Pate's Grammar School

Exam Information

2026 - 2027

Introduction

Dear Student

Exams are a crucial part of your life, and it is the aim of Pate's Grammar School to make your exams experience as stress-free and successful as possible for you. Your forthcoming exams can influence what you do in the future, so it is very important to us that you have as much information as possible.

Hopefully, this booklet will prove informative and helpful to you. Please read it carefully and show it to your parent/carer so they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

The exam boards set down strict criteria which must be followed for the conduct of exams, coursework and controlled assessments. Pate's Grammar School is required to follow them precisely. You should therefore pay particular attention to the *Warning to candidates* and *Information for Candidates* notices on the **Exams page** of the school website and on the Exams area in SharePoint.

If you or your parent/carer have any queries, need help or advice at any time before, during or after your exams, please contact the Exams Office or your Head of Year.

We wish you the best of luck in all your forthcoming exams.

Ms Graves and Miss Chaproniere
exams@patesgs.org

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Before Exams

Exam Board & Exams Series

The School uses the following exam boards: **AQA**, **Pearson (Edexcel)**, **OCR** and **WJEC (Eduqas)**. The main exam series for GCSEs and GCEs are in May/June (summer). Year 11 and Year 13 will have mock exams in January.

Exam Regulations

Documents relating to exams taken at Pate's can be found listed at the back of the booklet, as well as on the website. We follow strict rules and guidelines as set down by the **JCQ (Joint Council for Qualifications)**. You must read these carefully. Remember, breaking any of the rules or regulations could lead to disqualification from some or all subjects. The School **must** report any breach of regulations to the exam board.

Statement of Entry

- On the run-up to each exam series, you will receive a ***Statement of Entry*** from the Exams Office indicating the subjects for which you are being entered. You must check that the entries are correct, as some subjects may have different tiers or modules, and check that your personal details (name and date of birth) are correct as this is how they will appear on your certificates.

- If you have a query with any of your exam entries or have spotted any mistakes, then please go to the Exams Office immediately.

Candidate Name

Your legal forenames and legal surname must appear on your entries and certificates. If you are using a different name and the school is not aware of your legal name, you must inform the Exams Office immediately.

Exam Candidate Number & Centre Number

You will be issued with a four-digit exam candidate number which is valid for the whole of your time at Pate's. This number must be written on all answer booklets and additional sheets – **please remember it**. This number will appear on your statement of entry, your timetable and when you sit the exam the number will be on your desk. The school's centre number is **57329.**

UCI (Unique Candidate Identifier)

In addition to an exam candidate number, you have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of your **Statement of Entry.** This number will usually begin with the centre number unless you have transferred from another school, and they have already issued you with a UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

Timetables

- Once the entries have been confirmed you will be issued with your personal exam timetable. This will be issued before Easter. **Remember to check it carefully.** If there are any mistakes, go to the Exams Office immediately. **You are responsible for knowing the dates and times of your exams and what equipment you will need.**

- Unfortunately, the Exams Office is not able to provide individual timetables prior to exam entries being confirmed. The Exams Office will issue individual timetables in plenty of time for the exam series.

- You must also be available for the **contingency day on 23 June 2027.** This date is set by the exam board to be used if something happens which compromises an exam nationally (cheating, paper leaked, attack or disaster). The contingency day cannot be used to reschedule an exam that has been missed for illness etc.

Exam Clashes

Exam clashes can occur at GCE or GCSE level. If you have 2 or more exams, one exam will follow on after the other unless the total exam time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the exams will be split between the morning and afternoon sessions. The Exams Office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. Normally, in these circumstances you will be supervised over Lunchtime and will not be able to communicate with other students, so it is recommended that you bring a packed lunch and a drink with you.

Access Arrangements

If you have been granted special arrangements in exams following agreement with the SENDCo, Exams Office and the exam boards, you will be informed of these arrangements separately.

During Exams

Dress Code

Full School uniform is required for all exams.

Personal Belongings

Other than the equipment you need, it is not advisable to bring any other personal belongings or valuables with you. **You are not allowed to bring any type of watch into any exam room**. Bags and coats must be left outside the exam room. The school will not accept responsibility for valuables brought into the exam room. Mobile phones, watches, iPods, smart devices, earphones, earbuds, AirPods, notes, books and papers are strictly forbidden in the exam room.

Seating Plans and Candidate numbers

Seating plans will be posted outside the exam room before each exam commences. It is imperative that you sit in the numbered seat allocated to you for a specific exam. Each desk in the exam room will have a candidate card with your name, photo and candidate number. Only sit at the desk which has your card on it. Do not remove the card.

Be Prepared

- GCSE and A Level Exams start at 9.00am and 1.00pm, but internal exams may start at different times. **Make sure you arrive 15 minutes prior to the start time** of each exam and wait quietly outside the exam room until invited to enter by a member of staff.

- **It is your responsibility to ensure that you have all the necessary equipment with you. The school is under no obligation to provide equipment during exams.** All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

- If you are sitting an exam where a calculator is allowed, please do not bring the calculator lid or case into the exam room with you. If the exam does not allow calculator use, please do not bring the calculator into the exam room. If you do, you must hand it in to an invigilator before the start of the exam.

- Pens should be **black ink** or ballpoint. No correcting pens, fluid or tape, erasable pens, highlighters or pale-coloured gel pens are allowed in your answers. You may use a highlighter to highlight the questions but not your answers.

- For maths and science exams, your calculator must conform to exam regulations. If in doubt check with your teacher. Remove any covers or instructions and make sure batteries are new.

- You must listen carefully to instructions and notices read out by the invigilators as there may be amendments to the question paper that you need to know about.

- Check you have the correct question paper – check the subject, unit and tier of entry.

- **You must only complete the front of your answer paper when you are instructed to do so.**

- Read all instructions carefully and write your name and exam number on all answer booklets additional answer sheets. Ensure you write your answer numbers clearly on any additional answer sheets.

Communication

- Do not attempt to communicate with or distract other candidates. Any form of communication once you have entered the exam room is malpractice and will be reported to the relevant exam board.

- **Mobile phones, watches, smart devices, earphones, earbuds, AirPods, iPods, books, papers and notes MUST NOT BE BROUGHT INTO THE EXAM ROOM.**

- Having in your possession unauthorised materials (including phones or other electronic equipment or notes) breaks the exam board rules **even if you do not intend to use them/they are switched off**. You will be reported to the exam board and will be subject to penalty and possible disqualification.

Food and Drink

- No food or drink is allowed in the exam rooms except **water**. Drinking water should be in completely clear bottles with sports-cap lids and labels removed. Metal water bottles are **not** allowed.

- Chewing gum is **not** allowed.

At the End of an Exam

- You **must** stop writing as soon as you are told to do so by the invigilator. Failure to do so will result in a malpractice report.

- At the end of an exam, all work must be handed in – remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, make sure they are all handed in to the invigilator. Make sure you have your name and exam candidate number on all answer booklets and/or additional sheets.

- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.

- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.

- You must remain seated until told to leave the exam room. Please leave the room in silence and show consideration to other candidates who may still be working.

Malpractice (Cheating)

If you are caught cheating in an exam, you **WILL** be reported to the exam board. 'Cheating' means doing anything that breaks the rules stated on the *Warning to Candidates* notice and includes:

- Being in possession of a mobile phone or any other unauthorised equipment
- Being in possession of unauthorised materials e.g. revision notes even if you do not intend to use them
- Communicating with other candidates in any way once you have entered the exam room
- Sitting an exam in the name of another candidate.

Penalties for cheating can include disqualification from taking any exam for up to five years.

Late Arrival

If you know that you are going to arrive late for an exam **you must contact the Exams Office on 01242 506103** or by emailing **exams@patesgs.org** and on arrival, go immediately to the school reception. The school will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that exam boards warn they may not accept work from students who have arrived very late.

Invigilators

- The school employs external invigilators. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- Invigilators are in the exam room to supervise the conduct of the exam. They will: distribute and collect the question papers and answer booklets, hand out additional paper if required and deal with any problems that occur during the exam.

- If you are feeling unwell or have any concerns during the exam, please raise your hand to attract the invigilators attention.

- Invigilators cannot discuss the exam paper with you or explain the questions.

- If you are disruptive or behave in an unacceptable manner you will be removed from the exam room and dealt with accordingly.

Absence from Exams

- If you are unwell or have been affected by circumstances outside your control **at the time of your exam** but feel able to sit it, inform the Exams Office immediately. Special consideration may be applied for in some cases.

- If you are unable to attend an exam due to illness or some other serious reason, your parent/carer must contact the Exams Office on 01242 506103 (or **exams@patesgs.org**) before 8.30am on the day of the exam. Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.

- You are reminded that the school will require payment of entry fees should you fail to attend an exam without good reason and without informing the school. If you do not provide medical evidence where relevant you may be asked to pay for future attempts at those exams missed.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Emergencies

- If the **fire alarm** (siren) sounds during an exam the invigilators will tell you what to do. Don't panic! If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point, which is away from the rest of the school. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full duration for the exam and a report will be sent to the exam board detailing the incident.

- If the **lockdown alarm** (3 pips, 3 second bell, 3 pips) sounds during an exam please follow the instructions of the invigilator.

Book Return

All textbooks belonging to the school must be returned as requested by your Head of Year. You will receive an email in May regarding the date and process.

After Exams

Notification of Results

- Results for each exam series will be available to you in school on the following dates:
  Summer Series A Level: 12 August 2027
  Summer Series GCSE: 19 August 2027

- Results ***cannot*** be given over the telephone. If you are unable to come into school on results day you must complete the form on the school website to let us know. The form will be available in April. You can nominate someone to collect on your behalf, or the Exams Office can email **your school account**. These requests will only be processed after 10am on results day.

- If you wish someone other than yourself to collect your results, please complete the form on the website to authorise the collector to collect the results on your behalf. The form will be available in April.

- It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.

Post Results

- GCSE and A Level post-results guidance will be on the website in May. This details the exam board post-results services available to you (e.g. reviews of marking and the return of scripts). Be aware that the deadlines are non-negotiable, therefore it is imperative that you take advice as soon as possible after you get your results and submit a request promptly.

- If you require advice on Results Day, Exams Office staff, Sixth Form staff and the Senior Leadership Team will be available in person.

Certificates

- GCSE certificates for current students will be available for collection during a pre-arranged session such as a lunch break. Notice will be given to students and tutors. If you are no longer a Pate's student, we will email your parents/carers to inform them that your certificates are available for collection, as you will no longer have access to your Pate's email address.

- A Level certificates will be available for collection during a Year 14 reunion organised by the Development Team, usually in December/January. Should you not be able to attend this event you can collect your certificates from school after this date.

- If your certificates are to be collected by someone other than yourself, you must email **exams@patesgs.org** authorising the collector to collect your certificates.

- Certificates will be held at the school for **12 months only**.

- **Remember – your certificates are extremely important documents and must be kept safe.** Replacement certificates can only be issued by exam boards who will charge a fee for this service.

JCQ Information

We follow strict rules and guidelines as set down by the JCQ (Joint Council for Qualifications). Documents relating to exams taken at Pate's can be found on the **Exams page** of the website (in the Useful Links section) and in the Exams area on SharePoint. Please ensure that you read these documents carefully:

Information for candidates – Coursework assessments
Information for candidates – Non examination assessments
Information for candidates – Written examinations
Information for candidates – AI use in assessments
Candidate Malpractice in Coursework, Controlled Assessments and NEA
JCQ AI poster for students
JCQ Social media infographic
JCQ Warning to candidates poster
JCQ Unauthorised items poster
Privacy notice for each exam board

Data Protection

A copy of the school **Data Protection Policy** is available on the school website.

Complaints

A copy of the school **Complaints Procedure Policy** is available on the school website, as well as the **Internal Appeals Procedures**.