



# Examination Information for Students

Examinations Officer: Mrs H Tombs

Email: [HTombs@alderbrookschoool.org](mailto:HTombs@alderbrookschoool.org)

0121 704 2146

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# Introduction

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Dear Student

This booklet is designed to give you the information you need to make a success of the external examinations process.

The Awarding Bodies (Exam Boards) have strict rules which must be followed. Some of the JCQ's **Warning Notices** are printed at the end of this booklet; all other JCQ notices are on the school website under students/examinations – it is your responsibility to make sure you read them carefully.

Some of the questions you may have are answered in this booklet. ***If there is anything you do not understand or any questions that have not been answered, PLEASE ASK either your Subject Teacher or the Exams Officer.***

At Alderbrook School we try to make the examination experience as stress-free and successful as possible for all candidates.

If you or your parents have any questions or need help or advice at any time before, during or after the exam period please contact the Exams Officer.



Good Luck!

## Before the Day

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- Check your timetable – Provisional copy issued Feb/March for summer external exams. Final copy issued late April.
- Make sure that you understand what is happening on each day. If you are not sure, ASK!

## On the Day

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- Arrive at least 10 minutes before the start time. Most morning exams start at 9am, afternoon at 1pm, but always check your timetable.
- Make sure all pockets are completely empty
- Only bring with you the necessary equipment: pens, pencils, ruler, rubber, maths equipment, calculator (information on models allowed see appendix 1), in a see-through pencil case free of motifs/logos etc.
- Go to the toilet before you ...
- ... line up quietly outside your exam room and wait for the invigilators to invite you in



- Enter the exam room in silence and do not touch anything that is already on your desk
- Listen carefully to all instructions and raise your hand if you have any questions.



If the fire bell sounds during an exam you must wait for instructions from the invigilator or the Exams Officer. If it becomes necessary to evacuate the exam room, close your exam paper and leave everything, including your paper, on the desk and leave the room one column at a time, as instructed. You should assemble by column, away from other members of the school. The assembly point is between the Art and Sports Hall blocks. **YOU MUST NOT TALK TO OTHER CANDIDATES, OR MEMBERS OF STAFF.** Provided that you are able to return to the exam room, you will be given the full time allocated. The Awarding Body will be informed of the disruption and a special consideration application will be made.

# Frequently Asked Questions

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**Q Why do I need to check the details on my Statement of Entry/Timetable?**

A The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems at some time in the future. For example, you may have to show your certificates to a potential employer or college/university staff. You must also check that the subjects and tiers of entry you are entered for are correct and that no subject is missing. Tell the Exams Officer if you think that anything is not right.

**Q What do I do if there is a clash on my timetable?**

A The school will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit one paper, then have a short supervised break. After that, you will sit the second subject paper. Correct times will be on your final individual candidate timetable. You may be advised to bring a packed lunch to have between exams. Students must remain under supervision until both exams are complete. If in doubt, see the Exams Officer.

**Q What do I do if I have an accident or am ill before or during the exam?**

A If for any reason you are going to arrive late, inform school at the earliest possible opportunity so we can help or advise you. If you have an accident that means you cannot write, it may be possible to provide you with a scribe to write your answers. However, we will need to know this as soon as possible. If you are delayed and arrive late, report to main school reception and they will contact the Exams Officer. If you are feeling ill during the exam or cannot attend inform the Exams Officer straight away.

**Q Do I have to wear school uniform to exams?**

A **Yes.** Normal school regulations apply to uniform/clothing, hair, jewellery, makeup etc.

**Q What equipment should I bring for my exam?**

A For most exams you should bring at least 2 black pens, a pencil and a ruler. Pencils must be used for diagrams. You may also need a calculator (see Appendix 1), 30 cm ruler (marked with cm and mm) pencil sharpener and rubber, compass, protractor, coloured pencils (not gel pens).

**You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam. Make sure that you have cleared your calculator's memory and set it to exam mode if the calculator allows.**

**Q What items are not allowed into the exam room?**

Unless there is a medical condition, food or drink is not allowed in the exam room, except for water, in a clear plastic bottle with the label removed and free of any writing/logos/motifs.

Do not bring a watch/mobile phones/air pods/ear buds or any smart device to the exam room. Under no circumstances are students allowed to have these items during the exam. Due to this regulation there may be occasions where students are asked to show their ears before entering the exam room.

No bags or coats are allowed in the exam room.

**Only materials that are listed on the question papers are permitted in the exam room. Only your stationery is allowed on your desk. If you are found to have any materials with you that is not allowed it will be reported to the appropriate Awarding Body. In such circumstances, you would normally be disqualified from the paper or the subject concerned.**

**Q I have my mobile phone/watch etc in my pocket but it is turned off/battery removed; surely this doesn't count?**

A It does not matter if a mobile phone etc. is turned on or off or if the battery is removed/broken. If you are found with a mobile phone, any kind of watch or any smart device/web-enabled source of information on you during the exam it will be reported to the Awarding Body.

**Q What do I do if I think I have the wrong paper?**

A Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

**Q How do I know how long the exam is?**

A The length of the exam is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will also display the start and finish time on the board and there will be a clock in the exam room. The duration of the paper is also shown on the front of the exam paper.

**Q Can I leave the exam early?**

A **No.** You are expected to stay in the exam room until the end of the exam. A candidate may not leave the exam room, under any circumstances, without the permission of an invigilator.

**Q What do I do if I feel ill during the exam?**

A Put your hand up and an invigilator will help you. You should tell an invigilator if you feel ill before or during an exam. If you think this may have affected your performance tell the exams officer immediately. Reporting an illness after the day of an exam may affect the possibility of a special consideration application being made to the awarding body.

**Q If I am late can I still sit the exam?**

A **Yes.** If you arrive *before* 10am for a morning exam or *before* 2.30pm for an afternoon exam, it will still be possible for you to sit the exam. When you arrive at school you should report to Main Reception. A member of staff will escort you to the exam room - you ***must not enter an exam room without permission once an exam has begun.***

If you arrive ***after*** 10am or 2.30pm, you may still be able to sit the exam but the school must inform the Awarding Body and it is possible that they may decide not to accept your work. **Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.**

**Q Can I go to the toilet during the exam?**

A If the exam is less than 90 minutes, toilet breaks will not be allowed, unless the student has a toilet pass or medical card. If circumstances allow you to go to the toilet you will be escorted by an invigilator but will not be allowed any extra time. You must leave your blazer with the invigilator. Toilet breaks are not allowed in the last 10 minutes of the exam.

**Q If I miss the exam can I take it on another day?**

A **No.** Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

**Q How will I be notified if there is a problem with the Exam venue?**

A Emails will be issued and notices will be available on the school web site

Further JCQ Information can be found using the links below or on the School website (Students/Examinations)





## **Appendix 1**

### **Using calculators**

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

#### **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

#### **The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

#### **Calculators must not:**

- be designed or adapted to offer any of these facilities: -
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.



AQA

City & Guilds

CCEA

NCFE

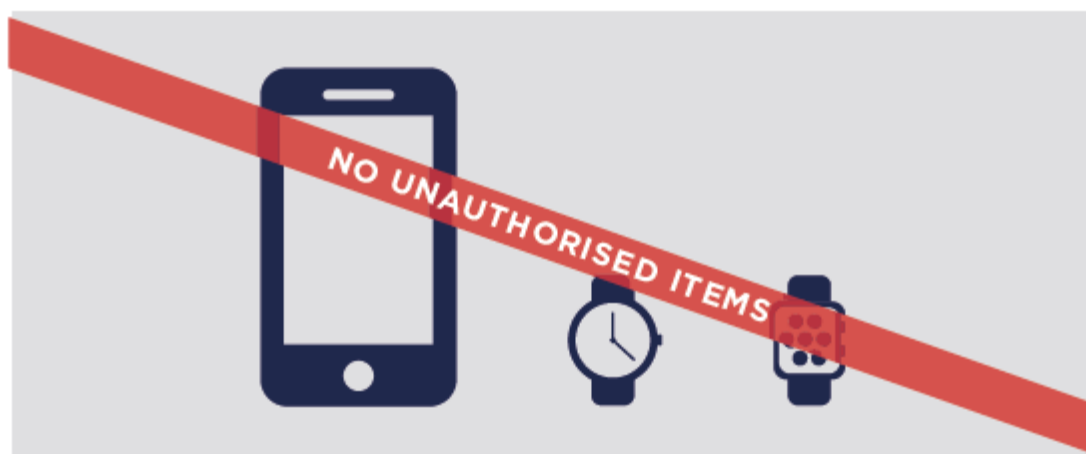
OCR

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.

## Warning to candidates



 AQA	 City & Guilds	 CEA	 NCFE	 OCR	 Pearson	 WJEC
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**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.**