

St Crispin's School

Examinations Handbook

Updated September 2025



This handbook is to help you with valuable advice for examinations.

If you have ANY questions, please contact the Examinations Officer, franklins@crispins.co.uk

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INTRODUCTION

This handbook aims to advise you on the information you need to know about your examinations to assist you.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and St Crispin's school is required to follow them precisely. You should therefore, pay particular attention to the JCQ INFORMATION FOR CANDIDATES.

CONTACT DETAILS

- The school telephone number is: 01189 781144
- Email: franklins@crispins.co.uk

Examinations Officer: Mrs. S Franklin

SLT in charge of Examinations: Mrs. N Hills

EXAMINATION BOARDS

St Crispin's uses the following Examination Boards: AQA, OCR, Edexcel and WJEC.

The Examination Boards have a policy that they will not discuss examinations with candidates or parents/carers. Any queries that you have must be addressed to the Examinations Officer who will liaise with the Examination Board on your behalf.

DATES

Academic year 2025/2026

The main summer series commences on Thursday 7th May.

You must remain available up to and including the final examination date: 18th June.

You should also be aware of the Contingency Day that may be set - Wednesday 24th June.

JCQ Instructions for Conducting Examinations

The designation of a "contingency day" within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies standard contingency planning for examinations. In the highly unlikely event that there is national disruption to a day of examinations, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetabled date affected following the disruption. Centres will be alerted if it is agreed to reschedule the examinations, and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will also rest with the awarding body. The centre **MUST** conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other

than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

Dates: A level Results: Thursday 13th August 2026.

GCSE Results: Thursday 20th August 2026

IN ADVANCE OF EXAMINATIONS

Statements of Entry

All candidates receive a Statement of Entry in February indicating the subjects they are being entered for and the levels of entry, where applicable, so that they can check that these are correct. Some subjects only have one tier of entry; some have Foundation or Higher Tiers. If you are entered for Foundation Tier, your subject teacher will have discussed this with you.

You must check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates. If there are any missing subjects or you think that a unit is incorrect, please advise immediately.

Candidate Name

It is a requirement that your Registered Legal Name is used for examinations.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Please remember it.

UCI

In addition to a candidate number, each candidate will have a Unique Candidate Identifier (UCI) which is shown on the top of statements of entry. These are used for administration purposes, and it is not necessary for you to remember them.

Timetables

Make sure you know the dates and times of your examinations; these will be published on Arbor. If you miss a public examination, you cannot take that paper at another time.

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1pm**

You must be outside the relevant room 10 minutes before the stated examination time.

It is your responsibility to turn up on time for the examination so make sure that you and your parents /carers know the dates and times for each of your exams. If you are late for an exam the Examination Board may choose not to mark your script depending on the circumstances. If you know

that you are going to be late, please contact the school.

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors, you must email Mrs. Franklin immediately.

EXAMINATION DAYS

Before Leavers Day you can check on Arbor for your final timetable detailing the room and seat number for your examination.

Examination Clashes

You may have a clash where two papers are timetabled at the same time. There are three types of clashes:

- A False Clash: Where the boards schedule two papers in the same subject to be taken together e.g. MFL Listening and Reading.
- A Back-to-Back Clash: Where there are two different subjects scheduled at the same time with a total time of up to 3 hours. Under regulations, these will be held in the same session.
- A Session Rearrangement: Where there are two different subjects and the total time is more than 3 hours one subject may be moved to the other session on the day.

In the case of a Back-to-Back or Session Rearrangement, if possible, Mrs. Franklin will meet with you to discuss this situation and consider your preference for which paper to take first. Where there are multiple candidates affected in order to maintain security the majority decision will determine the order of the examination. In some situations, JCQ may determine which order the examinations must be conducted in and therefore there will be no choice in the subject order.

If you have a session rearrangement you will be in supervision over lunch. You should bring a packed lunch/drinks and paper revision notes/textbooks. Your bag will stay outside the exam room for the first paper and then be taken to the second exam room under supervision. Phones, watches, and internet-enabled devices are to be switched off and left in your bag.

Non-Examination Assessment

NEAs are assessments which take place outside of the written examination series. They include, but not limited to:

- Language Orals
- Practical units: Food, Textiles, Art
- Performance: Music, Drama, PE

When completing NEAs, it is important to understand that staff must follow strict regulations set out by the Joint Council for Qualifications (JCQ). Teachers can explain the requirements of the task, provide guidance on how to approach the work, and give general advice on skills such as research and referencing. However, once you begin writing or producing your assessment, staff are not allowed to give

detailed, individualised feedback on the content or suggest specific changes to improve your work. This ensures fairness and that the work you submit is entirely your own. You will be allowed to receive generic advice about meeting deadlines and using assessment criteria, but the final work must reflect your own ability and independent effort.

Where these are marked by a teacher you will be given the marks by your teacher, and you have the right to request a breakdown of these to appeal the mark given if you feel that the specification assessment criteria have not been applied fairly. Please talk to your teacher if you have any questions.

Be careful if you use AI in your coursework or NEAs. JCQ mandates that **all submitted work must be the student's own**. Submitting work generated by AI without proper acknowledgment is deemed **malpractice**, carrying **severe sanctions** including disqualification.

Equipment

MAKE SURE YOU HAVE THE CORRECT EQUIPMENT: You must provide all your own equipment.

Borrowing from other candidates is NOT allowed under any circumstances; in cases of emergency the invigilators do have a limited supply of stationery. Ordinary pencil cases or boxes are not allowed in the exam room. All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the invigilators. You must either use a transparent pencil case (preferably) or a clear plastic bag.

The following equipment should be brought to EVERY exam:

- A minimum of 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimeters)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain exams you will also need the following:

- Compass
- Protractor
- Calculator

Pens should be black ballpoint. Erasable pens and gel pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

Calculators

For Mathematics and Science exams, check with your teacher well in advance of the examination date that yours conforms to regulations.

For A Level Mathematics:

Put your calculator in “exam mode” while you are lining up for the exam.

Examination Regulations/Malpractice

A copy of the JCQ ‘INFORMATION FOR CANDIDATES’, which is issued jointly by all the Examining Boards, can be found in the link at the end of this booklet. All candidates must read this carefully and note that

to break any of the examination rules or regulations **could lead to disqualification from all subjects**. The school must report any breach of regulations to the Awarding Body.

Malpractice includes, but is not limited to, the following:

- Possession of unauthorised equipment
- Possession of internet enabled technology
- Possession of watches of any kind
- Writing either before or during the examination on your body
- Disruption of the examination; making a noise
- Refusing to following invigilators instructions
- Cheating or allowing others to cheat
- Communication with other candidates in the examination room via any method
- Non-examination writing or drawing on your scripts.

Items in the Examination Room

All non-regulatory items (including wrist watches and mobile phones) are not allowed in the examination room. The only exemption to this rule is if you have a medical need that requires you to have your phone. This must have been discussed with the Exams Officer before the exam. These devices must either be left at home, in your bag, or locked in your locker. Any items brought to the examination room will have to be left outside the room and St Crispin's School cannot be held responsible for them.

No food is allowed in the examination rooms unless there is a medical necessity. This must be pre-authorized by the Examinations Officer.

Water bottles are permitted and MUST be clear bottles with a spill-proof cap. There MUST be no label or writing on the bottle.

If you require any medication this should be clearly labelled with your name and candidate number and handed into the invigilator before the start of the examination.

No notes, books or other paper material are allowed and should not be brought to the line-up. Anything removed will be returned to HoY.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time and equipped. Candidates must arrive 10 minutes prior to the start time of their examination.

Late arrivals

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination at the discretion of the centre. If allowed to take the examination the full time will be given.

If you are likely to be late you must:

- Immediately telephone the school giving your name, year, reason for lateness, mode of transport and

anticipated time of arrival.

- If you arrive before the scheduled start time of the examination, go immediately to the examination room.
- If you arrive at, or after the scheduled start time of the examination please wait in reception and you will be met and escorted to the examination room. Please do not use your mobile phone after the scheduled start time for the examination.

In the Examination Room

- You must enter the examination room in silence.
- Do not write anything on your examination paper until instructed to do so.
- 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 subject, paper and tier of entry.
- Read all instructions carefully.
- If a subject has a choice of questions ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- Your registered legal name must be used on your examination papers.
- Your candidate card is required to identify you – please ensure it is face up and visible on your desk. It must not be altered.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave the examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so STOP WRITING IMMEDIATELY.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material before you leave the room. ABSOLUTE SILENCE must be maintained during this time. 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 exam 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. Please be aware that other rooms may be in use and be silent.

If the FIRE ALARM sounds during an examination, the examination invigilators will tell you what to do. You will be instructed to stop working and close your books. You will then remain sitting in silence awaiting further instructions. If you have to evacuate the room, you MUST 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 do so. You will be allowed the full working time for the examination, and a report will be sent to the awarding body detailing the incident.

Special Consideration

If you are fully prepared for an examination but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you may be required to provide a medical certificate.

Illness or other situations during the Examination: Before you sit the examination, you **MUST** advise a member of staff of any illness or other situations during the Examination.

- Toilet breaks are permitted however you will lose any time that you take unless you have a pre-approved medical need. You are not allowed to use the toilet in the first 30 minutes or the final 15 minutes of an exam. Under JCQ regulations, all toilet visits are logged, and irregularities scrutinised.
- If you start to feel unwell during the examination please advise an invigilator. If you require to leave the room, you will be escorted by an invigilator and will resume your examination when you are able to return. You will receive the full time.
- If you are about to be sick, please indicate and leave the room if you are able: an invigilator will follow you.
- Sanitary products are available if you require these.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and must always follow their instructions.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team (JCQ Regulation). This will be considered malpractice and a report made to the Awarding Body.

ABSENCE FROM EXAMINATIONS

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

If you are ill and are unable to attend an exam it is vital you phone or email the school the school first thing in the morning to inform us. If possible, you should obtain a note from your doctor detailing the reason for non-attendance. If this is not possible then you and your parents will be required to complete self-certification. The Examinations Board may ask for this evidence when considering applying for special consideration. St Crispin's School will apply to the relevant boards for special consideration. The Board will consider the reason for absence and may agree to apply special consideration to the student.

They will use the reason for absence in conjunction with other examination marks from the student in that subject including NEA/coursework marks. Mock examination marks are not part of this process. This will then enable them to adjust the mark and grade accordingly. If you are feeling unwell, but still able to travel, we suggest you come to the exam, and we can assess the situation then. In most cases it is better to take the exam if you can. If in doubt – telephone the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be because of car breakdown, traffic jams, buses not turning up etc. Please see the section on late arrival above.

Results

On results day you will receive a provisional 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken.

If a student is unable to collect their results in person but wishes to authorise someone else to do so, the permission form that will be sent out via email must be completed and submitted along with photographic ID on Results Day.

Your results will be available for you on Arbor results day and available for you to collect from school.

You may have a concern or query regarding your results.

- Pre-results days – you will be provided with information on post-results services. Ensure you check your emails for this information.

Post Results Options

Review of Marking

A senior examiner will review your marked script and assess if the original examiner applied the mark scheme accurately and fairly. Please note there is no option for a "remark" where a clean unmarked script is assessed.

There are three possible outcomes when requesting a review of marking:

- The original mark is confirmed, and there is no change to the grade.
- The original mark is raised, resulting in a higher grade.
- The original mark is lowered, resulting in a lower grade.

The fee for this service is £50 per paper for GCSE, £55 for A Level and £65 for A Level priority marking. Should your overall grade increase following the review, the fee will be refunded.

If you wish to request a review, it is advisable to review one paper at a time, as it is possible for one paper to gain marks while another may lose marks. School staff are not able to offer guidance about a possible review of marking. This must be the decision of the candidate.

If you are considering a review, we encourage you to carefully check the exam board's guidelines and deadlines

Please note that this service is not available for internally assessed or externally moderated coursework components.

For full details of post-results services, please refer to the following link: <https://www.jcq.org.uk/exams-office/post-results-services/>

Certificates

The centre is under a legal obligation to hold certificates for 1 year. A replacement certificate will not be issued by an awarding organisation. A transcript of results may be issued if a Candidate agrees to pay the costs incurred.

Certificates will be available for collection in December. They can be collected by candidates, or their pre-authorised representative. Please email in advance of coming into school to collect them - email the exam officer who will arrange a time for you to come in. If you wish to authorise a third party to collect your certificate you must email at least 48 hours in advance and receive an acknowledgement. The person collecting will be required to bring photographic ID with them.

FREQUENTLY ASKED QUESTIONS

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

A: Invigilators will ask you to check the date, time, subject, and tier before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my candidate number?

A: Candidate numbers are on the examination label on your desk.

Q. What do I do if I forget the school centre number?

A: It will be clearly displayed in the examination room.

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

A: Inform us at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What is an Appeal for Special Consideration?

A: Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Candidates and parents/carers should be aware that any adjustment is likely to be small, and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully

prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Exams Officer, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. How do I know how long the Examination is?

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start & finish time of the exam on a board at the front of the examination room. There will be a clock in the examination room.

Q. If I miss the Examination, can I take it on another day?

A: No. Timetables are regulated by the exam boards, and you must attend on the given date and time .

Q. If I think I have finished, can I leave the examination early?

A: It is not St Crispin's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. Can I go to the toilet during the exam?

A: Toilet breaks are permitted however you will lose any time that you take unless you have a pre - approved medical need. You are not allowed to use the toilet in the first 30 minutes or the final 15 minutes of an exam. Under JCQ regulations, all toilet visits are logged, and irregularities scrutinised. If it is absolutely necessary, you will be escorted by an invigilator and will not be allowed any time compensation unless you have a relevant pre-existing medical condition.

Q. What do I do if on results day I do not get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result, please follow the instructions that are sent to you. You should be aware that if a Review of Marking is submitted your mark could go down as well as up or even stay the same.

Appendix

JCQ EXAM NOTICES

JCQ Information for Candidates [JFC-Written Examinations 2025 FINAL.pdf](#)

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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

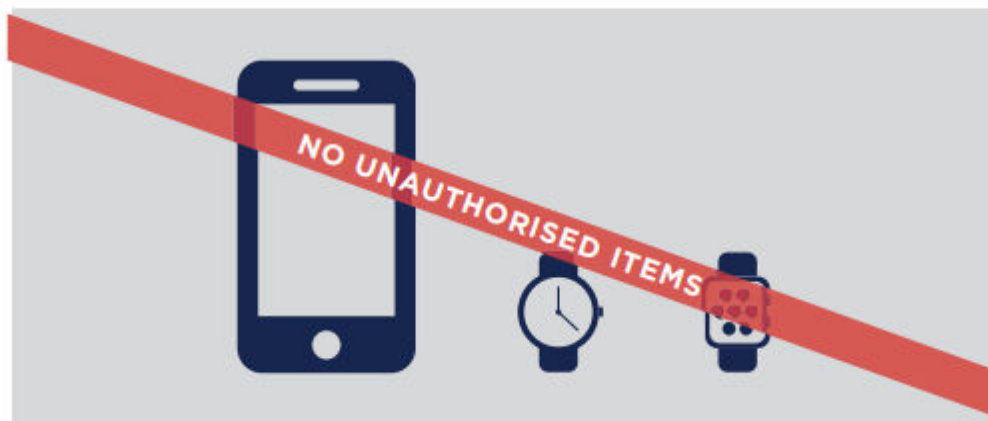
7

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

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

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.



CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please complete this Microsoft form: <https://forms.office.com/e/aU71Z7BTPH>

If there is anything you do not understand, you should ask Mrs Franklin for clarification.

