



Examinations Information for Pupils, Parents and Carers Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

We do things differently.....

H.E.R.E

High Standards
Empathy
Resilience
Emotional Response

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Introduction

Public examinations can be a stressful time for candidates and parents/carers. It is therefore important that everyone involved is well informed about examination procedures and regulations.

The rules and regulations governing examinations are designed to ensure fairness, maintain security, and minimise disturbance so that all candidates have an equal opportunity to perform at their best.


Arbour Academy aims to:

- Prepare candidates thoroughly for examinations
- Ensure examination administration runs smoothly
- Conduct examinations in accordance with **JCQ Instructions for Conducting Examinations (ICE)**

Mock examinations are run under the same conditions as public examinations so candidates are familiar with the process.

This booklet provides guidance for candidates and parents/carers and includes the **formal notices required by JCQ regulations**.

For further enquiries, please contact the **Exams Officer via school reception**.

 **0161 464 3483**

Responsibility for Examinations

The **Exams Officer**, under the direction of the **Head of Centre**, is responsible for administering public examinations and overseeing candidates during exams.

A team of trained adult invigilators supervises examinations at all times. Invigilators will not invigilate examinations in subjects they teach.

All examinations are conducted in accordance with **JCQ and awarding body regulations**, which the school is required to follow.

Entry for Public Examinations

All candidates are entered for public examinations unless exceptional circumstances apply and written approval is given by the Head of Centre following consultation with parents/carers.

Candidate Numbers

Each candidate is issued with:

- A **candidate number** (unique to the examination series)
- The school's **centre number**

These details must be used on all examination materials.

Holidays During Term Time

Examination dates are fixed nationally and may change close to the exam period.

Parents/carers are strongly advised **not to book holidays during term time**, particularly during the examination period. Absence due to holidays will not normally be accepted as a reason for missing an examination.

Non-Examination Assessment (NEA)

Many qualifications include **Non-Examination Assessment (NEA)** or coursework.

Deadlines for NEA are set to allow:

- Completion
- Marking
- Internal standardisation
- Submission to awarding bodies

Deadlines **cannot be extended**. Failure to submit NEA may result in:

- Loss of marks
- Ineligibility for special consideration due to insufficient assessment evidence

Examination Entries & Statements of Entry

Candidates will receive an **entry summary** showing:

- Subjects entered
- Tiers of entry (where applicable)

This must be checked carefully and errors reported immediately.

Statements of Entry issued by awarding bodies confirm:

- Examination subjects
- Dates and sessions

These should be kept safely and brought to exams as a reference (not written on).

Examination Timetables & Sessions

Candidates receive an individual examination timetable showing:

- Dates
- Morning or afternoon sessions

Session start times are set by awarding bodies:

- **Morning:** report by **8:45am**
- **Afternoon:** report by **1:15pm**

Candidates with access arrangements (e.g., extra time) may finish later.

Examination Clashes

Where exams clash:

- Exams may be taken consecutively on the same day under supervision
- In rare cases, overnight supervision may be required

Strict supervision is required to protect exam integrity.

Late Arrival

- Candidates arriving **within one hour** of the exam start may be allowed to sit the exam (subject to awarding body rules)
- Candidates arriving **after one hour or after the exam has finished** will not be allowed to sit

All late arrivals are reported to awarding bodies.

Equipment & Prohibited Items

Only approved equipment may be brought into exams.

Prohibited items include:

- Mobile phones
- Smart watches
- Earphones, AirPods
- Any web-enabled or data storage device

Possession, even if not used, is malpractice and may result in disqualification.

Calculators

Calculators must:

- Not store or retrieve information
- Not have internet or communication capability
- Be cleared of data before the exam

Candidates are responsible for ensuring calculator compliance.

Malpractice

Malpractice includes:

- Possession of prohibited items
- Communication with others
- Disruptive behaviour
- Any breach of exam regulations

All incidents are reported to awarding bodies, who decide penalties.

Illness & Special Consideration

If a candidate is unwell:

- Medical advice should be sought
- The school must be informed immediately

Special consideration applications must be supported by evidence and submitted within awarding body deadlines.

Adjustments are **not guaranteed** and are usually small.

Results & Post-Results Services

Results are issued in August. Candidates will be informed of the collection date.

Results:

- Are not given by telephone
- May be collected by an authorised representative with written consent

If results are queried, options include:

- **Access to Scripts (ATS)**
- **Review of Results (RoR)**

Deadlines are short and fees may apply.

Certificates

Certificates remain the property of awarding bodies.

Uncollected certificates are:

- Stored securely for **12 months**
- Destroyed confidentially after this period

Replacement certificates must be requested directly from awarding bodies and incur a fee.

Data Protection

All personal data relating to examinations is processed in accordance with the UK GDPR and the Data Protection Act 2018. Information is handled securely and confidentially.