

# A student guide to exams

2025/2026 academic year



**AKS Lytham**

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**National  
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The  
**ExamsOffice**

# Areas covered

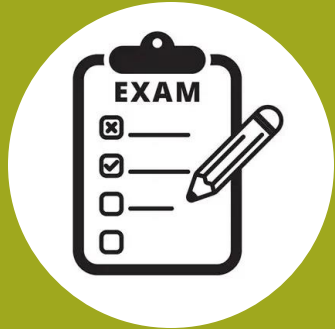
- Your exam entries
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# Exam regulations



## 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)

**The awarding bodies have a set of rules which all candidates must follow when taking their exams**

# Exam entries

You will be provided with information about the exams you are taking in the form of a ***Candidate Statement of Entry*** and an ***Exam Timetable***

Entry information	Exam day arrangements	Exam clashes
Tell the exams officer if...	Be aware of...	Ensure that...
You think you have been entered for an incorrect exam	The date of your exams	You check your timetable for any exam clashes
You have not been entered for an exam which you think you should be sitting	The time of your exams	Your exams officer explains what happens if you have two or more exam papers timetabled at the same time
Your personal details are incorrect	The rooms in which your exams will be taking place	You ask your exams officer if you are unsure what to do if you have a timetable clash

# Contingency day: 24 June 2026

- Until you have completed all of your examinations, you must make sure that you are available on 24 June 2026
- This is the contingency day in the event of national or significant local disruption to examinations in the United Kingdom

## JUNE 2026

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 document

Do **not**:

- 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, 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

**JCQ** Information for candidates  
**Using social media and examinations/assessments**

**While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 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](http://Jcq.org.uk/exams-office/Information-for-candidates-documents)

# The exam day

Before you take your exams, you must be aware of...



The room(s) in which your exams will be taking place



The time each of your exams will be starting (and finishing)



Where you will be seated during each exam



Where your personal belongings will be kept, for example your bag, mobile phone etc.

# What you must do if you are late for an exam

Step 1: Telephone the centre 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 the centre go to reception and explain that you are late and that you need to see the exam officer immediately

Step 5: Your exams officer will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your 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 five steps**

# What you must do if you are ill on the day of an exam

Step 1: Telephone the centre and ask to speak with the exams officer

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)

Step 4: *[Add any further steps if applicable]*

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

# Access arrangements

- You will be informed ahead of the exam of how your access arrangement(s) will be delivered on the day of the exam
- Before the start of the exam, the invigilator will ask you to check that you have the expected access arrangement(s) and that if there is a problem, to put up your hand to attract the invigilator's attention
- Access arrangements could include:
  - Extra time
  - Reader/computer reader
  - Scribe/speech recognition technology
  - Supervised rest break

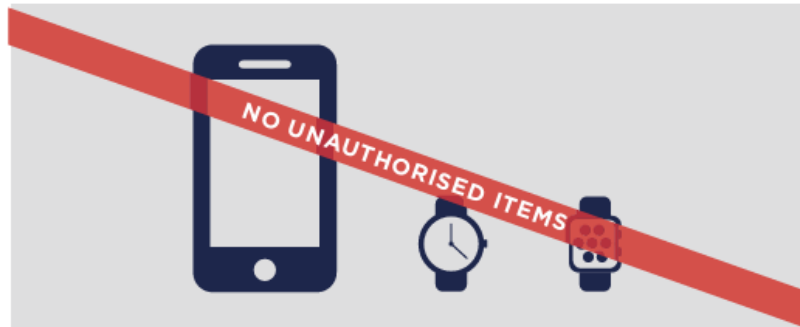
# Exam room posters: Unauthorised items

AQA City & Guilds CCEA NCFE OCR Pearson WJEC



**NO MOBILE PHONES  
NO WATCHES**

**NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION**



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.

You are not allowed to bring the following into the exam room as they are potential technological/web enabled sources of information:

- Earphones or earbuds (e.g. AirPods)
- Mobile phones
- MP3/4 players or similar devices
- Smart glasses
- Tablets (e.g, iPads or iPods)
- Watches
- Any other smart devices

# Exam room posters: Warning to candidates

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



**Remember:**

**If you do not follow these instructions,  
you are committing malpractice**

## 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 examination or 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.

# Formal examination conditions

- Formal examination conditions are:



**No talking to  
other candidates**



**No communicating  
with other candidates**



**No disturbing  
other candidates**

- You are under formal examination conditions from the moment you enter the exam room until the point at which you are permitted to leave
- If you talk to, communicate with, or disturb other candidates as you enter the exam room, you 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
- The invigilators are following the rules set by the awarding bodies
- Invigilators will record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep, etc.)
- 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, and you will be reported to the awarding body



**Remember:**

**If you do not follow these instructions, you are committing malpractice**



# Instructions for candidates

Play the *Instructions for candidates (2025/2026)* video: <https://youtu.be/SFhmWQazIAk>

- The content has been taken from JCQ's *Information for candidates – written exams 2025/2026*
- The JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) must be distributed to all candidates, whether electronically or in hard copy format, prior to assessments and/or examinations taking place
- These documents can be placed on the centre's website and the respective link emailed to candidates, with an appropriately worded message
- The centre should follow this up with a briefing session or a special assembly led by a senior member of staff which should reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments

# Drink bottles

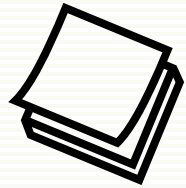
- Drink bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles

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



# Unauthorised materials

- The following are defined as unauthorised materials and items and cannot be brought into the exam room:



Notes (including those in the wrong format or prohibited annotations), study guides and personal organisers



Notes, or revision data, enclosed within or written on the pages of a bilingual dictionary

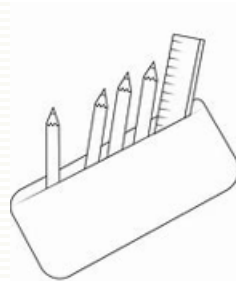


An unauthorised memory stick



Earphones/earbuds (e.g. AirPods)

Mobile phones



Pencil cases which are not see-through

Any other smart devices (e.g. smart watches)



Smart glasses



Tablets (e.g. iPads, iPods)

Watches

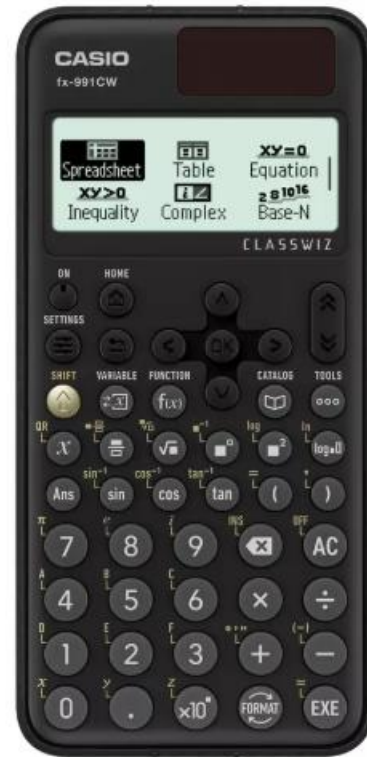


MP3/4 players or similar devices

# Using calculators

During an exam, a calculator **must not** give access to pre-stored information or facilities. This includes:

- ✗ Databanks
- ✗ Dictionaries
- ✗ Mathematical formulae
- ✗ Text
- ✗ Language translators
- ✗ Symbolic algebra manipulation
- ✗ Symbolic differentiation or integration
- ✗ Communication with other machines or the internet



It is the responsibility of candidates for making sure that their calculators meet the awarding bodies' regulations

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates

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

A calculator must not be borrowed from another candidate during an examination, but an invigilator may give a candidate a replacement calculator

# 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>

# Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>Bringing notes in the wrong format or prohibited annotations into the exam room</b>	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
<b>Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)</b>	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

# Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations</b>	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
<b>Disruptive behaviour in the examination room or assessment session (including use of offensive language)</b>	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

# Malpractice

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios</b>	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
<b>Copying from another candidate or allowing work to be copied (including the misuse of technology)</b>	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 temporarily

[DETAIL YOUR CENTRE POLICY FOR:

- **COMPENSATING CANDIDATES WHO HAVE TO TEMPORARILY LEAVE THE EXAM ROOM (e.g. to visit the toilet) FOR A KNOWN MEDICAL REASON OR OTHER ACCEPTABLE REASON]**
- **DEALING WITH REQUESTS FROM CANDIDATES WHO DO NOT HAVE AN ACCEPTABLE (e.g. medical) REASON TO TEMPORARILY LEAVE THE EXAM ROOM (e.g. to visit the toilet) AND WHETHER COMPENSATION IS AWARDED IN THE FORM OF ADDITIONAL TIME]**



EXAM ROOM

# Leaving before the end of the exam

[DETAIL YOUR CENTRE POLICY FOR ALLOWING/NOT ALLOWING CANDIDATES TO LEAVE THE EXAM BEFORE THE PUBLISHED FINISHING TIME IF THEY HAVE COMPLETED THEIR EXAM]



# Leaving before the end of your extra time

[DELETE THE INSTRUCTION WHICH DOES NOT APPLY]

[AMEND TO REFLECT CENTRE PRACTICE]



- If you have been granted extra time and you finish before the end of your extra time you will not be allowed to leave until the end of your extra time. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams

OR

- 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

[DETAIL YOUR CENTRE'S PROCESS FOR SHARING EXAM RESULTS

DETAIL WHICH MEMBERS OF STAFF WILL BE ON HAND TO DISCUSS CANDIDATES RESULTS ONCE THESE HAVE BEEN ISSUED ON RESULTS DAY]



## EXAM RESULTS

# Reviewing your result(s): Your options

Access to scripts	Service 1: A clerical re-check	Service 2: Review of marking	Service 3: Review of moderation
<p>This allows you and your teacher to view your exam script before deciding whether an enquiry about your result(s) should be submitted to the awarding body</p>	<p>This includes a check that:</p> <ul style="list-style-type: none"><li>▪ all parts of your script (your answers) have been marked</li><li>▪ marks have been totalled and recorded correctly</li></ul>	<p>This includes:</p> <ul style="list-style-type: none"><li>▪ a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors</li><li>▪ a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly</li></ul>	<p>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)</p>

# Requesting a post-results service

[DETAIL THE PROCESS FOR A CANDIDATE TO REQUEST A POST-RESULTS SERVICE(S)]

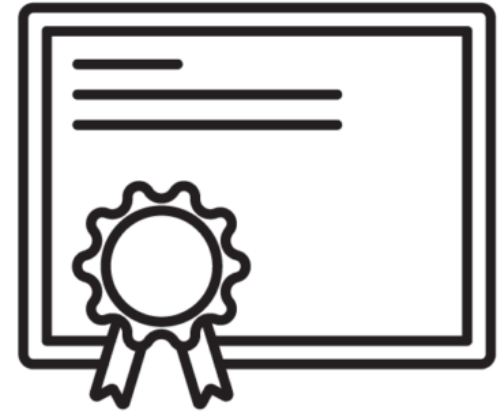
THIS SHOULD INCLUDE INFORMING CANDIDATES THAT ONCE THEY RECEIVE THEIR RESULTS:

- THEY WILL NEED TO MEET WITH THEIR TEACHER TO DISCUSS THEIR RESULTS
- DECIDE ON NEXT STEPS WHICH MAY INCLUDE ACCESSING ONE OF THE POST-RESULTS SERVICES LISTED ON THE PREVIOUS SLIDE
- SIGN A DOCUMENT WHICH CONFIRMS THE POST-RESULTS SERVICE THAT WILL BE REQUESTED]

# Certificates

[DETAIL HOW AND WHEN CERTIFICATES WILL BE ISSUED TO CANDIDATES

DETAIL THE CENTRE POLICY FOR CERTIFICATES THAT ARE NOT COLLECTED BY CANDIDATES/THE RETENTION OF EXAMINATION CERTIFICATES]



# Questions

- [ADD THE METHOD FOR YOUR STUDENTS TO ASK QUESTIONS RELATING TO THE CONTENT OF THIS PRESENTATION OF THE CONDUCTING OF EXAMS]