

### Dates of GCSE Examinations

GCSE examinations start from 7 May 2026 and will finish on 17 June 2026. All pupils who are taking GCSE examinations **must** be available throughout this period including up to 24 June 2026 for any contingency plans.

### Conduct of Examinations

- Examinations will commence promptly. Morning sessions will start at 9.15 am and afternoon sessions will normally commence at 1 pm. **Check the start time carefully.** If you are late your work may not be accepted.
- Before morning sessions, go to your tutor room as normal to receive your mark.
- For afternoon sessions, be ready 15 minutes before the start time.
- Line up at the canopies according to your assigned row in the sports hall. Pupils in separate rooms; line up alongside the rest of the cohort and await the go OK to go to your room.
- You must **stay silent** from lining up at the canopies until you have collected your bags and exited the fitness suite at the end of the examination.
- You must wear full uniform. **You will not be permitted to sit the exam if you are not wearing your full school uniform correctly.**
- You are not permitted to bring any unauthorised items/equipment into the examination room, as per the Exam Boards' rules and regulations.
- Mobile phones, smartwatches, watches, iPods/air pods **are not** permitted in the examination room.
- You should have a complete set of equipment for each examination, kept in a **clear pencil case**.
  - Black pen, HB pencil, ruler, eraser
  - Calculator (for examinations that permit use)
  - Compass, protractor
- Any water bottles must be clear and without labels and kept on the floor next to your examination desk. School cannot take any responsibility for damage caused by any spillage.
- Examination desks must be kept clean. Desk numbers **must not** be removed/defaced. Access arrangement cards must stay on the desk when you leave the exam room.
- **Total silence is required in the examination room and fitness suite at all times.**
- You are forbidden to communicate in any way with other candidates during the examination period. If you require any assistance you must ask one of the invigilators.
- If you are suspected of any malpractice, we are required to report this to the exam board and this may result in disqualification from **all exams**.
- You must use your legal name and correct candidate number in black ink when filling out your information on the exam answer booklets.
- Your certificates will have your **legal name** on. It is your responsibility to check that this is correct on your statement of entry.

### Timetable and Seat Numbers

Seating plans will be available to view in the fitness suite window shortly before the exam. It is your responsibility to check the seating plan ahead of entering the exam room to ensure you are seated

correctly. **You must not sit anywhere other than your assigned seat.** If you think someone is in your seat, speak to an invigilator.

### **Absence from an Exam**

If you are absent from an exam, you must produce a medical note within three days. If you are unable to provide this, you will be charged for the exam entry (approximately £50 per subject). The exam boards may award a grade in the case of an exam being missed due to evidential illness.

### **Fire Drill**

We do not expect the fire alarm to go off during the exam period. If it does go off, the following instructions must be followed in **complete silence**.

- **Do not panic.** Do not attempt to finish the sentence you are writing.
- Wait for instructions from the lead invigilator. You will be asked to leave in silence and in a specific order.
- Leave the exam room **in silence** and follow instructions regarding where to go. You will be asked to line up in the designated fire assembly point (main entrance car park) **separate** from the rest of the school and await to be registered by a member of staff.
- **You must not interact with any other pupils during this time.**
- You will be advised when to make your way back to the exam room, if the building is deemed as safe to enter. Enter in silence and **do not** start writing until the invigilator tells you to.

### **In the examination room**

1. **Do not** start writing in/on the exam paper until you are told to do so. **Do not** open the exam paper until you are told to do so.
2. **Face the front** at all times. Do not make try to make eye contact or talk to any other candidate. You will be reported for malpractice and risk being disqualified from all of your exams. This goes for any kind of disruption caused while in the examination room.
3. Listen to the lead invigilator carefully. He/she will give important instructions.
4. If you do not understand the instruction given, **ask**.
5. Do not write in the margins of the exam paper. Do not use highlighters in your answer booklet.
6. Number your answers clearly.
7. Show all rough working in your answer booklet. Any work that you do not wish to be marked must be indicated by putting a single line through it.
8. Label any diagrams/sketches you draw clearly.
9. If you have spare time at the end of the exam, **check your answers carefully**.
10. Wait in silence until you are instructed to leave the examination room.

### **Results**

Results will be expected at school on Thursday 20 August 2026. Results may be obtained by either:

1. Collection between 9 am and 11 am on this date. Candidates' written consent must be obtained by school ahead of giving out results.

2. Providing an email address to which you wish your results to be sent to. You will be able to give the email address via Microsoft form towards the end of the school year.

**If someone else is collecting your results on your behalf**, you must provide a signed slip confirming your name, the collectors name and relation to you and that you authorise said person to collect your results. Without such consent, we will not be able to give out your results.

Certificates will be available to collect from school in November. You will be notified of their arrival.

*Further information on GCSE examinations may be found on links on the school website.*