

Before PPEs & External Examinations

At the beginning of the academic year, read and understand the following JCQ documents on the exams page of our school website [Guilsborough Academy - Examinations & Assessments](#)

- Information for candidates – Written Examinations
- Information for candidates – On-screen tests
- Information for candidates – Coursework assessments
- Information for candidates – Non-examination assessments
- Information for candidates – Using social media
- Information for candidates – Awarding body privacy notices
- Information for candidates – Use of AI in assessments
- JCQ Preparing to sit your exams
- JCQ Warning to candidates
- JCQ Unauthorised items poster

Malpractice

Before examinations begin, candidates must understand the strict rules & regulations surrounding the conduct of examinations and how to avoid committing an act of malpractice.

As specified by JCQ, the following acts constitute malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body.

Potential sanctions against candidates include warnings, loss of marks for a component and complete disqualification from a qualification.

Statements of Entry & Timetables

Statements of entry & timetables are published on Bromcom before examinations begin.

Candidates must check their entries, tiers, timetable and legal name very carefully, and report any errors to the Head of Year and/or Examinations Officer as soon as possible.

Access Arrangements

Approved access arrangements are shown on the second page of an examination timetable. Errors or queries must be reported to the SEN department as soon as possible.

Timetable clashes

Candidates with clash exams will be separated from the main exam cohort and kept under supervised exam conditions until all clash exams are complete. Candidates will sit their clash exams one after the other with a 30-minute break in between. Candidates are allowed to eat, drink and revise from paper notes in their 30-minute break. Candidates must bring these items in with them at the beginning of the exam and hand them to the invigilator for safekeeping.

During the exams and the 30-minute break, candidates must be silent and not communicate with other candidates in the same room. Candidates may take a supervised toilet break. Candidates must not have access to their mobile phone/smart watch/ internet enabled technology until all exam sessions are complete.

Contingency Days

Wednesday 23rd June 2027 has been set aside as a national examination contingency day. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 23rd June 2027. This decision is not a school decision, and applies to all candidates, in all schools nationally.

During PPEs & External Examinations

PPEs & external examinations take place in the sports hall, drama studio, E block, S block and A block. Most candidates will sit their examinations in the sports hall and drama studio.

Candidates should arrive 10 minutes before the start of an examination and already be aware of their seat number (shown on examination timetable). Large seating plans will be posted outside of the sports hall and drama studio for last-minute seat number checks.

Candidates must sit in their designated seat and be identified by the photographic candidate card on the exam desk. Candidate cards are reused for multiple exams, do not damage or deface them in any way. Do not take a candidate card out of an examination room.

All personal belongings are stored in the changing rooms including coats, bags, mobile phones, watches, headphones and ear buds. The changing rooms are locked once the examination begins.

Equipment

Candidates must provide their own equipment for PPEs and external examinations. Candidates will need black pens (ink or ball point), pencils, rubber, sharpener, ruler, highlighters, scientific calculator, compass and protractor, in a transparent pencil case.

Gel pens, correcting pens/fluid/tape, erasable pens and blotting paper are not allowed. Highlighter pens can be used to highlight text in questions; however, they must not be used in answers. Calculators must be a suitable size and free of lids, cases, covers, printed instructions or formulae.

Candidates may use a calculator unless this is prohibited by the awarding body specification. The instructions on the question paper will indicate if calculators are allowed. If the instructions do not specify, calculators can be treated as standard equipment and be used. However, it is the candidate's responsibility to ensure their calculator meets the awarding bodies' specifications.

Unauthorised items

In the examination room, candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Candidates must not be in possession of devices which could provide an advantage, including mobile phones, headphones, ear buds, MP3/4 players, smart glasses, tablets, watches or any other smart (internet enabled) devices.

Candidates must not bring paper notes into an examination room and should not have any writing or pen marks on their skin (hands, arms, legs etc).

Possession of unauthorised items in an examination room constitutes malpractice. Candidates will be reported to the awarding body and subject to penalties and possible disqualification.

Food & drink

Food is not allowed in an examination room except for medical conditions (e.g. diabetes) or for breaks between clash exams.

Soft drinks (preferably water) are allowed in an examination room. All bottles must be transparent and free from labels.

Uniform

Candidates must wear full school uniform/normal school attire for PPEs and external examinations.

Invigilators

PPEs and external examinations are supervised by a team of experienced invigilators. Invigilators have a key role in upholding the integrity of PPEs and external examinations. Invigilators make sure examinations are conducted according to strict JCQ rules and regulations. Invigilators ensure all candidates have an equal opportunity to demonstrate their abilities whilst helping to prevent possible candidate malpractice.

Examination rooms

From the moment they enter an examination room, candidates are under formal exam conditions until they are given permission to leave by the invigilators.

- Candidates must listen to and always follow the instructions of the invigilator/s.
- Candidates must not communicate with or disturb other candidates.
- When instructed to do so by an invigilator, candidates should complete the information on the front of their answer books, ensuring that their first name, surname and candidate number matches the candidate's place card.
- Candidates must not open the question paper until the examination begins.
- At the end of the examination, candidates must leave the examination room in accordance with the invigilator's instructions and in complete silence.

Fire alarms

If a fire alarm sounds during an examination, remain silent and follow the instructions of the invigilators. If evacuation is necessary, candidates will be escorted to the designated assembly point. Candidates must not communicate during the evacuation. When candidates return to the exam room, they will be allowed full time to complete the exam.

Lateness

Candidates that are late for an exam must contact student reception as soon as possible on an exam day. Late candidates should travel to school as soon as possible and give their mobile phone/smart watch to their parent/carer. Candidates have until 10.00am to arrive for a morning examination and until 2.00pm to arrive for an afternoon examination, without being very late. Very late candidates will be reported to the awarding body of the exam. Late and very late candidates will be given their full time to complete the paper.

Illness

Candidates should make every effort to attend all their PPEs and examinations, even if they are feeling mildly unwell. Candidates that are very ill and cannot attend an examination must inform student reception as soon as possible and gain medical evidence of their illness from a GP. The evidence can be used to apply for Special Consideration.

After PPEs & External Examinations

Special Consideration

Special consideration is an adjustment given to candidates whose exam performance is affected by circumstances beyond their control, such as illness or recent bereavement, to ensure their results fairly reflect their knowledge and abilities. All applications for special consideration are submitted by the end of June and must be accompanied by suitable supporting evidence.

Results

PPE and external examination results are published as follows:

Type	Location	Date
PPE	Published on Bromcom	2 weeks after the end of exams
GCE	Collect from school 8.00am – 11.00am Published on Bromcom	Thursday 12 August 2027 12.00pm on results day
GCSE	Collect from school 9.00am – 12.00pm Published on Bromcom	Thursday 19 August 2027 12.00pm on results day

Candidates must collect their results in person. If this is not possible, candidates must name a representative to collect results on their behalf by completing the online form on our website [Guilsborough Academy - Examinations & Assessments](#). Representatives that are not current Guilsborough Academy students or staff will need to bring photographic ID with them. Results will only be released to the named representative.

Post Results Services

After receiving examination results, students may wish to consider one or more of the following Post Results Services (PRS):

PRS	What does it include?	Fee information
Priority review of marking (GCE only – university place pending)	Exam script will be reviewed by the exam board as quickly as possible	Fee payable to exam board per unit/component
Review of Marking	Exam script will be reviewed by the exam board	Fee payable to exam board per unit/component
Clerical re-check	Marks given by examiner will be recounted throughout the script	Fee payable to exam board per unit/component
Access to script	Copy of marked exam script in pdf format	Free

When requesting a review of marking or clerical re-check, students must understand that marks and qualification grades may be lowered, confirmed or raised as a result. If a remark or clerical re-check results in a qualification grade change, payable fees will be refunded in full.

To request a PRS, students must complete a PRS application form and pay the necessary fees in advance. [Guilsborough Academy - Examinations & Assessments](#).

Certificates

Qualification certificates are received in school and made ready for a collection evening in December, usually in the last week of term. From January, certificates will be available to collect from main school reception.

Candidates must collect their certificates in person. If this is not possible, candidates must name a representative to collect their certificates on their behalf by completing the online form on our website [Guilsborough Academy - Examinations & Assessments](#). Representatives that are not current Guilsborough Academy students or staff will need to bring photographic ID with them. Results will only be released to the named representative.

Candidates are reminded to keep their certificates safe. They are evidence of hard-earned qualifications and employers/training providers will want to see them frequently. Lost certificates can only be replaced by making an application to an awarding body and paying a substantial fee.