Examination Information and Guidelines for Students and Parents

Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

Hulme Grammar school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their potential. Trial examinations operate with the same standards and rules in order to familiarise students with the process.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have a query on the day of the examination, please contact the main reception on 0161 624 4497.

Useful contacts

Mrs Whitworth

Examinations Manager

Email: exams@hulmegrammar.org

Ms Paige Powell

SENDCo

Email: p.powell@hulmegrammar.org

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Before the Examination Period

Timetables

Timetables will be issued listing all your entries with dates and times. These can be found in the parent and Pupil Portals in the Examination section. It is your responsibility to check it carefully, particularly check

- Date of birth
- Correct spelling of your name
- That all entries are as expected, especially the correct tier where applicable

You must let the examination office know straight away if you require any changes; any amendments after the entry deadline could incur a fee.
Full Individual timetables will be issued, with rooms and seat numbers, nearer to the start of the examinations. These timetables are printed on green paper as this is the only paper allowed into the examination room.

Equipment

Candidates will need the following equipment;

- Black pens (gel pens are not allowed)
- Ruler
- Calculator (where applicable), calculator lids are not allowed and the calculators memory must be cleared before the start of each examination
- Pencil
- Pencil sharpener
- Eraser
- Mathematics equipment (where applicable)

All equipment must be in a transparent pencil case or plastic bag, non-transparent cases will not be permitted in the examination room.

Contingency Date

In the event of widespread, sustained national or local disruption candidates **must** be available on **Wednesday 24th June** should an examination board need to invoke its contingency plan.

During the Examination Period

Invigilation team

At Hulme Grammar school we employ a team of adult external invigilators to supervise the students, their training is updated annually to ensure they are conversant with all the JCQ examination rules and regulations, they are under the direct management of the Examinations Manager. When students enter the examination room they must remain supervised and comply with the invigilator instructions at all times.

Arrival for examinations

Examination start times are 09.15am and 13.30pm.

- Check your examination timetable – it is your responsibility to be at school at the correct times.
- For a morning examination you should arrive no later than 08.45am and for an afternoon exam no later than 13.00pm.
- You should wait quietly outside the examination room at 09:05am for a morning examination and 13:20pm for an afternoon examination. Students will not be allowed into the room unless there is a supervisor present.
- If you are ill or unavoidably late, please inform the school office by telephone as soon as you can on 0161 624 4497 **DO NOT LEAVE A VOICEMAIL.** Please remember that only lateness caused by a genuine emergency will be given special consideration.
- You will **not** be allowed to visit the toilet during the first hour and the last 15 minutes of your examination, unless it is an emergency or a pre-arranged access arrangement.
- Invigilators will be randomly checking students with a scanner to ensure no unauthorised equipment has been brought into the examination room.
- If you feel unwell whilst the examination is in progress, please raise your hand and let the invigilator know at once.

Fire alarm evacuation procedure

In the event of the alarm sounding please follow these instructions:

- Stop writing and close your paper.
- Remain absolutely silent during the evacuation and once we are at the assembly point.
- You will be asked to evacuate the room. You must:
  - Leave all your work on the table.
  - Leave all your belongings.
- You will leave the room row by row.

On returning to the examination room after the evacuation, a calculation will be done on how much time was lost and your finish time will be adjusted accordingly.

On the day— the Do's and the Do Not's

Do	Do Not
ensure you have enough equipment needed for your examination: black pen, pencil, and if allowed maths instruments and calculator. The exams office is not obliged to provide any equipment for you. You are responsible for making sure your calculator works properly and that the memory has been cleared.	bring any unauthorised materials into the examination room, including any electronic equipment, watches or pieces of paper other than your timetable. If any items are found on your person you will be deemed to have used them and will be reported to the examination board, this may result in zero marks for one or more of your examinations.
check the seating list and sit in your assigned seat.	bring bags into the examination room, leave them in your locker.
raise your hand if you have a query, feel unwell or need more stationery.	bring food or drink into the examination room, the only exception is water in a sports cap/non spill clear bottle without a label.
check you have the correct paper before you start your examination..	communicate with other students in any way.
read all instructions on the question paper and answer book.	open the examination paper until you are told to do so.
listen carefully to the Invigilators announcement and only complete the front cover with your **official legal name** in CAPITAL LETTERS when you are told to do so. Use **black ink only** and do not use a gel pen.	leave your seat without permission once the examination has started. If you need to use the toilet raise your hand and you will be escorted there by an invigilator. You will only be allowed extra time to finish your examination paper if you have a known medical reason. A log will be made by the invigilator.
stop writing as soon as time is called, close your answer book, check all details are correct and put extra sheets used inside your answer book.	leave the examination room if you have more than one examination in a session, you must remain in silence under examination conditions.
remain silent in your seat until all examination papers and answer books have been collected.	use scrap paper, all rough work must be in the answer book, put a single line through anything you do not want marked.
leave the room quickly and quietly when told to do so by the invigilator.	take any unused answer books or question papers out of the examination room.

Special Consideration

Let us know if you have felt under any genuine handicap because of your health during any of your examinations. You will require a note from your Doctor confirming any ailments; this must include the date of the examination in question. The amount of consideration given by the examination boards will depend on the nature of the problem.

After the Examination Period

Results Day

GCE **Thursday 13th August 2026**

GCSE **Thursday 20th August 2026**

If you are unable to come into school on this day you can send an email to exams@hulmegrammar.org requesting notification of results, this must be from your own personal or school email address and not from parents' account. If you wish any other person (including family members) to collect results on your behalf, you must send a signed letter of authorisation with the collector. **No results will be given out by telephone under any circumstances**.

Results will be issued in the New Hall where members of staff will be on hand to congratulate you. We welcome all family members to come into school to celebrate with us and refreshments will be available for all.

Certificates

Certificates are not issued until later in the year. Requests for posting could incur a fee.

PRS - Post Results Services

ATS - Access to Scripts

You may request a copy of your script. This may help you to decide if a review of marking is appropriate. This must be before the strict ATS deadline date and a fee could be incurred.

Before applying for your script please check the grade boundaries, it is highly unlikely that anything above a small number of marks could be gained. We recommend within 3 marks of the next boundary.

ROM - Review of Marking

Please note this is **not a remark** and has strict time limited deadlines. Fees and dates are available after results day.

- **A Mark Review** will review the original marking to ensure that the agreed mark scheme has been applied correctly.
- **A Priority Mark Review** – as above, this service is only available for A-level where a student has a university place pending.

NB: Student/parental consent is required for the above services as a review of marking could result in the grade being lowered.

Internal Appeals

Appeals Against Internal Assessment Decisions

For full information see the Internal Appeals Policy on the school website.

Information for Candidates

The Joint Council for Qualifications (JCQ) is a membership organisation comprising the eight largest providers of qualifications in the UK.

The main part of their aims is to publish advice, guidance and regulations on delivering examinations.

It is very important that candidates read the publications below.

JCQ Information for Candidates (Coursework)

JCQ Information for Candidates (Non-examination Assessments)

JCQ Information for Candidates (Social Media and Exams & Assessments)

JCQ Information for Candidates (Warning to Candidates)

JCQ Information for Candidates (Written Examinations)

JCQ Information for Candidates (Unauthorised Items)

JCQ Suspected Malpractice Policies and Procedures

JCQ AI Poster for Students

JCQ Preparing to Sit Exams

Instructions For Candidates Video

For further help and advice please visit the examination websites

AQA Student and Parent Support

Pearson/Edexcel Students, Parents and Carers

OCR Supporting Students

WJEC/Eduqas Student Support

Frequently Asked Questions

Who decides which examinations I can sit?

It is centre policy to enter every student who is being taught a subject for the most appropriate level of examination. Only by exception, after consultation with parents, will students not be entered.

Can I take holidays during the examination period?

Dates for examinations are rigidly fixed by the examination boards and are subject to change until close to the start of the examinations. The Examinations Manager cannot give actual dates for examinations to parents or students in advance.

Parents are reminded that they require permission to take students out of school if they book holidays during term time. Parents do so at their own risk. It is strongly against good practice and centre policy to take holidays in term time.

Where will my examination be held?

Both A Level and GCSE examinations will be held in either the Small Hall or in the Main hall, the exception being year 11 students with specific pre-arranged Access Arrangements who will sit their examinations in a seperate room.

What happens if I have an examination clash?

If a student is timetabled to sit two or more examinations at the same time this is known as a clash. If these are for the same subject, for example Spanish Listening and Reading, this is intentional on the part of the board and the examinations should run one after another.

*If candidates are taking two or more examinations in a session and the total time is **three hours or less,** the centre may decide the order within the timetabled session in which to conduct the examinations. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.*

*If candidates are taking two or more examinations timetabled for the same session and the total time is **more than three hours** including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day. (Taken from the JCQ ICE Booklet, chapter 7)*

In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an examination is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch

and a drink. Attempting to communicate with any other candidate will invariably result in the loss of all those examinations for all of the candidates involved.

Individual arrangements for clashes will be issued with the students timetable by the examinations office.

Can I leave the examination room if I finish my examination early?

Students should use all of the available time on their examinations and spend any time at the end checking their answers. In any event you will not be permitted to leave before the duration of the examination. You must sit quietly at your desk so as not to disturb other candidates.

What is meant by Malpractice?

Malpractice is the term that the examination boards use for any irregularity, or breach of the regulations. The Examinations Manager is required to, and will, report all infringements to the appropriate body and they will decide on the action to take based on the nature of the infringement. There is a tariff system of actions that can be taken and some infringements carry automatic loss of marks as a minimum penalty. The examination boards take the integrity of examinations very seriously and it is important that candidates heed the instructions carefully.

'Candidate malpractice' normally involves malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination. For example:

- *the alteration or falsification of any results document, including certificates;*
- *a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;*
- *accessing the internet or online materials during remote assessment and remote invigilation, where this is not permitted;*
- *failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;*
- *collusion: working collaboratively with other candidates, beyond what is permitted;*
- *copying from another candidate (including the use of technology to aid the copying);*
- *allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;*
- *disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);*
- *failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;*
- *exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;*
- *making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;*
- *allowing others to assist in the production of controlled assessment, coursework, nonexamination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;*

- *being in possession of unauthorised confidential information about an examination or assessment;*
- *bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);*
- *the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or groups in scripts, controlled assessments, coursework, non-examination assessments or portfolios;*
- *personation; pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;*
- *plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);*
- *theft of another candidate's work;*
- *being in possession (whether used or not) of unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices;*
- *facilitating malpractice on the part of other candidates;*
- *behaving in a manner so as to undermine the integrity of the examination.*

(Taken from the JCQ Suspected Malpractice Policies and Procedures)

What happens if I'm unwell at the time of one of my examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether you are fit enough to sit the examination. If you are unwell but able to take the examination, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request special consideration on the grounds of illness. If you are too unwell to take the examination, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the examinations office without delay.

Please telephone the school if you will not be attending an examination or if you will be present but feeling unwell (it is often helpful for the invigilator to be aware that a candidate is not well).