EXAMINATION INFORMATION FOR STUDENTS & PARENTS

2026/27

RUSKIN

A PRIORY ACADEMY

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 examinations run smoothly.

At the Priory Ruskin Academy we 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 will cause as little stress as possible to 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 and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and The Priory Ruskin Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates, Mobile Phone, Warning to Candidates and Social Media notices that are available.

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 or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Office:

Federation Examinations Manager – Mrs C Ruston

Examination Officer, The Priory Ruskin Academy – Mrs T Flavell

The Priory Ruskin Academy – 01476 410410

BEFORE THE EXAMINATIONS

TIMETABLES
When you first receive your examination timetable please check that your full name and date of birth are correct as this is how it will appear on your certificates. Candidates are registered using their legal names, not a preferred name and should be the same as their birth certificate and passports.

- The summer examination timetable is set nationally by JCQ and dates and times cannot be changed by the school.

- Make sure you **know your timetable**. You will also receive an individual timetable showing your own specific examinations with details of date, time, the duration of the examination, venue and seat number. Please check it carefully. If you think something is wrong see Mrs Flavell in the Examinations Office immediately.

- It is vital you make a note of your candidate number as you will need to put this on every examination answer booklet.

- Some candidates may have a clash where two or more subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates. You must check your individual timetable and see Mrs Flavell if you are unsure of what to do. If needs be, bring a packed lunch as you may be kept under supervision until the exams have been completed, or taken to the cafeteria if you have school dinners. If you think there is a clash on your timetable that has not been resolved, please see the Examinations Department immediately.

- Put your timetable in a prominent place and work out a scheme of revision for each examination.

- You will be informed by your teacher of the date and time of any speaking tests, practical examinations or controlled assessments that you are taking.

SEATING PLANS
Seating plans will be displayed outside the examination room prior to your exam, please know your seat number and room.

CONTACT NUMBERS
- Please check that the academy has at least one up-to-date contact number for you.

BE PUNCTUAL
- Morning examinations start at **9.00 am**, and afternoon examinations start at **1.00 or 1.20pm – please check,** although this can sometimes change dependent on the length of the exams. Your timetable should state the room where you will sit your examination, although, very occasionally, these may change before the day.

- You should be outside the examination room **15 minutes before the start time**. You may still be required to attend form but your Head of Year will give you this information. Allow enough time to get to the academy so that if you are delayed for any reason, eg traffic, you will still arrive in good time.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates on the academy website.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the Notice to Candidates, which is issued by JCQ on behalf of the Awarding Bodies, is available on the academy website in the examination information section for parents and students. 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 academy must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at the academy on the correct day and time, in full uniform or following the academy's expectations. Candidates must arrive at their examination room 15 minutes prior to the start time of their examination bringing all equipment with them. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators or member of staff.

- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

- Full uniform or appropriate sixth form dress should be in accordance with the academy's expectations and must be worn by all students attending the examinations.

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

- **Pens should be black ballpoint**. No correction pens are allowed.

- Highlighter pens can be used on the questions but must not be used in the answer section.

- For Mathematics and Science examinations, 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. The calculator must be cleared before entering the examination room.

- All students will be required to remove their wrist watches and place them on their desk. **Smart watches MUST BE HANDED IN OR NOT BROUGHT INTO THE EXAMINATION ROOM.**

- Watches of any description are now prohibited in ALL exams.

- Do not attempt to communicate with or distract other candidates.

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

- **Mobile telephones, smart watches and any web enabled device, (**or any other type of electronic communication or storage device) found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Awarding Body. No exceptions can be made.

- You may bring a drink into the examination room. Only **water** is allowed, and it must be in a clear bottle, with a sports-style top, and the label must be removed**.**

- Unless there is a particular medical reason, which has been discussed with the Examinations Officer in advance, **NO OTHER KINDS OF DRINK AND FOOD ARE PERMITTED.**

- Please do not write on examination desks. This is regarded as vandalism and you will be asked 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.

- Do not write anything on your hands/wrists even if it is unrelated to the examination. You may be asked to remove wristbands and jewellery by examinations staff/invigilators

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination 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 and number your answers clearly.

- 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 or loose sheets of paper ask for a tag to fasten them together in the correct order.

- Invigilators will collect your exam papers 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 examination 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 alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. 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 examination 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 academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- Invigilators are in the examination rooms to ensure the security of the examination and check on the welfare of the candidates. 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.

- 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 (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.

- 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 the Examination Manager without delay in all cases where an application is to be made for special consideration

- For the award of a grade by special consideration, the candidate must have completed a certain amount of external assessment towards the qualification. This would include the examination and/or coursework/controlled assessment.

- Should a candidate fail to attend an examination without good reason and without informing the school, parents and candidates are reminded that the academy will require payment of entry fees (usually £30 for a GCSE). Taking holiday during term time will not be accepted as a valid reason for missing an examination.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- If you wish for your results to be posted you must provide a stamp addressed envelope and ensure that this is handed to the Examinations Office prior to the end of the summer term.

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the academy before results day, preferably before the end of the summer term. The nominated person will need to provide identification such as a passport or driving license before the results can be released.

- No results will be given out by telephone under any circumstances.

- We are only able to email results out to Years 11 and 13 and only with written permission. Results can only be sent to a school email and not a personal account.

RE-SITS

- November GCSE resits are available for Maths and English for students that took the Summer sitting that same year. There is a cost implication to the school and so there is a charge of £50 admin fee plus the qualification fee usually around, £40 to £50 per qualification to be paid prior to any entry being made. Please either speak to the exams officer or teacher as soon possible after results day to discuss any entries you may need. The entry deadline is usually the first week in October so entries need to be made on time otherwise late fees apply.

POST RESULTS

- If you need post-results advice regarding examination re-marks or appeals, examinations office and teaching staff will be available on Results Day. A remark will only be put in, if a subject expert believes that the marking applied is incorrect and if applied correctly would result in a higher grade. You may wish to put in a remark yourself by asking the exams office to do on your behalf, there is a cost to us and this will be passed on to you which is in the region of **£50 per paper – not per qualification.** Ask the exams office for more information.

- If you are joining the Sixth Form or require any advice regarding further education then please see the Sixth Form team.

- The Sixth Form team will be available to offer support and guidance and students in Year 13 are strongly recommended to collect their results in person so any queries can be dealt with promptly.

CERTIFICATE COLLECTION

Certificates are available for collection early November. Check the school website and school social media accounts for the date to be announced. It is important that you arrange to collect your certificates, if you are not able to, please provide a note to authorize collection by someone else who will need to provide ID. We will post all uncollected certificates 2 weeks after the collection day to the address we hold on the system for you – we cannot be held responsible for certificates posted to incorrect addresses if it has not been amended and you will have to pay to replace the certificates.

Examination Boards can provide a replacement certificate or Statement of Results, but at a cost of £30 to £40 per certificate. The academy therefore strongly recommends that you make every effort to collect your certificates as soon as they are available and keep them safe

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break during which they will be supervised and must not have any 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 if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

- Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your individual timetable and on attendance registers. Invigilators will be able to help you find your number.

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

- The Centre Number is 26214 it will be clearly displayed in the examination rooms.

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

- Inform the academy at the earliest possible opportunity 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 the academy to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- 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 addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents 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 examination 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, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination 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?

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

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late, it <u>may</u> still be possible for you to sit the examination. You should get to academy as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You <u>must not enter</u> an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

  You should also be aware that if you start the examination more than 1 hour after the published starting time, the academy must inform the awarding body and it is possible that the awarding body may decide not to accept your work. Please ensure that you allow enough time to get to the academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

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

Q. What equipment should I bring for my examinations?

- For most examinations you should bring at least 2 pens (black ballpoint only).
- **For some examinations you will need a calculator** (Maths/Science), pencils, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens). Highlighter pens for questions only.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. 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.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated storage areas in the school. Do not bring any valuables into school with you when you attend for an examination.
- Only **water** is allowed, and it must be in a clear bottle, with a sports-style top, and the label must be removed. No other food or drink is allowed in the exam room (with the exception of students with medical requirements).
- Mobile telephones and smart watches should not be brought into the exam room; if you do have a mobile phone or smart watch with you it should be turned off and handed to the invigilator.

Q. Why can't I bring my mobile telephone into the examination room?

- Being in possession of a mobile 'phone or smart watch (or any other electronic communication device, e.g. ipod, headphones) is regarded as malpractice and is subject to severe penalty from the awarding bodies, even if it is turned off:

The minimum penalties are as follows:
Device found on you and turned **ON** - **disqualification for the entire subject award.**
Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.
Phone rings during the examination **wherever it is in the room** the examination board must be informed and you may be disqualified from all papers for the subject (including any already taken).

- Please do not bring phones, smart watches or any web enabled devices into the examination room.

Q. What is meant by the term Malpractice?

- Malpractice is when a candidate fails to comply with the JCQ regulations.

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

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

Q. Can I leave the examination early?

- It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). It is not the academy'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. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. A record will be made of the student leaving the examination room.

Q. If I have more than one examination on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the restaurant in the usual way or bring a packed lunch.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

- Some students receive an allowance of 25% extra time. This may alter the start time of an afternoon exam to ensure that you finish at the end of the school day – please check your timetable.

Q. What do I do if I don't get the grades I need for Sixth Form or college?

- 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 Head of Subject or teacher to obtain their advice as to the advisability of requesting a re-mark.
- You should be aware that your mark could go down as well as up or even stay the same.