction

Public examinations can be a stressful time for students and parents/carers, and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Jo Richardson will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that they will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) set down strict criteria for the conduct of examinations on behalf of the awarding bodies (examination boards) and Jo Richardson Community School is required to follow them precisely. You should therefore, pay particular attention to the JCQ Information for Candidates and the Warning to Candidates.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK**.

If you have any queries or need help or advice at any time before, during or after the examinations please contact Mrs S Bridge, the Exams Officer.

Remember – we are here to help.

GOOD LUCK!

Exam Checklist



Arrive at the exam room 15 minutes prior to your exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey. If you are running late, it is vital to telephone the school as soon as possible so we know you are on your way.



When taking exams, bags and coats should be left outside the exam venue. When entering the exam venue please remain silent and find your seat as quickly and calmly as possible. Invigilators and school staff will be there to help you.



Phones – **Students must not have mobile phones in their possession** (either on or off). This is very important – if a phone is found it must be reported to the exam boards and there is a good chance that you will be disqualified from that paper and probably the whole exam.



Watches, Airpods, Earphones - **Students must not have** earphones, airpods, type of watch or any potential technological/web enabled sources of any information such as an iPod, mobile phone, MP3/MP4 player. Revision notes are also prohibited.



You should bring **two black pens**, pencil, rubber, calculator, and any other equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use blue pens** – many exam papers are now scanned and sent electronically for marking – blue pens do not scan well, and this may result in no marks being given for your paper.



In an exam where you have the use of a calculator, calculator covers must be removed and either left in your bag or placed on the floor next to your exam desk (face down).

Please make sure you remember to bring your calculator. We do not have spare calculators to lend to students.

Shhh!!

There is absolutely no talking or communication between students once you enter the exam hall. This would be classed as malpractice and must be reported to the exam board. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



A **small** bottle of water is allowed in the exam hall. These must be clear bottles with labels removed. No other kinds of drinks (juice/fizzy) are allowed. No food is allowed in the exam hall. If you have a medical condition please see Mrs Bridge, Exams Officer, before the exams.



If you are ill and are unable to attend an exam it is vital you phone the school before 8.30am to inform us. You must obtain a note from your doctor detailing the reason for non-attendance. If you are feeling unwell, but still able to travel, come in and we can assess the situation, in most cases it is better to sit the exam if you can.

If you do not attend an exam without a valid reason and/or a doctor's note, you will be invoiced for the full cost of the award.

JCQ Documents

JCQ provide a number of documents and infographics for candidates:

1. JCQ – Information for Candidates – written examinations
2. JCQ - Information for Candidates - on-screen tests
3. JCQ – Information for Candidates – social media
4. JCQ – Information for Candidates – coursework
5. JCQ – Information for Candidates – non-exam assessments
6. JCQ – Information for Candidates – Privacy Notice
7. JCQ – Preparing to Sit Your Exams (infographic)
8. JCQ – AI and Assessments (a quick guide for students)
9. JCQ – AI Poster for Students
10. JCQ – Unauthorised Items Poster
11. JCQ – Warning to Candidates Poster

You will be given a printed copy of the document relating to written exams which, along with all the documents listed above can be found on the JCQ website.

Link to JCQ website:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Information for candidates

Written examinations

With effect 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, 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 penalty 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 the exam has started.
- 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 equipment which you need 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-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 it;
 - (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 before you start the exam. **Do not** open the question paper until you are instructed 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 in doubt about 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.

Warning to candidates



AQA



City &
Guilds



CCEA



NCFE



OCR



Pearson



WJEC



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.

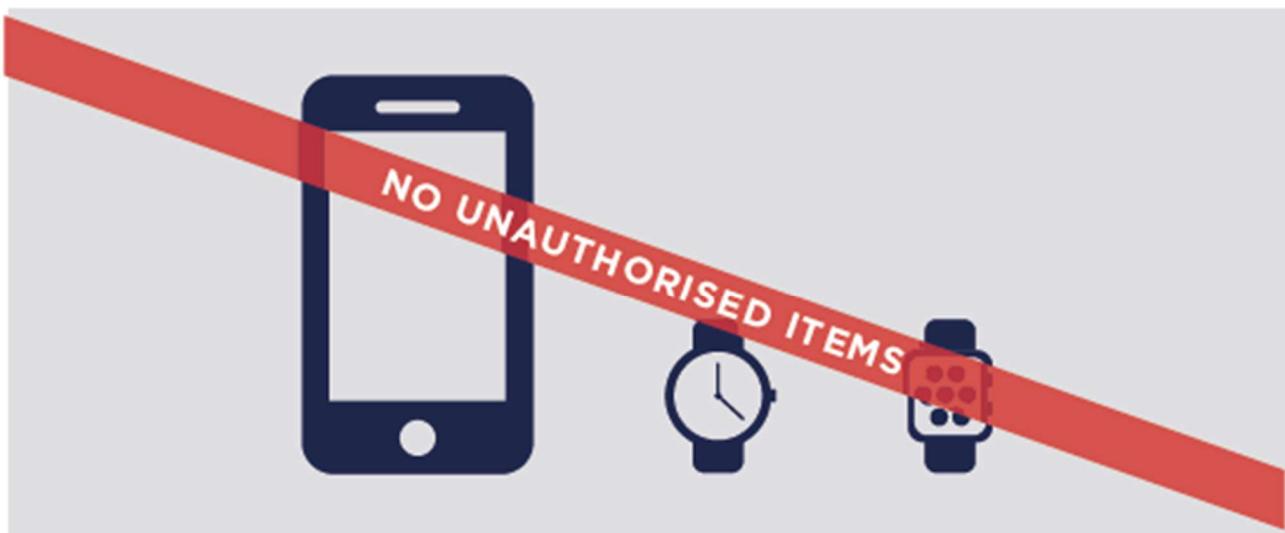
7

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.

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.

Internal Appeals Procedure - Centre Assessed Marks

Jo Richardson Community School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skills and have been trained in this activity. Jo Richardson Community School 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.

1. Jo Richardson Community School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking prior to the submission of centre marks to the awarding body.
2. Jo Richardson Community School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Jo Richardson Community School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Jo Richardson Community School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Head of Centre.
6. Jo Richardson Community School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The Head of Centre will ensure that the review of marking is carried out by an assessor who has appropriate competence but has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The Head of Centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate 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 candidates' 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 the Jo Richardson Community School and is not covered by this procedure.

STUDENT CONDUCT DURING EXAMINATIONS

Please read the following carefully:

- Know the dates and times of **all** your exams. You will receive a timetable showing all your exams and the exam venues. Check all the details carefully. If you turn up in the afternoon for an exam timetabled in the morning session, you will **not** be allowed to sit the exam.
- Unless otherwise stated, morning exams **start at 9am** and afternoon exams **start at 2pm**. You are required to assemble outside the venue **15 minutes before the start** of each exam.
- Wear correct school uniform for all your exams. If you do not, you may be sent home.
- Enter the exam room in silence and remain in silence unless addressed by a member of staff. Once seated do not leave your seat without first raising your hand and getting permission from a member of staff.
- Know your candidate number as this will make it easier to find your seat.
- On your desk will be a card with your photo, name and candidate number printed on it. Do not write on this card or remove it from the exam room.
- Take into the exam room the pens, pencils, erasers, and any equipment which you may need. Only **see-through pencil cases** will be allowed on exam desks.
- In the exam room, you must not have on your person any unauthorised materials or equipment which may give you an unfair advantage such as revision notes, calculator cases/instruction leaflets, electronic communication/storage devices, including **mobile phones**, iPods, Smartwatches, MP3/4 players or any other products with potential technological/web enabled sources of information. **ALL types of watches are an unauthorised item.** Possession of unauthorised material is malpractice (breaking the rules), even if you do not intend to use it, and must be reported to the awarding bodies. You will be subject to penalty and possible disqualification.
- You must write in **black ink or ballpoint pen**. Pencils, coloured pencils, or inks may only be used for diagrams, maps, graphs etc., unless instructions on the front of the question paper state otherwise.
- You must not use correcting pens, fluid or tape, highlighters, or gel pens in your answers, although highlighters may be used on question papers.
- No talking or communication with other candidates during an examination. This would be regarded as malpractice and must be reported to the awarding bodies.
- Put up your hand if you require the assistance of an invigilator.
- A missed exam could mean no grade being awarded for that subject. If you are absent due to illness, a medical certificate must be submitted. If no satisfactory reason is given for absence, you will be required to reimburse Jo Richardson the full examination fee.

Exam Evacuation Procedures

In the event of a fire alarm, the following procedures apply:

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- **Maintain complete silence** and await further instructions from the invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- In the case of a real emergency follow the Invigilator to the exam assembly point for registration. This is in the school field – please follow invigilator instructions.
- **IMPORTANT** – you will still be under exam board conditions and under **NO CIRCUMSTANCES** should you talk to, or communicate with, anyone else.
- A breach of regulations will be reported as malpractice to the awarding body and could mean disqualification from your examination.
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the exam room in silence. The exam will resume, and time lost will be added to the end.
- The Exams Officer will send a full report to the awarding body and request special consideration for the students affected by the disruption.

Results



Senior members of staff will be available on results days to offer advice on post-results services and procedures.

Qualification	Exam Series	Results Day
A level	Summer 2026	Thursday 13 th August 2026 9am in Boothroyd Hall
GCSE	Summer 2026	Thursday 20 th August 2026 9am in Boothroyd Hall

Exam Certificates



Summer 2026 exam certificates should arrive at Jo Richardson by Christmas 2026. There will be an opportunity to collect certificates in December 2026/January 2027; you will be informed of this date in due course.

Enquiries about Results Procedures and Appeals

Jo Richardson Community School is committed to ensuring that all pupils have equal access to the full range of Enquiries about Results offered by the awarding bodies.

Candidates have a right to appeal to the awarding body if they feel their results are not accurate. There are a number of services that all awarding bodies offer but candidates should be aware, that as a result of any appeal, marks and grades may also go down or stay the same as well as going up.

The services available are:

- **Clerical Check** – a check that marks awarded have been correctly calculated.
- **Review of Marking** – a review of marking of the paper in question by an examiner at the awarding body (**please note: papers are reviewed, not remarked**)
- **Copy of Scripts** – a pdf copy OR the original examination script. If an original is requested further enquiry services are not available. PDF copies can be requested before clerical checks or review of marking requests are submitted to aid the decision of whether to proceed.
- **Priority Scripts** – available for A-Level scripts only. Priority PDF copies are provided by the awarding body in time to apply for a priority review of marking if required.
- **Review of Moderation** – only available for controlled assessments or coursework. This service involves the re-moderation of a controlled assessment/coursework sample by the awarding body. Please note that if the marks submitted by Jo Richardson have been accepted by the awarding body, this service will not be available. It only applies to marks that have been adjusted by the awarding body's moderator after submission to them by Jo Richardson.

Jo Richardson **must** obtain written candidate consent for clerical checks and reviews of marking. The consent will confirm that the candidate accepts their marks, and overall grades may go down as well as up. Enquiries about Results forms will be available from the Exams Office on and after results day.

Awarding bodies have fees associated with the various forms of review. Please discuss this at the time of requesting a review. If there is a change of overall grade (not just unit mark) the fee is refunded. The process is managed by the Exams Officer and requests must be made via the school. A candidate may not make a request directly to the awarding body.

Any candidate who wishes to query a mark/grade given by an awarding body following the issue of results should use the following procedure:

- All requests for enquiries about results must be received by the Exams Officer by the published deadlines of the awarding bodies.
- Jo Richardson must support the application before a request is submitted and the candidate should discuss this with their subject teacher or a member of SLT.
- A fully completed 'Enquiries About Results' form must be signed by the candidate prior to the submission of an application. This form gives consent for the request to be made by the candidate and acknowledges that marks may go down as well as up.
- Candidates **may** be liable for the costs of enquiry about results services, in these instances full payment **must** be received by the school before an enquiry will be submitted.
- The outcome of all enquires will be forwarded to the candidate as soon as possible after being received from the awarding body but it is advisable that students contact the school to check on any enquiry about results in the weeks following the request to avoid any delays in the event of an appeal.

Please note that all enquiries must be submitted by Jo Richardson. Awarding bodies will not accept applications submitted by individuals.

In circumstances where Jo Richardson decides not to support an enquiry, an appeal can be submitted by the candidate (or their parent/carer). A written internal appeals procedure is available from the exams officer. This must be submitted at least **ten working days** prior to the published deadlines of the awarding bodies' for submitting an enquiry about results.

Appeals procedure following the outcome of an enquiry about results.

Where the head of centre remains dissatisfied after receiving the outcome of an enquiry about results, an appeal will be made to the awarding body, following JCQ guidance.

Where the head of centre is satisfied after receiving the outcome of an enquiry about results, but the candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates and/or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within **seven calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required fourteen calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Frequently Asked Questions

What do I do if there is a clash on my timetable?

We will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch as you will have to remain in quarantine until both exams are completed.

What do I do if I have an accident or am ill before the exam?

Inform the school as soon as possible so that we can help or advise you. You should obtain medical evidence (from your GP or hospital) for us to put measures in place to enable you to sit your exams as planned wherever possible.

What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform the Exams Officer or an invigilator if you feel ill before or during an exam.

What happens if I arrive late for an exam?

If you arrive at school after the exam has started, you should report to Reception and/or the Exams Officer immediately. You must not enter an exam room unaccompanied once an exam has started.

You may be admitted to the exam venue to sit the exam, but it is possible the awarding body will not accept your work. It is therefore **imperative** that you arrive at school in plenty of time and allow extra time for transport delays etc.

What happens if transport links are delayed?

Phone Jo Richardson Community School immediately – 0208 270 6222.

If I miss the examination, can I take it on another day?

No. Timetables are published by the exam boards, and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal regulations apply to uniform, hair, jewellery, make-up etc.

What equipment should I bring?

- For most exams you should bring at least two pens (black ink only).
- For most exams you will need a ruler, pencil, sharpener, and rubber.
- For some exams you will need a calculator, compass, protractor, and coloured pencils.
- You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Why can't I bring my mobile phone/watch into the exam room?

Being in possession of a mobile phone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term 'Malpractice'?

Malpractice is when a candidate fails to comply with the JCQ regulations and therefore breaks the rules.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable. Do not confuse the duration of the exam with the start time. The Exams Officer / Invigilator will tell you when to start and finish your exam. The start and finish times will be displayed at the front of the exam room on a screen/board. There will be a digital and/or analogue clock in all examination rooms.

What do I do if I think I have the wrong paper?

A member of staff will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell an invigilator immediately.

What do I do if I forget my candidate number?

Candidate numbers are printed on your individual timetable. During each exam you will have a name card placed on your exam desk which also displays your candidate number.

What do I do if I forget the school Centre Number?

The Centre Number is **12112**. It will be clearly displayed in the examination room and on your exam desk card.

Can I leave the exam early?

No. It is school policy that all candidates should remain in the exam room for the full duration of each exam.

Can I go to the toilet during the exam?

Students are expected to complete an exam session without a toilet break. If you feel that this may be a problem, then please bring a letter from your GP stating medical need to the Exams Officer before your first timetabled exam.

Why do I need to check my personal details on my individual candidate timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your exam certificates do not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if I don't get the grades I need for college/university?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Exams Officer, 6th Form Team or subject teacher who will give their advice as to whether you should request a review. You should be aware that your mark could go down as well as up or may even stay the same. You must complete an Enquiries about Results consent form and provide payment (if applicable) prior to the submission of a review of results request to the exam board.