Cardinal Langley RC High School

SURVIVING EXAMS

YEAR 11

- Exam Information
- Introduction
- Exam Checklist
- Exam Malpractice
- Fire Alarm Procedure
- Absence from Exams
- Exam Contingency Day
- Results and Certificates

Exam Information

The following pages are for your information, you must make sure that you have read them and understand them before you take your exams.

There are also a number of documents issued by the Joint Council for Qualifications that you must read through thoroughly before you sit exams. They are as follows:

- **Information for Candidates Written Exams -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/IFC-Written_Examinations_2026_FINAL.pdf
- **Information for Candidates Onscreen Tests -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/IFC-On-Screen_Examinations_2026_FINAL.pdf
- **Information for Candidates Non-Examination Assessments -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/09/IFC-NE_Assessments_2026_FINAL.pdf
- **Information for Candidates Coursework Assessments -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/IFC-Coursework_Assessments_2026_FINAL.pdf
- **Information for Candidates Social Media -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Social-Media-Infographic-v6.pdf
- **Information for Candidates Preparing to sit Exams -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/JCQ-Preparing-to-sit-your-exams-26-27.pdf
- **Information for Candidates AI (Artificial Intelligence and Assessments) -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/09/IFC-AI-Asessments-2026.pdf
- **Warning to Candidates Notice -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/JCQ-Warning-to-candidates-2026_FINAL.pdf
- **Unauthorised Items Notice -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/2026-Unauthorised-Items-poster_FINAL.pdf
- **BTEC Appeals Information Document -** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/2026-Unauthorised-Items-poster_FINAL.pdf

If there is anything you do not understand or you need any more information, please contact Mrs Barton, MIS & Data Manager.

Introduction

This booklet has been designed to help you as much as possible during the GCSE examinations. If you know what you are doing and are fully prepared, you will feel much better about the exams. If you need any more information, please contact Mrs Barton (MIS & Data Manager).

Before each exam series you will receive an "exam statement of entry sheet". You need to check that you are entered for all the exams that you are expecting to sit and that your personal details are correct i.e., name, date of birth. Once you have done this you will be issued with an exam timetable.

Unless alternative arrangements have been made all exams will start at the following times:

- Morning examinations start at 9.00am
- Afternoon examinations start at 1.30pm

Please be at the exam venue at least 15 minutes before the exam is scheduled to start. If you are late, please report to Mrs Barton or an Invigilator as soon as you arrive.

The examinations boards set strict rules and regulations which schools and candidates must follow. Any bad behaviour, talking or copying is not allowed and will result in your examination papers being cancelled. Schools must report any such behaviour to the exam board.

When you enter the exam venue the Invigilator will instruct you where to leave any bags and coats, and then find your seat. Please make sure you sit in the correct seat, as you may be given the wrong examination paper if you do not do so.

Remember once you have entered the exam room you must not talk, turn around or disturb another student. If you have a problem, please put your hand up and an Invigilator will help you.

In all examinations you will be asked for your name, candidate number and centre number. Your candidate number is on your "individual candidate timetable" and it will also be with your name on the seating plan displayed outside the exam room.

Centre name is: Cardinal Langley RC High School

Centre number is: 33209

The centre name and number will also be displayed at the front of the exam room, along with the start and end times of the exam.

Listen very carefully to the instructions and notices that are read out-there may be changes to the exam paper which you need to know about.

Please check that you are given the correct question paper at the right tier i.e., Foundation/Higher.

Exam Checklist

For morning examinations, you should arrive no later than 8.45am. and for afternoon exams no later than 1.15pm.

Check your seat number on the seating plan outside the exam room. The Invigilator will instruct you where to leave any bags and coats.

Mobile phones and all watches are strictly forbidden in the exam room. If you have one in your possession you MUST hand it in before the examination. Please make sure it is switched off before you hand it in. This also applies to Smart glasses, Air Pods, earphones/earbuds, iPods and MP3/4 players that have a data storage device, or any product with potential technological/web enabled sources of information. Possession of any of the above items may result in disqualification from the current examination and the overall qualification. You must not bring any books or notes into the exam room. You must not write or sketch inappropriate, obscene or offensive material, evidence of this may result in disqualification from the current examination and the overall qualification.

You should bring a BLACK PEN, pencil, ruler, rubber and any other equipment needed for the exam. Only clear pencil cases are allowed on your desk, any others should be left in your bag. You are not allowed to use highlighters, gel pens, correcting pens, fluid or tape or erasable pens in your **answer books**. You may use highlighters to highlight questions, words or phrases within the **question paper or question/answer booklet.** You may also use a highlighter pen to highlight extracts in any resource material provided. If you make a mistake in your answer book, please draw a neat line through it. Any diagrams or pictures should be drawn in pencil. Please draw a neat line through any rough notes that you do not wish to be marked. In an exam where you have the use of a calculator, you must ensure that it is cleared of anything stored in the memory. Please make sure that you keep the calculator lid in your bag and not on your desk or in your pocket.

There is absolutely no talking or communication between students once you have entered the exam room. If you have a question, please raise your hand once seated and an Invigilator will help you.

You should come to all exams in full school uniform. If you do not, you will be asked to go home and change and will probably miss part of the exam.

No food or drinks are allowed in the exam room, but you may bring in a bottle of water with all labelling removed.

Exam Malpractice

Exam malpractice refers to any deliberate act of wrongdoing during internal assessments and/or written examinations, aimed at giving students an unfair advantage, or causing disruption to other students.

Students who commit malpractice will be reported to the exam board and will be disciplined in accordance with their procedures.

Examples of student malpractice include:

- The unauthorised use of electronic devices including mobile phones and watches.
- Copying or allowing work to be copied.
- Disruptive behaviour (including attempting to communicate with another student, turning around once seated, looking anywhere other than your desk or the front of the room, making any form of noise).
- Bringing any notes or any other form of unauthorised material into an internal assessment/written examination.
- Attempting to retrieve items from pockets once the examination has commenced.

All of the above can result, in the most serious category, with disqualification of the whole subject.

Fire Alarm Procedure

If the fire alarm sounds during an examination the Invigilators will tell you what to do. DO NOT PANIC!!!

If you have to leave the exam room you MUST NOT communicate with anyone.

You will be taken to the designated meeting point.

Please leave EVERYTHING on your desk.

When you return DO NOT start writing until you are instructed to do so.

You will still get the full working time for the examination and a report will be sent to the exam board informing them of the interruption.

Absence from Exams

If you are ill and cannot take the exam, you must telephone school immediately and leave a message for Mrs Barton, MIS & Data Manager.

You may need to provide a medical note from your doctor.

If you do not have a good reason for missing your exam your parents/guardians will be charged.

Exam Contingency Day

Students must remain available up to and including Wednesday 23rd June 2027 to sit any examinations that may need to be rescheduled due to national or significant local disruption.

Good luck in your exams!!!

Results and Certificates

GCSE results will be available to candidates from 9.00am on Thursday 19th August 2027.

If you cannot come to collect them, please send a note into school saying that we can post them to you-please provide a stamped addressed envelope.

If you want another member of your family to collect them for you, please give that person a note giving your permission.

Certificates will be handed out at Year 11 Presentation Evening in November 2027.