

EXAMS GUIDANCE FOR STUDENTS & PARENTS



**Resilience
Multi Academy
Trust**

Summary	Exams Guidance
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Document Control

Date	Version	Action	Amendments
7/3/2024	3	Updated for 2023/24 dates	Minor changes to wording on some answers to FAQs
19/2/25	4	Updated for 2024/25 dates	
25.02.26	5	Amended	Candidate Identification added. Reference that candidates shouldn't have smart watches or electronic devices. AI misuse added to Q and A Add can I leave the exam room temporarily to Q and A. Late entry amended Core evacuation roles added Post results services added

It is the aim of Resilience Multi Academy Trust to make the examination experience as stress-free and as successful as possible for all candidates.

Candidate Identification

You must follow identity checks on exam days. Internal candidates will be identified by staff. Private candidates must show photograph identification before entering the room. Invigilators must check identity for every candidate.

Frequently asked questions

Q. When will I get my examination timetable?

You will receive your examination timetable before the exams.

If you have any queries, see the Academy Exams Officer immediately. It is essential that you check your timetable carefully for the **dates** and **times** of your examinations.

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

The Exams Officer will re-schedule papers, where there is a clash of subjects. Students will normally sit one paper then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper.

Q. What do I wear to the examination?

You must wear your uniform correctly.

Q. What happens at the start of the examination?

1. Listen carefully to the instructions and notices read out.
2. Check that you have the correct question paper. It is your responsibility as the candidate to alert the invigilators if you believe you have the incorrect paper.
3. Read all instructions, on your paper, carefully.
4. You must not have a mobile phone, smart watch or any electronic communication device on you. Possession of these is malpractice and will be reported.

Q. What equipment should I bring to the examination?

Black pens, pencils, ruler, rubber are all necessary. All equipment should be kept in a clear plastic pencil case and must be always visible to the invigilators.

Some examinations will require additional equipment such as a Scientific Calculator, a pair of compasses and a protractor.

Q. Can I wear a watch in an exam?

No, watches are not allowed in the exam room.

Q. Can I eat and drink in the examination?

You **cannot** eat in the examination, if you have a medical condition which requires you to eat during the exam you need to raise the same with the school before the exams. Please speak with the exams officer. **You can** take a bottle of water into the examination. The bottle must be clear and not have a label on it. Staff must be able to see that the bottle contains only water so no coloured bottles will be allowed.

Q. What do I do if I am ill on the day of examination?

Inform the school as soon as possible. You will need to obtain a letter from your GP detailing your illness.

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a student who is eligible. You should be aware that any adjustment is likely to be small. Special Consideration can be applied for in the case of illness, accident, injury, bereavement, or a domestic crisis. If you think that you are a candidate for Special Consideration you must inform the Exams Officer immediately, so that the necessary paperwork can be completed.

Q. Can I leave the examination room temporarily?

You may only leave the room when supervised by an invigilator. You remain under exam conditions. You will not receive extra time unless you have approved rest breaks.

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

Put your hand up and an invigilator will assist you.

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

Yes, Report to the Exams Officer immediately. You will be allowed your full exam time if the centre approves your entry. If you arrive very late, the awarding body may decide whether to accept your paper.

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

No.

Q. Can I bring my mobile telephone into the examination room?

No, it must be **turned off** and preferably **left in your bag**. If you don't want to leave it in your bag, you can ask the school to provide you with a zip lock bag for the phone and hand it to an invigilator. No mobile telephones are allowed in the room at all. Being in possession of a mobile phone (or any other electronic communication device) is regarded as **cheating**. **Smart Watches must also be removed** as no watches are allowed in the Exam room.

Q. Can I use Artificial Intelligence (AI)?

No – You must not use AI to create or adapt any work that is submitted for assessment. Using AI without acknowledgement is malpractice. If you misuse AI, the incident will be reported to the awarding body.

Q. Can I leave the examination early?

No – however, students with access arrangements for additional time can choose not to use it.

Q. What happens at the end of the examination?

At the end of the examination all work must be handed in. If you have used more than one answer book or loose sheets of paper, some exam boards allow you to ask for a tag to fasten them together in the correct order. Others will provide extra pages in booklets. If you are unsure what to do, ask an invigilator at the end of the exam. Invigilators will collect your examination 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.

Q. What do I do if the fire alarm goes?

During an evacuation you must stop writing, leave your papers on the desk and follow the invigilators in silence. You must not talk to other students. You will remain under supervision. When you return, you will have the remaining time to finish the exam.

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

You will not be allowed to go for the first 60 minutes or last 15 minutes of the exam. You will be escorted by an invigilator, and you will not be allowed any extra time. Where students have toilet passes, the invigilators will be made aware, and students will be allowed to use these as appropriate.

Q. Can another person pick up my results?

If you are unable to collect your results then you can ask another person to collect them on your behalf, however you **must** give your written authorisation to school before results day.

Q. What do I do if I don't get the grades I need?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your results you should first consult the Subject Leader to obtain their advice.

Post results Services

You may request a review of marking, a clerical check or you access to your exam script. You must give written consent. Speak to the Exams Officer for costs and deadlines.

Certificates from summer exams will be made available either in December or January. School will send an email to let you know when they are ready. To learn of this, you will need to provide your contact details on results day.

If you have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Officer

Information for Candidates Documents

You must read the JCQ Information for Candidates documents covering written exams, on-screen tests, coursework, non-exam assessments and social media. These are available on the Academy website and must be followed.

Remember – we are here to help.

**The Exam Contingency Day is 24 June.
This is used if any exams are cancelled Nationally.**

GOOD LUCK!

**A-level Results Day Thursday 13 August 2026
GCSE Results Day Thursday 20 August 2026**