



EXAMINATIONS GUIDANCE FOR STUDENTS & PARENTS 2026

CANDIDATE NAME:

CANDIDATE NUMBER:

CENTRE NUMBER: 24210

Telephone Number: 01981 250224

EMAIL: khsadmin@kingstoneacademy.co.uk

CONTENTS

Introduction

School Policy

Before Examinations:

Candidate Number and UCI
Candidate Details
Timetables
Examination Boards

During Examinations:

Examination Regulations
Attendance
Mobiles / MP3 Players & Other Devices
General Rules
A Typical Examination Day
Invigilators
Absence
Emergency Procedures

After Examinations:

Notification of Results
Certificates
Enquiries about Results

FAQs

Frequently Asked Questions

JCQ

Warning to Candidates
No Mobile Phones / Electronic Devices: Disqualification Warning
Information for Candidates: Social Media

INTRODUCTION

Kingstone High School aims to make examinations as smooth and stress-free as possible. While exams can be challenging, support is always available—please ask for help early if any issues arise.

This booklet is designed to guide students and parents through exam regulations and procedures. It is important that all JCQ rules are followed, so please read the Notice and Warning to Candidates carefully.

Exams take place in January, May, and June, with mock exams in November/December and March. Other assessments occur throughout the year.

If you have any questions or concerns at any stage, please contact the school—we are here to help.

Good luck!

SCHOOL POLICY

Students are normally entered for each examination only once, at a time when they are judged to be suitably prepared. The school will usually pay the entry fee once, so students are responsible for preparing fully and attending the examination as scheduled.

ATTENDANCE

Attendance is crucial, particularly in Year 11. Students should attend school regularly up to the exam period to avoid missing essential revision, assessments, or deadlines. Poor attendance that significantly affects progress may result in examination entry not being possible.

ABSENCE

If a student misses an examination or controlled assessment due to avoidable circumstances the cost of the missed examination will be recharged fully to the candidate. It is therefore important that students avoid absence during their examination years.

To give you an idea of the costs involved, we have outlined some of the entry fees below:

Awarding Body	Course	Entry Fee
AQA	Design and Technology	£45.70
	Languages	£51.00
	Geography	£54.70
Edexcel/ Pearson	Combined Science	£103.40
	Business	£55.40
	Biology/Chemistry/ Physics	£54.80 Each
	English Language	£56.40
	PE	£55.40
WJEC	Drama	£54.20
	Art & Maths	£46.80
	Media/ Music / Ethics	£46.80

DISQUALIFICATIONS

Where a student breaches the code of conduct of the examination and is disqualified as a result, the school will charge the cost of the examination to the candidate.

If you would like a complete copy of the school's examination policy, please contact the examinations officer or visit the school's website for further details.

BEFORE EXAMINATIONS

CANDIDATE NUMBERS

Each candidate is given a four-digit number to use on exam papers. You'll see it on seating plans and registers. Please write it on the front of this booklet and make sure you remember it.

You will also have a Unique Candidate Identifier (UCI), shown at the top of your timetable. This is used for administration only, so you don't need to remember it.



CANDIDATE DETAILS

- Check your timetable carefully, especially personal details like your **name** and **date of birth**, as these appear on your certificates.
- Certificates must use your legal name and can be costly to correct.
- Also, make sure the school has your current contact information.



TIMETABLES

All students receive a timetable showing their subjects and entry levels. Some subjects have a single level, while others offer Foundation or Higher tiers. Please check these and raise any concerns to your teacher.



EXAMINATION BOARDS

There are several boards (Awarding Bodies). Here at Kingstone High School we use AQA, Pearson, Edexcel, OCR & Eduqas/ WJEC.

DURING EXAMINATIONS



EXAMINATION REGULATIONS

Copies of the Notices, Warnings and Information for Candidates, which are issued by JCQ, are included with this booklet. These are updated yearly. All candidates must read this carefully and note that to break any of the JCQ Rules and Regulations could lead to disqualification from all subjects. The School are obligated to report any breach of regulations to the Awarding Body.

Attendance at Examinations

Students must check their own timetables and arrive at least 20 minutes before the exam starts. Wait quietly outside the canteen, where you will be registered before entering the exam room.

Exams generally start at 9:00 am (morning) and 1:00 pm (afternoon). Students must stay for the full exam.

Late arrivals may be allowed in but won't get extra time. If Special Consideration is needed, speak to the Examinations Officer.

Electronic Devices

Mobile phones, MP3 players, smartwatches, and other electronic devices must **not** be brought into the exam room. If found, even if switched off, the device will be taken and reported, and your exam could be cancelled with a score of zero.

You may hand devices to an invigilator before the exam for safekeeping and collect them afterward—no penalty will apply.

General Examination Rules

- Bring all equipment (pens, pencils, rulers, etc.) in a transparent pencil case or clear bag.
- Use black ink or ballpoint pens only; no correction pens.
- Maths and Science students: check your calculator meets exam rules, remove covers, and use fresh batteries. Be familiar with it.
- Do not talk to or distract other candidates.
- Only approved items are allowed in the exam room. Breaking rules may lead to disqualification.
- No food; drinks only in a clear, unlabelled bottle. No fizzy or energy drinks please.
- Do not write on desks or put offensive comments on papers. Damage may be charged; graffiti may void your paper.
- Listen carefully to invigilators—there may be important updates.
- Check you have the correct paper (subject, paper, tier)
- You will need to stay in the room for at least one hour (or the full exam if shorter). Use extra time (if you have it) to check your answers and details.
- Cross out any rough work
- Keep silent while papers are collected. You are still under exam conditions until you leave.
- Do not take papers, booklets, or additional sheets from the room.
- Leave quietly, respecting other candidates still working.

Thank you

A Typical Examination Day

- Arrive at school as usual. You don't need to attend registration; your arrival will be recorded before the examination.
- Go to the canteen. SLT will register and supervise and remind you of your seat number.
- Wear school uniform—failure to do so may prevent entry.
- Leave bags and non-essential equipment outside the canteen. Hand in any mobile phones or electronic devices to the invigilators on your way in.
- Once inside, you are under Examination Conditions—no talking or communication. Raise your hand if you need help.
- The Lead Invigilator will explain procedures and hand out papers. Ensure all equipment is visible on your desk. Start and finish times will be visible in the room.
- When allowed to begin:
 - Read the paper carefully, underline key words, and plan your time.
 - Leave 5 minutes at the end to check your answers.
 - Write only in the printed areas and show all workings.
 - Stay calm—you've got this!
- You must stay in the room until the official end time to maintain exam integrity.

Official Times (may vary—check your timetable):

- Morning: Arrive 08:40 | Start 09:00
- Afternoon: Arrive 12:40 | Start 13:00

Invigilators

- Trained invigilators supervise exams and ensure rules are followed. Treat them with respect and follow their instructions.
- They hand out and collect papers, tell you when to start and finish, provide extra answer sheets, and help if problems arise (e.g., illness).
- They cannot explain the exam questions or discuss the paper with you.
- Disruptive or disrespectful behaviour may lead to removal from the exam and notification of the Senior Leadership Team.

Absence from Examinations

- If you are ill or have problems during exams, inform the school as soon as possible so we can help.
- Special Consideration is only given in exceptional circumstances, and medical or other evidence must be provided within 7 days.
- If you miss an exam without a valid reason or notice, entry fees (approx. £50 per subject) will be charged.
- Misreading the timetable is not an acceptable excuse.

Emergency Procedures

- If the fire alarm sounds, stay calm and follow the invigilators' instructions.
- Leave the room silently and in order, leaving all your belongings on your desk.
- Do not communicate with anyone during the evacuation—this counts as breaking exam rules.
- You will be escorted outside (usually near the canteen) and return to the room when safe.
- Do not start writing until told to do so. Full exam time will be reinstated, and the incident reported to the exam board.

EMERGENCY EVACUATION PROCEDURES DURING EXAMINATIONS

- Remain calm and follow instructions from invigilators
- Leave papers and scripts in the examination room
- Assemble in silence outside the canteen
- Candidates will remain separate to the rest of the school
- Remain under examination conditions
- Do not attempt to communicate with anyone
- Full working time will be allowed for the examination
- Awarding Bodies will be notified of any disturbance which may qualify for special consideration

AFTER EXAMINATIONS

NOTIFICATION OF RESULTS

You can collect your results from the school on Thursday 21st August 2025

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

CERTIFICATES

Certificates will be presented to you at our Celebration Evening held at the school. A letter will be issued towards the end of Year 11 detailing the event. This is usually during November.

* Please notify the School of any address changes immediately.

Reviews Of Marking

External Appeals and Reviews

Where a candidate wishes to appeal against the grade awarded by the Examination Board, all requests must be submitted to the Head of Faculty immediately. If supported by the HOF it will be submitted to the appropriate board.

If a HOF feels that an appeal is appropriate and has not received a request from the candidate, you will be contacted and permission will be sought to appeal on your behalf.

Please be aware that any appeal can, in some cases, result in your grade being lowered.

In cases of Reviews of Marking, where the School does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out.

FREQUENTLY ASKED QUESTIONS

Timetable Clashes

- Exams on the same day will be rescheduled internally.
- You'll sit one paper, have a supervised break (no talking), then sit the next.
- Check your individual timetable for exact times.
- Bring a packed lunch if needed.

Wrong Paper / Candidate Numbers

- Wrong paper: Raise your hand immediately.
- Forgot candidate number: Check register or ask invigilator.
- Forgot centre number: Displayed in the exam room.

Illness / Accidents

- Tell the school as soon as possible.
- If unable to write, a scribe may be provided with prior notice.
- Medical evidence may be needed for Special Consideration.

Special Consideration

- Adjustments to marks/grades for illness, injury, bereavement, or other serious events.
- Maximum 5% allowance; no feedback given.
- Must inform the Examinations Officer immediately and provide evidence within 7 days.

Feeling Ill During an Exam

- Raise your hand; an invigilator will assist you.

Late Arrivals

- Up to 1 hour late may be allowed; report to the office first.
- No guarantee of extra time.

Missing an Exam

- You cannot take it on another day.

Equipment to Bring

- At least 2 black pens, 2 pencils.
- Maths diagrams: 3B pencils.
- Some exams require: calculator, ruler, protractor, compasses, coloured pencils.
- Do not borrow from others.

Items Not Allowed

- Only items listed on question papers (e.g., anthology).
- No food; drinks only in clear, unlabelled bottles.
- No mobile phones or electronic devices (even off).
- Bags and coats left in designated area.

Uniform

- Wear full school uniform.
- Wrong uniform: may be sent home; could be refused entry.

Mobile Phones

- Turned on: disqualified from the subject.
- Turned off: disqualified from that paper.
- Phone ringing: disqualified from all papers for the subject.

Exam Duration

- Shown on your timetable.
- Invigilators write start/finish times on the board.
- Stay in the room minimum 1 hour.

Leaving Early

- Not allowed; disruptive.

Fire Alarm

- Follow invigilators' instructions.
- Leave silently, leave belongings, no talking.
- Return and continue when told; full time reinstated.

Toilet Breaks

- Allowed, only if necessary; escorted by invigilator.

Lunch

- Students with morning & afternoon exams may bring or get lunch as usual.

Timetable

- Check name, date of birth, subjects, and tiers carefully.

Extra Time

- Some students get extra time.
- May finish after normal school hours; plan transport accordingly.

Warning to candidates



AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC



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 examination or 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.

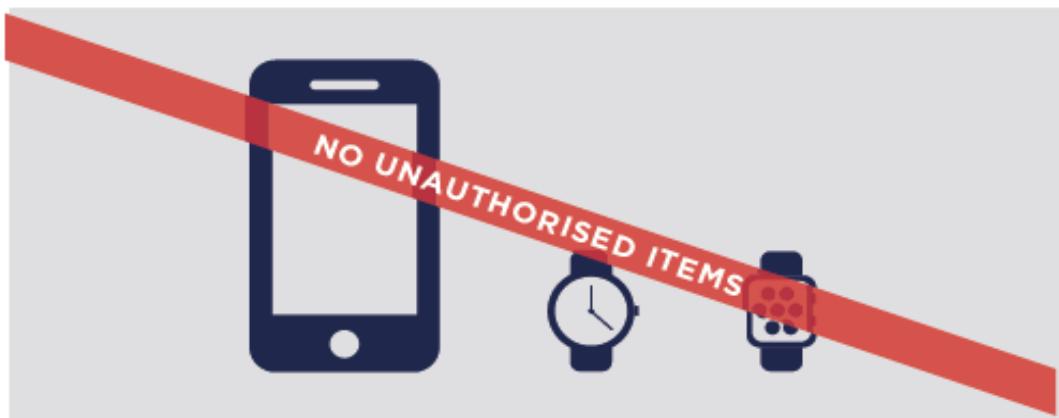
7

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.

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



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.

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- Listen carefully to the Invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the Invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an Invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an Invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



Please see the school website for further information regarding policies and procedures and JCQ exam guidance.