

GCE Examinations Summer 2026

Presented by
Mrs Davison



General Information

- Check the website – Exams section:
 - Full exams timetable
 - SGS Exam Policies
 - SGS Candidate Exam Handbook
 - JCQ Documents – information for candidates
 - Revision support
- Wear school uniform
 - Blazers
 - **No** hoodies



Examination Timetables

- GCSE Timetables - Exams section school website
- Start Times:
 - 9am for morning
 - 1.15pm for afternoon
 - Students in Lecture Theatre may start at 1pm
- All students will be emailed a personal exam schedule showing all information – date / exam details / start time / location / seat number
- **Do not lose this!**

Remember:

- Exam Boards have rules all candidates **must** follow when taking exams
- Must be available for contingency days:
 - **Wednesday 24th June**
- You **CANNOT** take the exam paper / speaking test on a different day for **ANY** reason
- If you miss an exam – no marks for that paper, could lead to no marks for whole subject
- Possession of any unauthorised items in the Exam Hall – lead to losing marks or **DISQUALIFICATION**
- **NO** gel pens/fine-liners/ink pens/Zebra uni-ball pens **ONLY** black biros e.g. Bic





Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**DO NOT COMMENT
ON OR DISCUSS
THE CONTENT OF
THE QUESTION
PAPER ON SOCIAL
MEDIA**

Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
Jcq.org.uk/exams-office/information-for-candidates-documents

Exam Clashes

- If you are due to sit two exams at the same time you will either sit one after the other if the total length of the exams is 3hrs or less
(Check your timetable against the core timetable or your peers)
- If total length **more** than 3 hours you will sit one in the morning and then be supervised and sit the other in the afternoon
- **Supervision:**
 - You will be taken by an invigilator to a room and supervised until the start of the afternoon exam
 - Leave your phone and bag in Main Reception
 - **Bring lunch/drinks/paper revision**
 - You will **NOT** have your phone or the use of a laptop for revision
 - You will be escorted to the start of the afternoon exam

Exam Clashes

- Students with clashes:
 - Rayyan Asif
 - Oliver Browne
 - Jess Forbes
 - Aston Hoang Lai
 - Zac Holland
 - Isaac Mygind
 - Tomasz Rezmer
 - Max Waling
 - Grace Webb

Overnight Supervision

- If you have 3 exams in one day totalling over 6 hours
 - Offered to take all 3 in one day (special consideration will be submitted)
 - Offered overnight supervision – pm exam following morning
- Mrs Franklin will discuss this with you
- Candidate supervised all time on-site
- Meeting with parent
- Agreement signed between centre & parent to supervise child overnight
- Agreement signed between centre & candidate – understand rules
- No access to any telephone (leave in school overnight) / radio / tv / social media / computer overnight / no contact with peers overnight
- Candidate collected from school and brought in by parent / relative

Exam Invigilators



YOU MUST FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR. FAILURE TO DO SO MAY RESULT IN A PENALTY WHICH COULD INCLUDE POSSIBLE DISQUALIFICATION

- Each exam room will have at least 1 invigilator
- Exam Boards insist invigilators follow very strict rules and guidelines
- Must record any irregular incidents in exam room (ie someone falls asleep; requires toilet; feels unwell)
- If misbehave, an invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow an invigilator's instructions

Late to the Exam

- Start times:
 - 9:00 morning
 - 1:15 afternoon (1pm for some Lecture Theatre exams)
- Procedure if late for exam:
 - Telephone school and ask to speak to exams officer or Main Reception
 - Follow the instructions given by the exams officer
 - Turn off your mobile phone and any other communications device
 - When you arrive at school go straight to reception explain you are late and need the exams officer immediately – **leave your phone at reception**
 - The exams officer (or invigilator) will escort you to the exam room giving you instructions for the exam and answer any questions you have before you start the exam

Ill on the day of the exam

- **If you are feeling unwell on the day of an exam, follow the steps below.**
- **It is important that you try and get into school to take your exam but if you are unable:**
 - Step 1: Telephone the school and ask to speak with the exams officer
 - Step 2: Follow the instructions given by the exams officer
 - Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note) and give it to the exams officer
 - Step 4: You **will not** be able to rearrange the paper so will get 0 or minimal marks for that paper

Exam Room Posters



The poster features a yellow header with the JCQ CIC logo and a navigation bar with logos for AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main text is in bold, dark blue and black. A central graphic shows a mobile phone, a watch, and a smartwatch crossed out by a red diagonal line with the text 'NO UNAUTHORISED ITEMS'. Below this, a warning message states that possession of such items is a serious offence leading to disqualification. The word 'DISQUALIFICATION' is written in large, bold, red letters. At the bottom, a small note indicates the poster should be displayed prominently outside the exam room.

JCQ
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

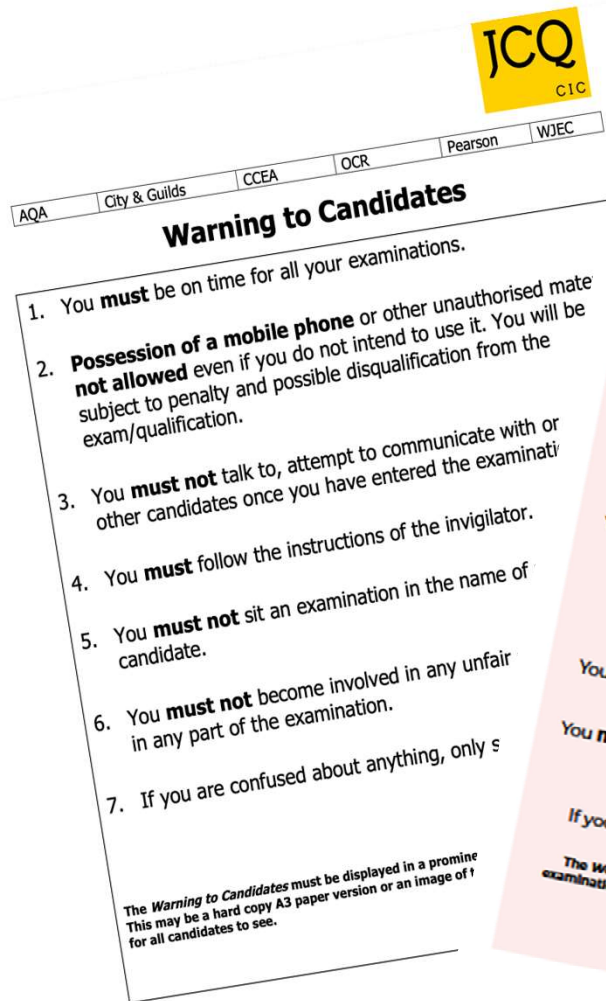
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

You are **not** allowed to bring potential technological / web enabled sources of information into the exam room including:

- Mobile phone/smartphone
- Any type of watch (Smartwatch, digital or analogue)
- Smart glasses (or any Smart device)
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks

Exam Room Posters



AQA City & Guilds CCEA OCR Pearson WJEC

Warning to Candidates

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

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

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

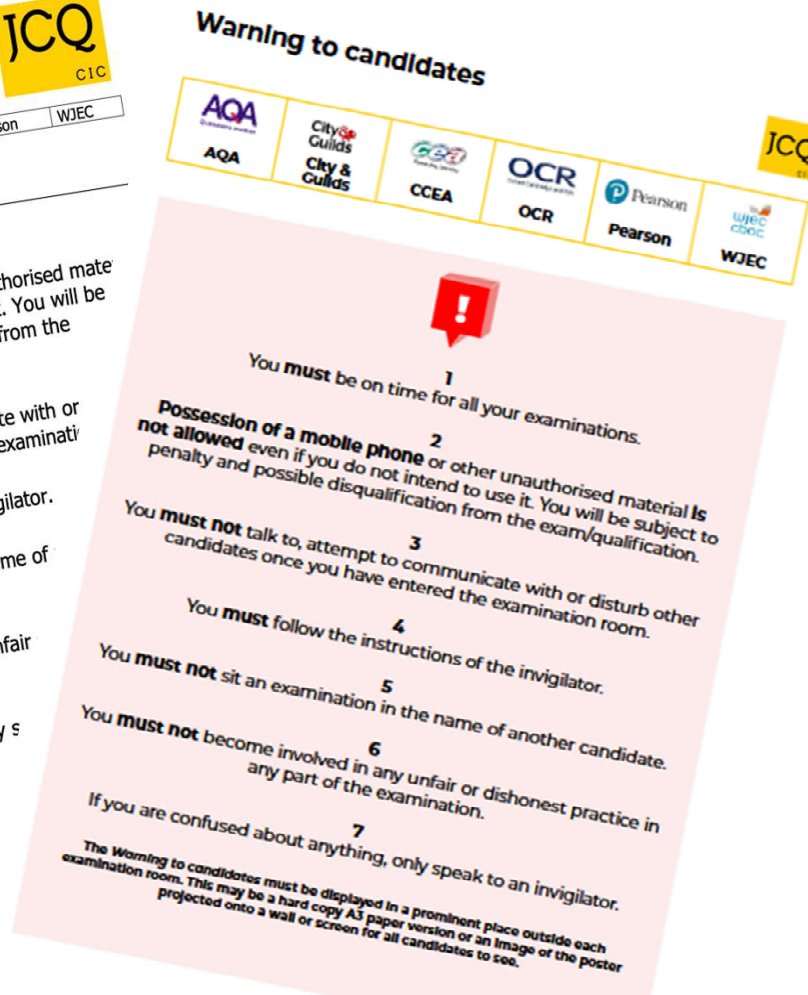
4. You **must** follow the instructions of the invigilator.

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.



AQA City & Guilds CCEA OCR Pearson WJEC

Warning to candidates

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 exam/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.

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



If you do not follow these instructions you are committing malpractice

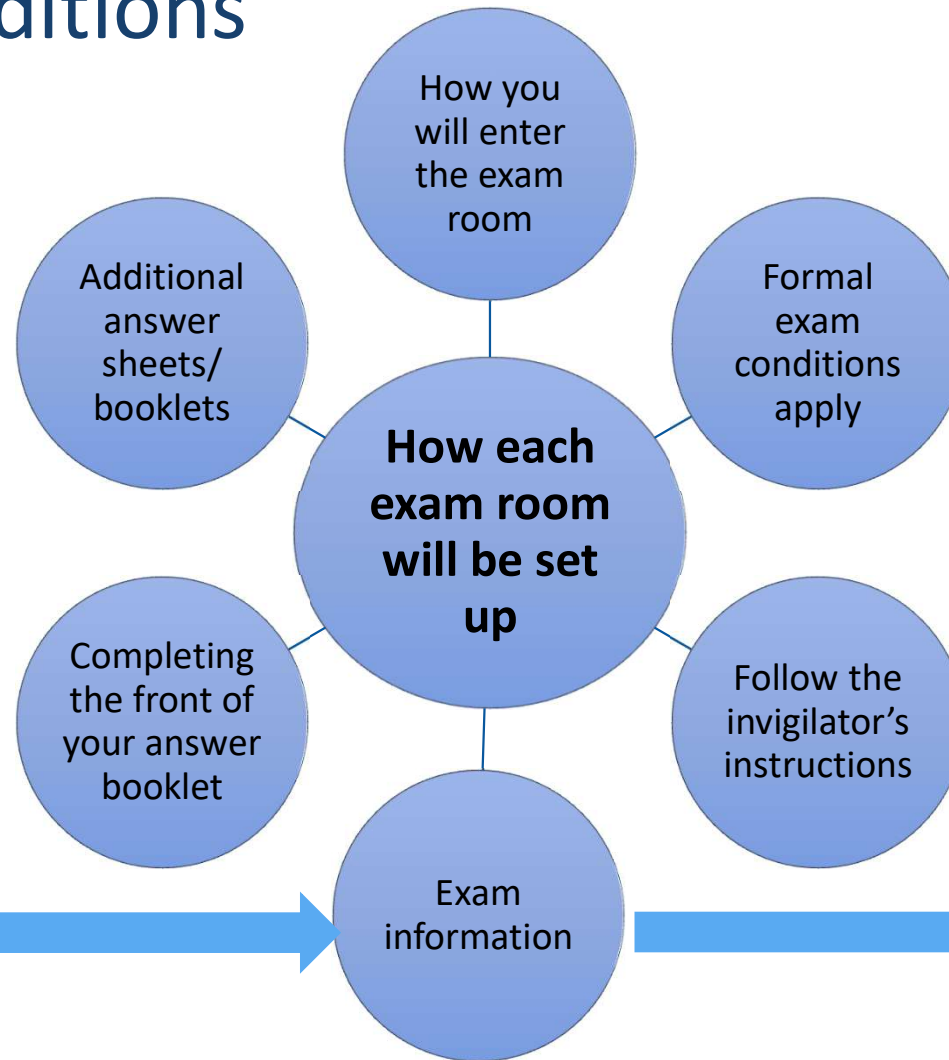
Arrival

- Arrive for your exams by 8.45 for morning and 1pm for afternoon (12.45pm for exams starting at 1pm in Lecture Theatre)
- Go to the toilet
- Line up:
 - Sports Hall – English Yard
 - Main Hall – Rose beds
 - Lecture Theatre – inside Business building
- Enter the exam room in silence and do not speak to other students – you can speak to an invigilator
- Hand in phones/earpods/headphones/smart watches/smart glasses if in your pockets
- Do **NOT touch your paper or write anything on the front** until instructed by the invigilator – this is now malpractice
- **DON'T FORGET TO SIGN YOUR PAPER – WITHOUT YOUR SIGNATURE IT WONT BE MARKED**

Exam room conditions

Your invigilator will ensure that the following are in place inside/outside the exam room:

- ✓ Exam room posters
- ✓ Adequate room conditions (heating, lighting, ventilation, noise etc.)
- ✓ Clock
- ✓ Relevant exam information displayed



Once you have entered the exam room:

- ✓ Do not talk to other candidates
- ✓ Do not disturb other candidates
- ✓ Do not communicate with other candidates
- ✓ Do **NOT** write on your paper until told to

- ✓ Centre number
- For each exam:
- ✓ Subject title
 - ✓ Paper number
 - ✓ Starting & finishing times
 - ✓ Date

Items in Exam Room

You must bring the following materials with you to every examination:
HB Pencil for
Diagrams / Drawings



Black Biro/ballpoint pens - **NO**
gel pens/ fineliners ie Uniball /
blue pens / rollerball



The invigilator
may ask you to
take off the lid if
this is large
enough to hide
notes

Items NOT allowed in Exam Room



Programmable calculator – NOT in Exam Mode

FOOD



Need to remove label



Calculators – Maths/Physics and Chemistry

How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ⊗ language translators
- ⊗ symbolic algebra manipulation
- ⊗ symbolic differentiation or integration
- ⊗ communication with other machines or the internet



During an exam, a calculator **must not** give access to pre-stored information, including:

- ⊗ Databanks, such as the periodic table (with the exception of scientific constants)
- ⊗ dictionaries
- ⊗ mathematical formulae
- ⊗ text

Your Maths teacher will explain how a calculator can/cannot be used in an exam

Leaving Exam Hall

- Toilet: not within 30 minutes of the start or end of exam (unless evidenced medical condition) – all requests logged/monitored – lose **not added at end**
- At the end of the exam – sit in silence until instructed to leave by the invigilator (once scripts collected in)
- Remember other students will still be doing an exam – any noise ie talking or unnecessary disturbance will be considered **malpractice**
- Leave in silence – holding the door open for others behind you
- Do not talk until you have left the building – **Sports Hall**
- **Lecture Theatre** – wait until you have gone through the door into entrance to the Business Building



Emergency Evacuation

- If emergency i.e. real fire alarm – exam room will be evacuated
- Exam time stopped and recorded
- Invigilators will give you instructions
- Important you follow the instructions precisely
- Leave in silence
- Remain silence throughout evacuation – supervised Invigilators SLT/HOY
- Lead to assembly point:
 - Sports Hall: Left side of Main Playing Field
 - Lecture Theatre/Boardroom: Area near staff car park
 - Main Hall: Area near staff car park
- Return to room to complete exam in time remaining after time stopped for incident



What is malpractice?



Results:

- **A Level/Y12 Results Day – Thursday 13 August 2026**
- Students will be required to collect their results from school
- School will open at 8.00am for result collection – Letter go out to parents with more details
- Staff will be present to support students
- You will need to complete a Destinations Form
- If you cannot attend Results Day:
 - Notify Exams at exams@spaldinggrammar.lincs.sch.uk
 - Nominate in writing an alternative person to collect your results

Post Results Services



Remember: Marks can go down as well as up in this process

Procedure:

1. Unhappy /got questions about your results – will be members of staff on hand to advise you
 2. Complete and submit 'Access to Script' form when collect results – in your results envelope or from Exams Officer on-site
 3. Receipt of script – talk to teaching staff and discuss best option
 4. Submit relevant forms
 5. Pay charge via Parentmail
 6. Refunded if upward change in grade
- More information on school website together with charges will be available from July

Reviewing your Results – The Options

- **Access to Scripts** – get a copy of your completed answer paper from the awarding body
- **Service 1: A clerical re-check. This includes a check that:**
 - all parts of your script (your answers) have been marked
 - marks have been totalled and recorded correctly
- **A Level have option of Priority Review of Marking if University place depends on it but no guarantee result returned before deadline**
- a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
- a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly

Reviewing your Results – The Options

- **Service 2: Review of marking. This includes:**
 - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
 - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- **Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:**
 - Not available to individual students

Certificates

- Certificates are legal documents and responsibility of student
- Cost £65+ to replace certificate if lost or damaged/ details wrong
- Students invited back for a celebration afternoon in December
 - students are given their certificates
- Students no longer at SGS – available from Monday 7 January 2027
 - Email exams@spaldinggrammar.lincs.sch.uk to request collection or nominate parent/carer/sibling to collect (will need to bring ID)
 - Parent **CANNOT** arrange collection on behalf of student
 - Signed for by whoever collects

Any Questions:

- Ask your Subject Teacher
- Ask Mrs Franklin, Exams Officer – office opposite Finance Office
- Email exams@spaldinggrammar.lincs.sch.uk

Good Luck!