



Important Examination Information for candidates, parents and carers

1. All candidates should read and follow the JCQ regulations covering written examinations, on-screen tests, social media, artificial intelligence, coursework, non examination assessments and controlled assessments. Candidates should also understand how the exam boards use personal data. Details of regulations and privacy notices can be found on the [school website](#).
The School treats mock examinations in the same way as external examinations and the same rules and regulations apply.
2. Candidates must be aware of the JCQ 'Warning to Candidates' and 'No unauthorised items poster', copies of which are posted outside each examination room. These can also be found on the school website.
3. During examinations, candidates must follow any instructions given to them by the Examinations Manager, member of the Examinations Office staff or any Invigilator present. Anything construed as malpractice (including communicating with another student, carrying a mobile phone or electronic equipment, bringing in unauthorised material or equipment) will be reported to the exam board and the candidate's paper may be disqualified.
Candidates are responsible for ensuring devices are handed to centre staff and are turned off/ turned to silent mode
4. In an exam room the possession of a mobile phone/iPod/MP3/4 player or similar/any type of wrist watch/Airpods or earphones/earbuds, whether switched on or not, is an offence under JCQ regulations. School policy is that **mobile phones and watches should not be brought into the examination room**. All candidates will be asked to double check that they do not have any electronic equipment or watch in their possession at the beginning of the exam. Any who do, will have it removed. Failure to observe these regulations may be considered as malpractice and could result in the loss of all results for the exam.
5. **No** coats, bags, hats, scarves etc will be allowed into the examination room. There will be bag storage available that can be used to place items in before arriving at the examination room. The school accepts no liability for any misplaced/lost items including mobile phones. **NO EXCEPTIONS WILL BE MADE AND FAILURE TO FOLLOW THIS RULE MAY RESULT IN THE STUDENT BEING TURNED AWAY FROM THE EXAMINATION ROOM.**
6. All candidates should think carefully about their choice of clothes on exam day. No coats are allowed in the exam room and candidates will be asked to remove any type of jacket which may be construed as a coat. Candidates should be prepared that they may be asked to remove jackets and ensure that they have sufficient warm clothes on underneath.
7. Normal school regulations apply to behaviour, general appearance and to the style and standard of dress. Year 11 will be expected to wear school uniform to all exams. Year 12 / 13 should not bring lanyards into the exam room
8. Candidates **MUST** provide their own equipment for each exam. Candidates should write **ONLY** in **black** ink (**NO GEL PENS** as these can disappear in the scanning process when marked on-line) and ensure that they have a pencil, calculator, compass, protractor, ruler, rubber and pencil sharpener. All equipment should be held in a clear pencil case or small clear bag. Candidates should borrow equipment from teachers if they arrive without something.
SPARE EQUIPMENT MAY NOT BE AVAILABLE IN THE EXAM ROOM

You must not write inappropriate, obscene or offensive material on your script – this will be considered as malpractice
9. A small clear bottle of water **ONLY (NO ENERGY DRINKS)** may be brought into the exam room. Labels must be removed, including from transparent, reusable plastic bottles, no logos or any writing.
10. Individual Candidate Timetables viewed on [SchoolWorkSpace](#). The overall timetable can be found on the [school website](#).
11. Daily exam information, such as seating plans, will be displayed outside the main door to G15. All candidates should check this regularly, along with their exam timetable on [SchoolWorkSpace](#), because of any last minute room/time changes.



12. School requests that candidates arrive outside the Examination room **at least** 10 minutes before the start of the exam.
13. Candidates must check that they are seated at the correct desk and that they have been given the correct paper.
14. Candidates will not be permitted (unless in an emergency or if they have an approved arrangement) to leave the exam room within the first hour or last 15 minutes of the exam. All candidates **MUST** stay in the exam room until the official finish time of the exam.
15. Should a candidate be unable to attend an examination due to illness, bereavement or other trauma, it is the candidate's responsibility to alert the centre (main School office) to that effect. If medical advice is sought then, wherever possible, the candidate should obtain evidence from the medical professional to pass to the Examinations Office. If medical advice is not sought, then the Examinations Office must be contacted to discuss the reasons for non-attendance. If appropriate, the Awarding Body will be contacted to consider applying 'Special Consideration' and awarding a grade in the student's absence. Strict guidelines surround this process and will be discussed in the event of absence.
16. If a candidate has suffered illness, injury or trauma that affects their performance during an exam, they may also be eligible for 'Special Consideration' and/or need 'Special Arrangements' to be made on the day. Again, if medical advice is sought then, wherever possible, the candidate should obtain evidence from the medical professional to pass to the Examinations Office. Ideally this will be explicit with regard to examination performance. i.e. the nature of the illness or injury, when it was diagnosed/suffered, its likely duration, and the way in which performance may have been impaired. If medical advice is not sought, then the Examinations Manager must be contacted to discuss possible 'Special Consideration'. If the candidate feels their performance during an examination has been affected, they must see the Examinations Manager immediately after the examination.
18. If a student arrives late for an examination, they should go straight into the examination room and quietly report to the Invigilator running the exam, unless it is a listening exam when they should report straight to the School Main Office. They must see the Examinations Manager after any examination they arrived late for. The Examination Board may refuse to accept any script from a student who has arrived late.
19. Timings of all exams should be noted and transport arranged to and from School wherever necessary.
20. The exam boards normally set aside one day as a contingency day in the event that they have to make an essential change to the exam timetable that cannot be accommodated earlier. However, a postponed exam could be arranged for any day in the exam period. The contingency date for this year is – full day Weds 23rd June.
21. Results dates and general information will be published on the school website and latest newsletter. November 2026 results day is 13th January and these can be collected from subject teachers. For Summer 2027, AS/A Level results day is 12th August and GCSE results day is 19th August. Summer results can **only** be collected by friends/family if they have signed written permission from the candidate and proof of their identity. Results can be posted if a large SAE, with appropriate postage, is left in advance with the Examinations Office. Results can be viewed on [SchoolWorkSpace](#) from 11am.
22. You can find out more about conduct in the exam room [HERE](#)
22. Further information can be obtained by emailing examsoffice@wyedeanschool.com
23. GOOD LUCK from the Exams Office!!