



Getting you ready
for the summer
exam series:
A student guide

Summer 2025 exam series

The exam boards have a set of rules which all students must follow when taking their exams. These rules cover:

- Before the exam
 - You need to know which exams you have been entered for, and when they take place
- During the exam
 - You need to know the rules you need to follow in the exam room
- After the exam
 - You need to know when and how you will receive your results, and what to do if you think an error might have been made with your grade(s)





Exam entries

You will be provided with information about the exams you are taking this summer in the form of a ***Candidate Statement of Entry*** and an ***Exam Timetable***. You must check these documents for:

- Accuracy. Tell the exams officer if:
 - you think you have been entered for an incorrect exam
 - you have not been entered for an exam which you think you should be sitting
 - your personal details are incorrect
- Exam day arrangements
 - Be aware of the date, time and location (room) of all your exams /assessments
- Exam clashes
 - Ensure that you know what to do if you have two or more exam papers timetabled at the same time (this is known as a timetable clash)

Contingency sessions

Even if you do not have any exams taking place on the following days/sessions, you are expected to make yourself available at these times in case they are used in the event of an emergency:

- Wednesday 11 June (afternoon)
- Wednesday 25 June (all day)



The image shows a calendar for June 2025. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. The numbers 11 and 25 are circled in red, indicating the contingency sessions. The calendar is decorated with floral patterns on the sides.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Social media poster



**DO NOT COMMENT
ON OR DISCUSS
THE CONTENT OF
THE QUESTION
PAPER ON SOCIAL
MEDIA**

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
Jcq.org.uk/exams-office/Information-for-candidates-documents



The Exam Day

You must be aware of the following before your exams:

- In which room(s) your exams will be taking place
- What time each of your exams will be starting (and finishing)
- Where you will be sitting during each exam
- Where your personal belongings will be kept, for example your bag, mobile phone etc.

What you need to do if you are late for an exam

You must be on time for all of your exams

However, if you are/you think you will be late for an exam, follow these steps:

- Step 1: Telephone the school and ask to speak with the exams officer
- Step 2: Follow the instructions given by the exams officer
- Step 3: Turn off your mobile phone and any other communication device
- Step 4: When you arrive at school go to reception and explain that you are late and that you need to see the exam officer immediately
- Step 5: Your exams officer (or an invigilator) will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam

What you need to do if you are ill on the day of an exam

If you are feeling unwell on the day of an exam, follow the steps below

- Step 1: Telephone the school and ask to speak with the exams officer or if you are in school find us and speak to us or make the invigilator aware.
- Step 2: Follow the instructions given by the exams officer
- Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)

What you need to do if you are ill on the day of an exam and are absent

- **Step 4: There is no option to have TAGs or CAGs – your grade will be based on your performance during the other exams (you must sit 15% of the exam) and the performance of the rest of the students who are taking the exam EVERYWHERE. The grade is calculated using a Z Score – details can be found here: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/other-documents/estimating-the-missing-mark-when-a-candidate-is-absent/>**

Access Arrangements

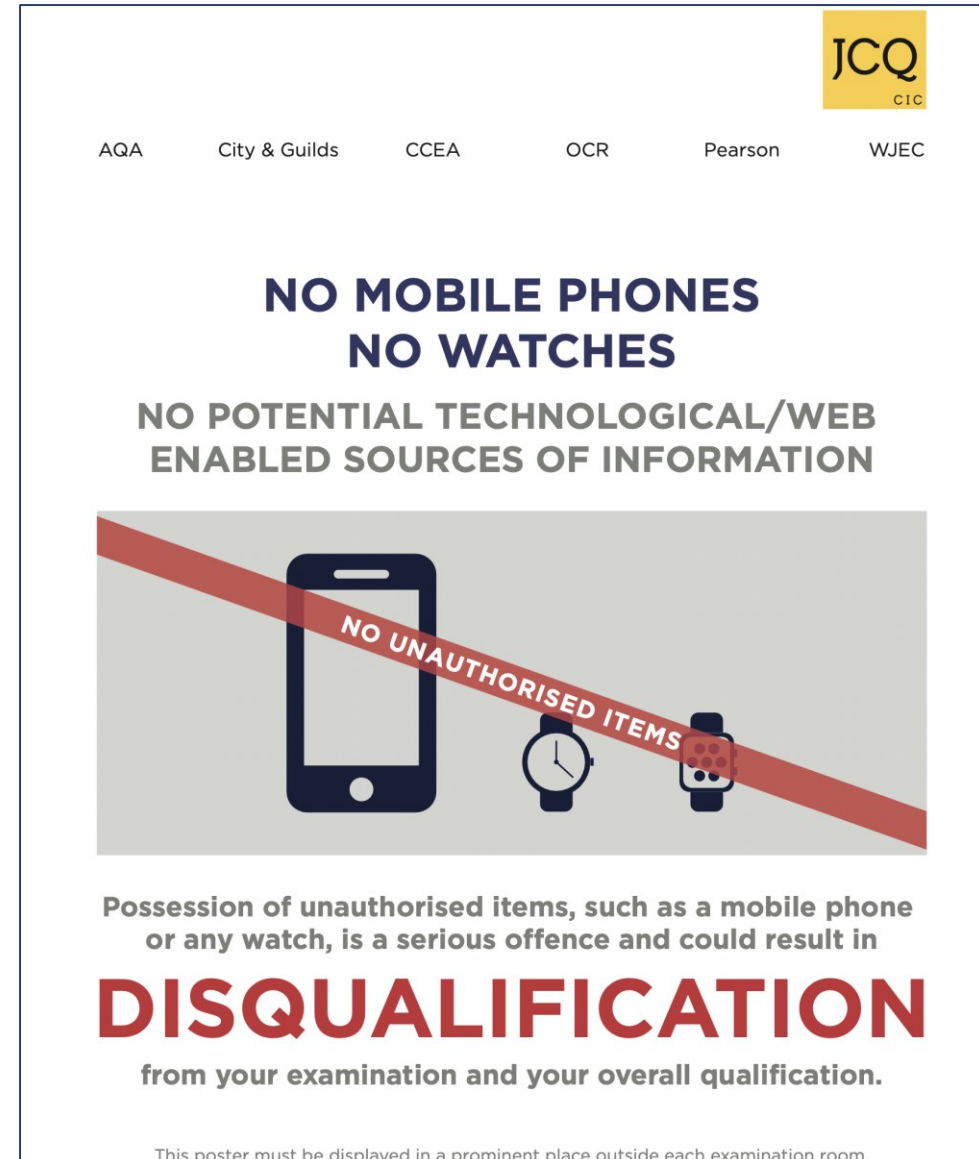
- The special educational needs co-ordinator (SENCo), or the exams officer, will inform you of how your access arrangement(s) will be delivered on the day of the exam

- Access arrangements include:
 - Use of a reader
 - Use of a scribe
 - Extra time
 - Supervised rest breaks

Exam room posters

You are **not** allowed to bring potential technological / web enabled sources of information into the exam room including:

- Mobile phone/smartphone
- Any type of watch (Smartwatch, digital or analogue)
- Smart glasses (or any Smart device)
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks



JCQ
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

NO UNAUTHORISED ITEMS

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.

Exam room posters



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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 exam/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.

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



If you do not follow these instructions you are committing malpractice



What are formal exam room conditions?

- Formal examination/exam room conditions are:
 - Not talking to other candidates
 - Not disturbing other candidates
 - Not communicating with other candidates
- You are under formal examination conditions **from the moment you enter the exam room** in which you will be taking your examination(s) **until the point at which you are permitted to leave**
- If you talk to, disturb and/or communicate with other candidates as you enter or leave the exam room (as well as the whole time you are in the exam room), this is malpractice and will be reported to the awarding body who will decide whether to penalise you which may include disqualification

The role of the invigilators



- Each exam room will have at least one invigilator
- Awarding bodies insist that invigilators must follow strict rules and regulations during exams
- Invigilators must record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep etc.)
- Only students with a toilet pass will be allowed to visit the toilet. You will be asked to empty your pockets before going into the toilet. Ensure you empty your bladder before entering the exam and do not drink too much during the exam.
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilator's instructions



YOU MUST FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR. FAILURE TO DO SO MAY RESULT IN A PENALTY WHICH COULD INCLUDE POSSIBLE DISQUALIFICATION

Exam room regulations

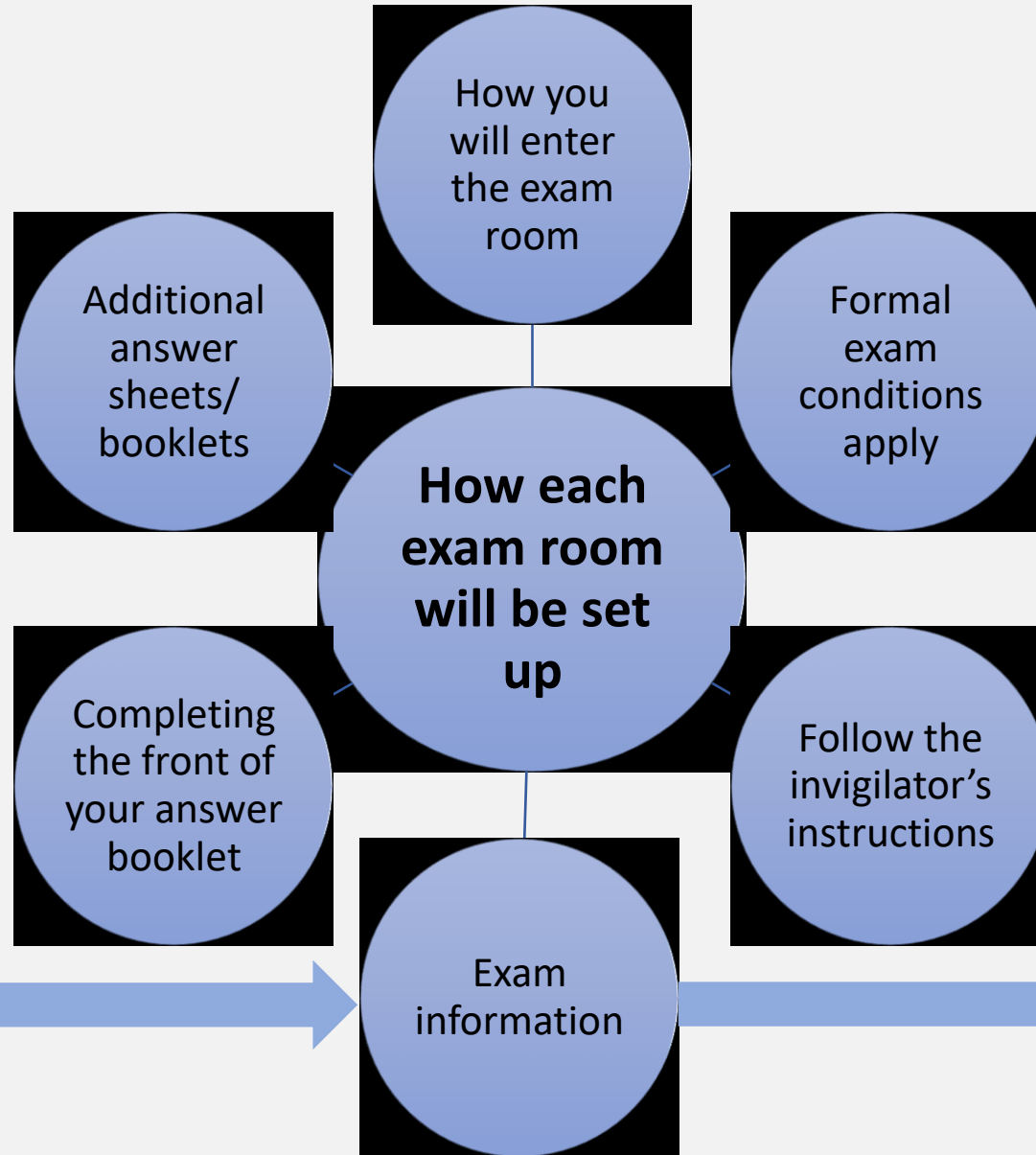
PLAY THE *INSTRUCTIONS FOR CANDIDATES* VIDEO:

<https://youtu.be/-U0gqU0SuAE>

Exam room conditions

Your invigilator will ensure that the following are in place inside/outside the exam room:

- ✓ Exam room posters
- ✓ Adequate room conditions (heating, lighting, ventilation, noise etc.)
- ✓ Clock
- ✓ Relevant exam information displayed



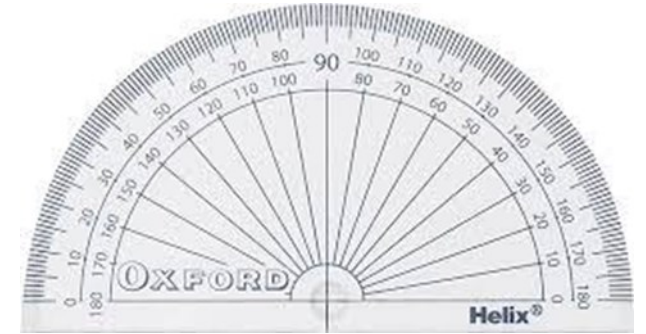
Once you have entered the exam room:

- ✓ Do not talk to other candidates
- ✓ Do not disturb other candidates
- ✓ Do not communicate with other candidates

- ✓ Centre number
- For each exam:
- ✓ Subject title
 - ✓ Paper number
 - ✓ Starting & finishing times
 - ✓ Date

What materials should you bring to an exam

You must bring the following materials with you to every examination:



What material is not allowed in the exam room



Calculators

How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ⊗ language translators
- ⊗ symbolic algebra manipulation
- ⊗ symbolic differentiation or integration
- ⊗ communication with other machines or the internet



During an exam, a calculator **must not** give access to pre-stored information, including:

- ⊗ Databanks, such as the periodic table (with the exception of scientific constants)
- ⊗ dictionaries
- ⊗ mathematical formulae
- ⊗ text

Your Maths teacher will explain how a calculator can/cannot be used in an exam

Drink bottles

- Drink bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles



The invigilator may ask you to take off the lid if this is large enough to hide notes

Emergency evacuation of the exam room



If there is an emergency, such as a fire alarm, the exam room will be evacuated

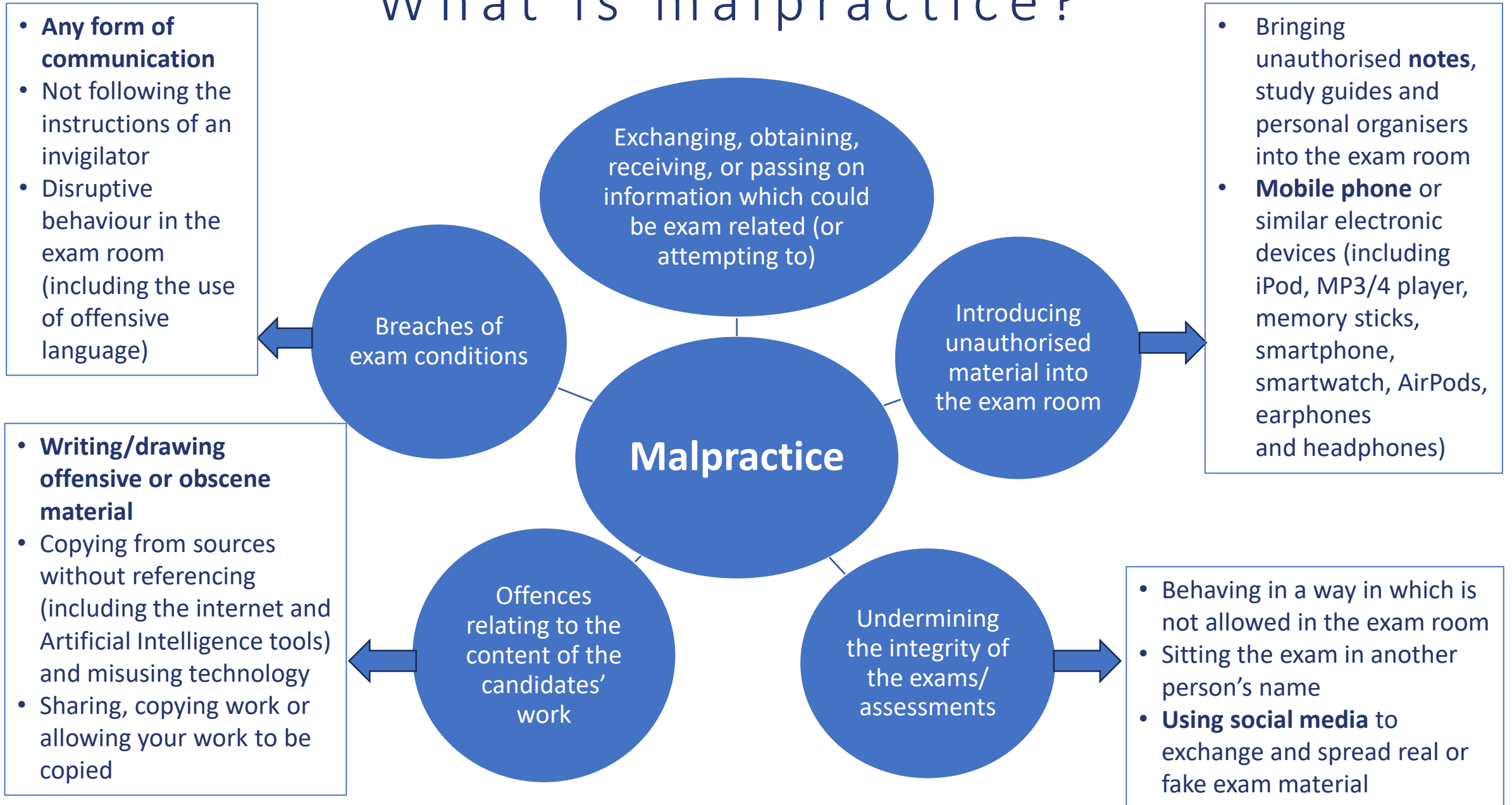
This video shows how your invigilators are instructed to evacuate the exam room

You **must** follow the invigilator's instructions

PLAY THE *DEALING WITH EMERGENCIES* VIDEO:

<https://youtu.be/TxzZhK8R0m0>

What is malpractice?



Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
Bringing notes in the wrong format or prohibited annotations into the exam room	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	Not in the candidate's possession but makes a noise during the examination	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate

Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations	Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
Copying from another candidate or allowing work to be copied (including the misuse of technology)	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy

Leaving the exam room

- You should try not to leave the room as it disturbs other candidates and you will not have this time added back on. Students who have access arrangements for medical or rest breaks will be allowed to have this time added back onto the duration of the exam.
- Any incidents within the exam room will be noted by the invigilator on the invigilation record log, this includes toilet breaks. These notes are sometimes requested by the exam board if they suspect malpractice.
- If you finish before the end of the exam and you want to leave early, you will not be allowed to leave until the actual finishing time



Leaving the exam room: Extra time candidates

- If you have been granted extra time and you finish before the end of your extra time and you want to leave early, you will only be able to leave after you have signed to confirm that it is your decision to leave the exam room and that you cannot return for this exam. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams



Results

- **Results will be available from 8am on results day**
- **A Level 14th August 2025**
- **GCSE 21st August 2025**

- **Members of teaching staff and a careers adviser will be available to help you with any queries you may have.**

Reviewing your exam results: The options

- **Service 1: A clerical re-check. This includes a check that:**
 - all parts of your script (your answers) have been marked
 - marks have been totalled and recorded correctly
- **Service 2: Review of marking. This includes:**
 - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
 - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- **Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:**
 - a review of the original moderation and sample of candidates' work to ensure that the assessment criteria was applied fairly, reliably and consistently (this service is not available to individual candidates)
- **Access to scripts**

Requesting a post-results service

- A Google form will be shared with students who have requested post results services. You must make payment for the services required on ParentPay and upload a screenshot of this with the google form before the service is requested.
- Deadlines and costs will be shared with students towards the end of the exam period.
- You must speak to a teacher for advice regarding your results before a post results service is requested as marks and grades can go down as well as up and so grade boundaries need to be carefully considered.

Certificates

- Certificates will be available usually from December 2025 – you will be invited to a presentation where you will receive your certificates, If you are unable to attend you can collect them in person or authorise someone else to collect them for you. Parents cannot collect them without your permission.
- Certificates are retained in the centre for 12 months from the date of delivery, after this time they will be returned to the board or destroyed and you will have to request a replacement. This will be at your cost – usually around £45 per certificate.

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