EXAMINATIONS GUIDANCE FOR STUDENTS & PARENTS

(2026 – 2027)



This information is to help students and parents with valuable advice for examinations held at Walton Academy

You are required to read this document and the JCQ regulations carefully before sitting any examinations and retain it for future reference

If you have any questions or problems, please contact the Examinations Manager, Mrs Bridge
exams@walton-ac.org.uk

Contents

INTRODUCTION **3**
Key Personnel **4**
FURTHER INFORMATION **4**
BEFORE THE EXAMINATIONS **5**
2026-27 Examinations Season 5
Information for candidates – ALL STUDENTS MUST READ **5**
PLANNING YOUR REVISION **6**
Tutors 6
Assertive Mentors 6
After School Intervention 6
Planning Your Revision 6
Revision Timetables 6
Traffic Light Topics within Subjects 7
EXAMINATION ENTRIES **7**
Academy Aims 7
Objectives 7
Choice of Examinations and Syllabi 8
Criteria for Entry 8
Criteria for Non-Entry 8
Paying for Public Examinations 9
Statement of Entry / Timetable 9
Examination Boards 10
Candidate Name 10
Candidate Number 10
UCI / ULN 10
Timetables 10
Examination Clashes 11
Access Arrangements 11
Special Consideration 11
Equipment 11
DURING THE EXAMINATIONS **12**
Examination Regulations 12
Attendance at Examinations 12
INVIGILATORS **15**
ABSENCE FROM EXAMINATIONS **15**
What to do if you are ill on the day of an exam 15
EXAM CHECK LIST **16**
UNDERSTANDING EXAMINATIONS PAPERWORK **17**
Statement of Entry 17

Timetable 20
Malpractice **21**
Coursework assessments/ non-examination assessments **23**
FREQUENTLY ASKED QUESTIONS **26**
BTEC Units / NEA Results **29**
Using calculators **30**
JCQ Notices **31**
AFTER THE EXAMINATIONS **34**
Notification of Results 34
Access to Scripts and Review of Marking 34
STATEMENT OF RESULTS **35**
POST RESULT SERVICES **36**
Service 1 – Clerical Re-Check 36
Service 2 - Post Results Review of Marking 36
Access to Scripts 36
Appeals 36
Stage 1 Preliminary appeal 36
CERTIFICATES **36**
Managing examinations stress **40**
Before your examinations 40
In your examinations 40
After your examinations 40
Additional support 41

INTRODUCTION

It is the aim of the academy to make the examinations experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and provide helpful information for you and your parents. Please read it carefully and share with your parents / guardians so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring. More information will be published on Walton's website throughout the year.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Walton is required to follow them precisely. You should therefore pay particular attention to the **JCQ NOTICES** that are published at the end of this booklet.

Some of the questions you may have are answered on pages 26 - 28. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW!**

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. Please inform the student office of any changes so that our database can be kept up to date. If you or your parents / guardians have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Manager, Mrs Bridge by the following methods -
- The school telephone number is – 01476 563251
- Email: exams@walton-ac.org.uk

Key Personnel

Executive Principal	Mrs C Saxelby	)
Principal	Mrs J Leonard-Smith	) PA – Ms E Charity
Vice Principal: Curriculum	Mr M Hoad	
Assistant Principal:	Mrs K Dolby	
Assistant Principal:	Mrs L Owen	
Assistant Principal:	Mrs S Byrne	
Head of Post 16	Mr Browning	
SENDCo / Assistant SENDCo	Mrs T Bassan / Mrs A Banner	

FURTHER INFORMATION

For more information on examinations at Walton please see the 'Students' section of our website –
https://www.walton-ac.org.uk/



Remember – I am here to help.

GOOD LUCK!

Mrs Bridge

BEFORE THE EXAMINATIONS

2026-27 Examinations Season

The examinations seasons for this academic year are as follows –

BTEC formal assessments (1)	w/c 2 November 2026
Year 11 Mock Examinations	9 November – 4 December 2026
BTEC External Examinations	5 January – 15 January 2027
(Half term 1 week - w/c 15 February 2027)	
Year 11 and Post 16 Mock Examinations (2)	22 February – 5 March 2027
(Half term 2 weeks - w/c 26 March 2027)	
GCSE & GCE Examinations	14 April – 23 June 2027
Contingency date	23 June 2027

Information for candidates – ALL STUDENTS MUST READ

Refer to the attachments sent out on an email from the examinations officer including

- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Information for candidates – on-screen tests 2026-2027
- Information for candidates – written exams 2026-2027
- Information for candidates – Social Media
- Information for candidates documents
- JCQ AI poster for students – SEE PAGE 24 and 25

PLANNING YOUR REVISION

Tutors

Tutors are already working with all students in Y11; they can help students produce revision timetables, work on their revision skills, and provide resources such as past papers.

Assertive Mentors

These will typically be members of the Leadership Team, Heads of House or Heads of Faculty who will work with students on an individual basis to ensure the most positive and tailored support is in place.

After School Intervention

Students will receive invitations from their subject teachers to attend these sessions.

Planning Your Revision

How should I revise?

- As ACTIVELY as possible
- Revision is NOT just re-reading your notes/textbooks/revision guides
- Find the technique which works best for you
- You may find that different techniques work for different subjects

When should I revise?

Your revision needs to be planned in relation to when your examinations are, so you will need:

- A calendar of when your examinations are.
- A revision planner which allows for PLENTY of time to revise before each exam.

Where should I revise?

In a quiet room (maybe a bedroom) with:

- A comfortable temperature
- Good lighting
- A table to work at
- A clock

Revision Timetables

Include all your weekly commitments in your revision timetable – e.g. Saturday jobs, football training, dance training.

Devise your time slots – e.g. 2 hours a week for Maths, English and Science and then as required for other subjects. Remember, concentrate on your weaker subjects, don't put all your time into the ones you are doing really well in just to make yourself feel better! Do this using post-it notes, that way, you have flexibility.

Plot these sessions onto your timetable – remember work to your strengths, if you are better at working earlier in the evening, then plot them then. Agree a balance between work and social life and stick to the agreement. Again, be flexible. If something comes up,

the revision session can be moved to another day. This will ensure the revision is done and not lost.

It is flexible, if you find it's not working, change it, for example you could keep a "bank" of revision sessions and simply put them onto your timetable as and when you do them rather than having plotted them beforehand.

Traffic Light Topics within Subjects

Make sure you don't just revise the subjects and topics you are good at. Work on your weaker ones as well.

Traffic light each topic within each subject so that you concentrate your efforts in your weaker areas, not just your good ones.

Green	I know the topic well I am comfortable with the content I can answer questions (from exam papers)	Check the topic 1 week before the exam
Amber	I am not sure – 100% I need to write notes	Revise – check
	I need to revise this topic/most of this topic Revise with your parents/friends – ask them to test you	Repeat – check, etc!
Red	I am completely/nearly in the dark! I may need to speak to my teacher for help I need to fill the gap/read up on the subject/read someone's notes	Look it up! Ask Find out, learn

For further advice and guidance on revision please refer to the 'Interactive Revision Guide', a digital copy is available on the Academy website.

EXAMINATION ENTRIES

Academy Aims

- Ensure that all students have the opportunity to demonstrate their abilities and enhance their development through taking public examinations.
- Ensure that the examination entry procedure is fair and involves all parties: staff, students and parents.
- Ensure that the entry policy allows students to take the most appropriate level of examination.

Objectives

- Provide all students with the opportunity to complete their secondary education with an assessment of their skills and knowledge by a nationally recognised accreditation body.
- Provide a record of student achievement that is of value to the student, their parents and outside agencies

- Enter students for those examinations that assess the syllabi and learning programmes they have studied.
- Encourage students to achieve the highest level of success consistent with their abilities.

Choice of Examinations and Syllabi

- Following relevant guidance from the Department for Education and the Senior Leadership Team, Faculty and Subject Leaders will decide on syllabi offered by the academy. The syllabi followed determine which examinations are taken.

Criteria for Entry

- All students who are on courses at school leading to examinations or assessments at KS3, Entry Level, GCSE, A/S and A2 Levels, BTEC and vocational courses are eligible for examinations in the subjects they follow, subject to the exceptions stated in section entitled 'Criteria for Non-Entry'.
- Using student performance data, Subject Leaders in consultation with subject teachers and students decide the level of entry for tiered examinations. Parents may discuss these decisions with relevant staff.

Criteria for Non-Entry

In certain cases, students lose their eligibility for examination entry. The Vice Principal: Outcomes / Principal, in consultation with Faculty Leaders, subject teachers, students, parents / guardians and occasionally outside agencies, such as Social Services and Psychiatric Professionals, can decide not to enter a student for an examination if one of the following applies:

a) Failure to complete sufficient coursework, within deadlines set by subject teachers that allow time for marking and internal moderation.
b) Failure to attend sufficient lessons to cover enough of the course to achieve a grade in the examination.
c) Failure to complete sufficient work at the required standard to achieve a grade.

Students can only be withdrawn from a subject by the Vice Principal: Outcomes or Principal, in consultation with the relevant Subject Leader, the student and their parents.

In the event of an entry not being made, parents may appeal against this decision by contacting the Vice Principal: Outcomes or Principal and if this appeal is not accepted, they still have the option to pay privately for the cost of examination entry, which the academy will still make.

Any Key Stage 4 student who is withdrawn from entering an examination must continue to attend lessons in that subject.

Paying for Public Examinations

(i) **First Entry Payment:** Walton Academy pays the entry fee for examinations and units of examinations that students are sitting for the first time in subjects they are currently studying in school.

(ii) **Additional Subject Entries:** If students of the school wish to take examinations in subjects that they are not studying at school – e.g. Russian, Polish, Portuguese, the academy pays the entry fee provided that the academy is satisfied with their level of proficiency in the subject.

(iii) **Missed Exams:** If a student misses an examination the academy has paid the entry for, without good reason, the student's parents are expected to pay the entry fee and will be invoiced by the Academy.

(iv) **Payments:** The amounts payable for examination entries are the fees charged by the examination boards concerned and are non-negotiable. They are published on their websites. The Examination Manager will notify students about late entry or re-sit payments. The academy reserves the right to withdraw a student from a re-sit examination if they have not paid the cost of the examination entry.

(v) **Fees:** Costs vary from board to board but an approximate cost is shown below –

Qualification type	Unit cost (approx.)	Full Qualification cost (approx.)
GCSE	N/A	£75-£200
GCEs	N/A	£150-£300
BTEC		
Level 2	£25 - £45	£150
Level 3	£50 - £70	£200

Fees may be subject to a £30 administration fee.

(vi) **Late entries** and tier amendment fees are applicable one month after the entry deadline and are double the original entry fee. 'Very Late' fees are triple the entry fee and apply two months after the original entry deadline.

Statement of Entry / Timetable

All candidates receive a Statement of Entry and Examinations Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, in the case of GCSEs some have Foundation or Higher Tiers. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, legal names and spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Examination Boards

Walton use the following Examination Boards: AQA, Cambridge OCR, Pearson (Edexcel), and WJEC.

Candidate Name

Please check your name is your ***legal*** name and it is spelt correctly on your timetable.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers and controlled assessments. Please keep a note of it. A card will be placed on your examination desk with your details on too.

UCI / ULN

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. Your UCI / ULN is used for administration purposes and it is not necessary for you to remember it.

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time**.

Unless notified otherwise:

- Morning examinations start at **9.00 am**
- Afternoon examinations start at **1.00 pm**

YOU MUST BE IN THE HALL NEAR THE GYM 15 MINUTES BEFORE THESE TIMES.



It is your responsibility to turn up on time for all your examinations so make sure that you and your parents know the dates and times of each one. If you are late for an examination, you may not get the full time and the Examination Board may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01476 563251) so that we are aware that you will be turning up late.**

Your timetable is your proof that you have been entered for a particular examination. If your timetable contains any errors you must see Mrs Bridge as soon as possible. In any dispute about whether you have been entered for an examination you will not be allowed to take the examination unless you have your examinations timetable with you as evidence.

Examination Clashes

A few candidates may have clashes where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Manager immediately if you think there is a clash on your timetable.

Access Arrangements

Access arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

These arrangements are managed by Mrs Bassan (SENDCo) and Mrs Banner and can only be given once the necessary approval has been obtained from the Examination Boards.

Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made by the Academy on your behalf for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide proof such as a doctor's certificate.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ Notices section for all examinations including Controlled Assessments and Non Examination Assessments (NEAs).

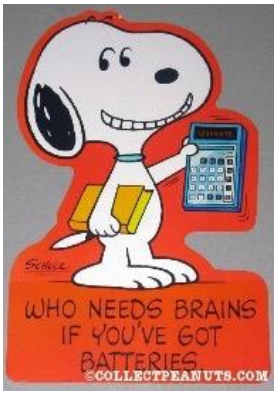
You must provide all your own equipment. Borrowing from other candidates is **NOT** permitted under any circumstances; please do not ask invigilators if you may borrow items. There will be some spare pens and pencils available from the invigilators should your equipment become faulty. Calculators similar to the ones you are used to using in school will be supplied for each relevant examination but you may use your own as long as it complies with the JCQ Rules and Regulations. Ordinary pencil cases or boxes (including maths geometry tins) are not allowed in the examination room. You should bring your equipment in a clear plastic bag, transparent pencil case or bound by a rubber band.

The following equipment should be brought to EVERY examination:

- 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain examinations you will also need the following:

- Calculators
- Compasses



- Protractor
- Coloured pencil crayons

DURING THE EXAMINATIONS

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, is at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to ***disqualification*** from all subjects. The academy must report any breach of regulations to the relevant Awarding Body.

Attendance at Examinations



Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed (full uniform) and equipped. Candidates must arrive at least 15 minutes prior to the start time of their examination. Please wait quietly outside your examination room until you are invited to enter by the invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. If the candidate arrives late they must report to the Examinations Manager and must not enter the examination room unaccompanied. They will be allowed the full time for the examination but 'very late' candidates may not have their paper accepted by the Awarding Body.

Full school uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case, clear plastic bag or rubber band.

Pens should be black ballpoint. Correction pens / fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used to highlight parts or all of a question.

For Mathematics and Science examinations, calculators will be available in the examination room if you require one. Calculators with a memory function should be checked and cleared before starting the examination.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will probably be disqualified from the examination. Mobile telephones, watches and electronic devices of any kind **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM;** even if they are turned off. If you

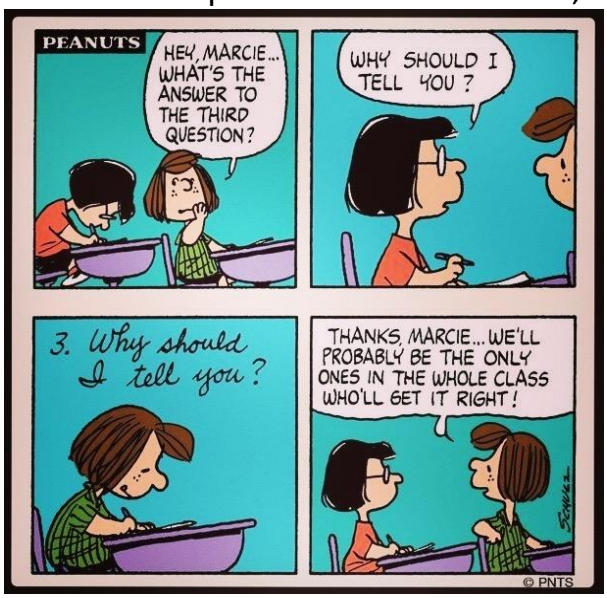
accidentally take one in, you should hand it in to the Invigilator. You may collect them at a suitable time during break times or at the end of the school day from the exams manager or Mrs Owen.



NB. Walton Academy is not responsible for students' electronic devices and whilst everything will be done to look after them, we cannot guarantee to keep them safe.

If you are found with a mobile phone, watch or electronic device once the examination has started the examination board ***must*** be informed and you could be disqualified from this and possible future examinations.

Do not attempt to communicate with, or distract, other candidates.



No food is allowed in the examination rooms. However, water bottles are allowed if necessary. These must be clear bottles with a spill-proof cap with no labels on. To avoid accidents, bottles should be placed on the floor under your desk. Walton water bottles are available for all exam students in Year 11.



Refer to the seating plan situated in the Hall to find out which room and desk you will be seated. Access Arrangements requiring readers / scribes are generally in a separate room to the gym this may be in the smaller space E45 or a classroom depending on what Access arrangement has been granted.

Please do not write on examination desks. This is regarded as vandalism and you may be asked to clean / pay for any damage. Remember we have a seating plan and are aware of where you are sitting.

Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.



Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

ALWAYS check you have the correct question paper – check the subject, paper, component and tier of entry.

Read all instructions carefully and number your answers clearly; especially on extra paper. Remember to make your handwriting legible so that examiners can clearly read your answers and there is no ambiguity as to what you have written.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ensure you insert them inside the question / answer booklet. Make sure you have put all your details on ***every*** sheet of extra paper you use and have marked the question number clearly. ** IF YOU WRITE ON EXTRA PAPER AND DECIDE NOT TO USE IT, THIS IS STILL TO BE COLLECTED IN WITH YOUR EXAMINATION BOOKLET WITH YOUR DETAILS ON

Invigilators will collect your examination papers and any other equipment before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the examination room.



Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working. Once out of the examination room proceed to your timetabled lesson quietly so as not to disturb other examination rooms and classes taking place. Please do not wait in the quad or Hall for your friends as this will disturb those who are still sitting examinations.

If the fire alarm sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room you MUST leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to the field or top tennis courts away from the rest of the school in total silence. You must not attempt to communicate with anyone else during the evacuation. A register will be taken to ensure

all candidates are safely out of the building. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs external Invigilators to conduct examinations. Students are expected to behave in a respectful manner towards all invigilators and **follow their instructions at all times.**

Invigilators are in the examination rooms to supervise the conduct of the examination and ensure that you sit your examinations in the best conditions. They ensure that the JCQ Rules and Regulations are adhered to and they will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper / equipment if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Manager and / or members of the Leadership Team.

ABSENCE FROM EXAMINATIONS

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



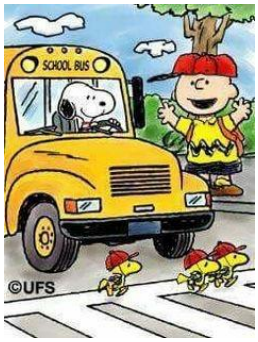
If you are ill it is always best to attend school, even if it is only to sit the examinations. Remember these examinations cannot be sat at any other time and may result in you not gaining a grade in the subject. You may be accommodated in a separate room away from the gym and Special Consideration will be applied for to the awarding body. If you are too ill to attend an examination it is vital you phone the school first thing in the morning (01476 563251) and speak to Mrs Bridge.

You should obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other examination marks from the candidate in that particular subject and Non-examination Assessment (NEA) marks, plus the marks gained by the whole cohort in the country. This may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an examination without a valid reason you will be charged for that examination. **You will be charged the full entry fee for each examination missed (approx. £50 per paper) without evidence and valid reason**.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past students have had problems getting to an examination on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc. Please keep the academy informed as to how late you will be to school. If you are very late for an examination we may not be able to get the examination paper accepted by the Examination Board.



Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

We also suggest that you and your parents save the school telephone number on your mobile phones so you or they can call in if you have a serious problem on your journey to school - **01476 563251.**

EXAM CHECK LIST

- You must arrive at school at least 15 minutes prior to an examination. It is much better to leave yourself a safety margin on timings in case of problems with the journey.

- When taking examinations, bags and coats should be left in your locker. Do not bring these items to the examination room.

- Students must not have mobiles phones, watches or electronic devices in their possession in the examination room (either turned off or on silent). They should be left at home or in your locker. If a mobile or electronic device has been accidentally brought into the examination room it can be handed in for safe keeping and collected from the Exam Manager or Mrs Owen at a convenient time such as breaks or after school. The academy is not held responsible for the safe keeping of your phone or device.

- Do not take into the examination any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication / storage devices, iPods, MP3/4 players, smart Watches or smart glasses or any other products with text / digital facilities.

- You should bring ***black*** pens, pencils, rubber and any other writing equipment needed to your examinations. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan clearly.

- In an examination where you have the use of a calculator, you should not have a calculator cover or instructions with you.



- There is absolutely no talking or communication between students once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

- Normal School Uniform rules apply.

- No food allowed in the examination room (if you have a special requirement – please see the Examinations Manager before the exams)

- Water bottles are allowed in the examination room if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle. The Academy will be supplying Year 11 examination students with approved water bottles.

UNDERSTANDING EXAMINATIONS PAPERWORK

Examinations paperwork can be confusing and understanding the numbers and codes used by the Examination boards is not an easy task.

Statement of Entry

A 'Statement of Entry' produced from the school's Examinations Management system. This document lists all the examinations that your child has been entered for. This document should be checked carefully once received. If any of the information is incorrect please inform the Examinations Manager IMMEDIATELY. Dates for final entries are set by the Examination Boards and are beyond our control.

Check that your personal information is correct. It is important that your name and date of birth are correct as it is the **LEGAL** name that will be printed on their final certificate.

Statement Of Entry

Season: Summer 2019

Name: Britt Jayne Spears **Year:** 11

Gender: Female **Registration Group:** 11G

Date of Birth: 20/01/2003 **Admission Number:** 001200

Candidate Number: 2001 **ULN:** 200112234987 **UCI:** 262260162001P

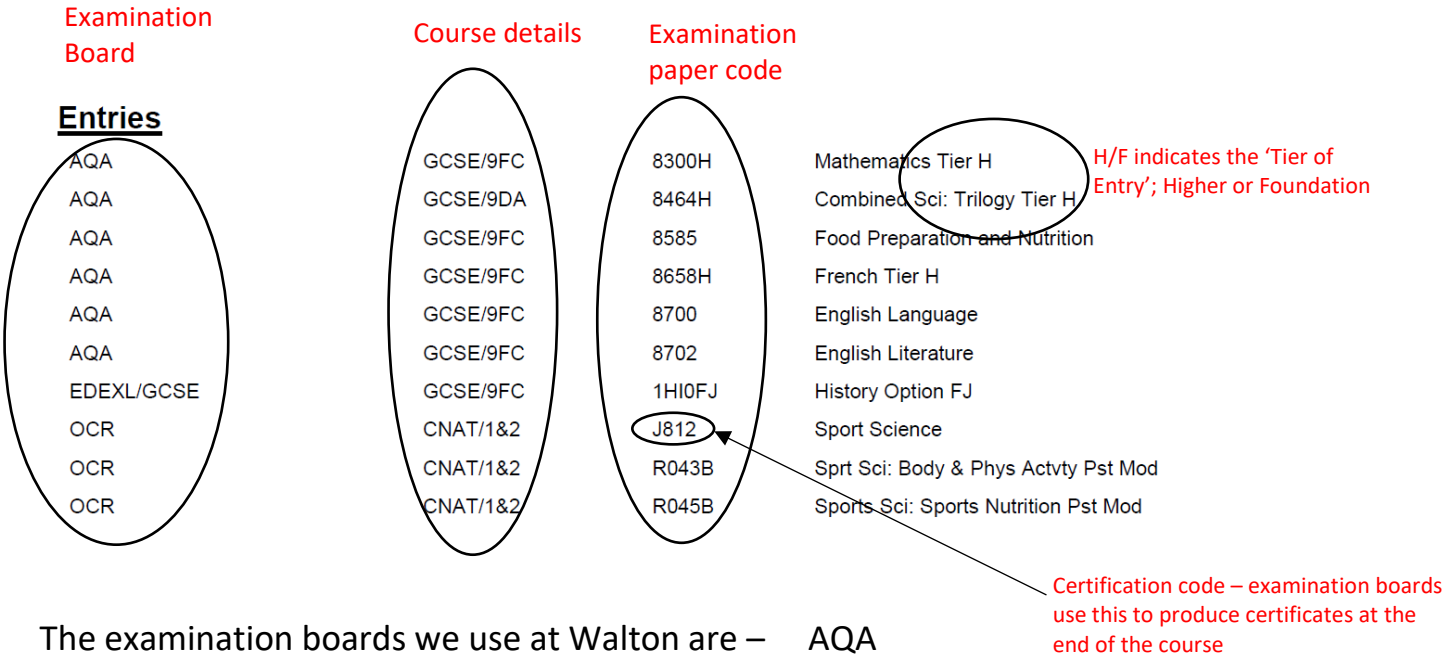
Name on Certificates: Britt Jayne Howard

Entries

AQA	GCSE/9FC	8300H	Mathematics Tier H
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H
AQA	GCSE/9FC	8585	Food Preparation and Nutrition
AQA	GCSE/9FC	8658H	French Tier H
AQA	GCSE/9FC	8700	English Language
AQA	GCSE/9FC	8702	English Literature
EDEXL/GCSE	GCSE/9FC	1HI0FJ	History Option FJ
OCR	CNAT/1&2	J812	Sport Science
OCR	CNAT/1&2	R043B	Sprt Sci: Body & Phys Actvty Pst Mod
OCR	CNAT/1&2	R045B	Sports Sci: Sports Nutrition Pst Mod

The next part of the 'Statement of Entry' lists all the examinations that has been entered for. You should know which examinations they are taking, however, if there are any queries they should be directed to the Faculty Leader or Subject Teacher.

This breaks down as follows –



The examination boards we use at Walton are –

AQA
Edexcel
OCR
WJEC

Paper Codes - will be listed on the timetable. If you feel that something is missing, or there is something you don't understand, please contact the Examinations Manager.

Certification Code – this is a code that the examination board uses to produce a certificate for the completed course. This code will not appear on the timetable.

Timetable

Individual Candidate Timetable - Default

Season: Summer 2019

Name: Britt Spears **Year:** 11

Gender: Female **Registration Group:** 11G

Date of Birth: 21/03/2001 **Admission Number:** 001200

Candidate Number: 0000 **ULN:** 9607820000 **UCI:** 262260120000F

Name on Certificates: Britt Howard

Special Arrangements Required Denotes candidate is entitled to Access Arrangements during examinations

Timetabled Components

Internally assessed examinations – date and time will be set by subject teacher

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	24	AQA	GCSE/9FC	8658H: French Tier H	8658/SH: French Speaking Test Tier H
Tue 14/05/2019	09:00	60	AQA	GCSE/9FC	8658H: French Tier H	8658/RH: French Reading Test Tier H
Tue 14/05/2019	09:00	45	AQA	GCSE/9FC	8658H: French Tier H	8658/LH: French Listening Test Tier H
Tue 14/05/2019	13:30	75	AQA	GCSE/9DA	8464H: Combined Sci: Trilogy Tier H	8464/B/1H: Combined Sci Trilogy Biology P1H
Wed 15/05/2019	13:30	105	AQA	GCSE/9FC	8702: English Literature	8702/1: English Literature Paper 1
Thu 16/05/2019	09:00	75	AQA	GCSE/9DA	8464H: Combined Sci: Trilogy Tier H	8464/C/1H: Combined Sci Trilogy Chemistry P1H
Fri 17/05/2019	09:00	75	AQA	GCSE/9FC	8658H: French Tier H	8658/WH: French Writing Test Tier H
Tue 21/05/2019	09:00	90	AQA	GCSE/9FC	8300H: Mathematics Tier H	8300/1H: Mathematics Paper 1 Tier H
Wed 22/05/2019	13:30	75	AQA	GCSE/9DA	8464H: Combined Sci: Trilogy Tier H	8464/P/1H: Combined Sci Trilogy Physics P1H
Thu 23/05/2019	09:00	135	AQA	GCSE/9FC	8702: English Literature	8702/2: English Literature Paper 2
Mon 03/06/2019	09:00	75	EDEXL/GCS	GCSE/9FC	1HI0FJ: History Option FJ	1HI0 11: Medicine in Britain
Tue 04/06/2019	09:00	105	AQA	GCSE/9FC	8700: English Language	8700/1: English Language Paper 1
Thu 06/06/2019	09:00	90	AQA	GCSE/9FC	8300H: Mathematics Tier H	8300/2H: Mathematics Paper 2 Tier H
Thu 06/06/2019	13:30	0	EDEXL/GCS	GCSE/9FC	1HI0FJ: History Option FJ	1HI0 B1: Anglo-Saxon and Norman
Thu 06/06/2019	13:30	0	EDEXL/GCS	GCSE/9FC	1HI0FJ: History Option FJ	1HI0 P3: The American West
Thu 06/06/2019	13:30	105	EDEXL/GCS	GCSE/9FC	1HI0FJ: History Option FJ	1HI0 2J: American W., Saxon, Norman
Fri 07/06/2019	09:00	105	AQA	GCSE/9FC	8700: English Language	8700/2: English Language Paper 2
Fri 07/06/2019	13:30	75	AQA	GCSE/9DA	8464H: Combined Sci: Trilogy Tier H	8464/B/2H: Combined Sci Trilogy Biology P2H
Mon 10/06/2019	09:00	105	AQA	GCSE/9FC	8585: Food Preparation and Nutrition	8585/W: Food Prep and Nutrition Written
Tue 11/06/2019	09:00	90	AQA	GCSE/9FC	8300H: Mathematics Tier H	8300/3H: Mathematics Paper 3 Tier H

Date | Time | Length (mins) | Board | Level | Which subject / examination is being taken

Malpractice

To ensure candidates are aware of what malpractice is and the possible consequences, following applies:

- *To maintain the integrity of qualifications, strict Regulations are in place*
- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *JCQ provides information regarding what constitutes malpractice:*
    - *Introduction of unauthorised material into the examination room*
    - *Breaches of examination conditions*
    - *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
    - *Offences relating to the content of candidates' work*
    - *Undermining the integrity of examinations/assessments*

Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice: Policies and Procedures)

Refer to relevant Information for candidates documents, such as social media, as example:

Social Media

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 and/or non-examination assessments and coursework, as example:

Research and using references

... Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used...

If you copy the words, ideas or outputs from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **Plagiarism is a form of cheating which is taken very seriously** and will be dealt with in accordance of our Malpractice policy.

Suspected Malpractice and staff processes

The examinations Officer and Head of Year monitor each exam room during written exams, this can be done in person or via the incident logs which are filled in by the invigilators in the room at the time of incident.

Two exam policies are in affect:

Managing Behaviour Policy (Exams) and/or **Malpractice Policy** (Exams)

If malpractice is suspected the following actions will take place:

- Meeting with candidate with suspected malpractice
- Statement form to be filled out by candidate
- Statement form completed by staff member
- If applicable the incident log and all statements to be sent to the awarding body's malpractice team
- Meet with student to discuss the investigation before submission to the exam awarding body.

You will have the chance to appeal the awarding bodies decision once we have received notice of their intended action.

Personal Data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.
- Candidate notice and opt-out - A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.
-

Refer to GR 6

Copyright

- *Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements (post-results services).*

Coursework assessments/ non-examination assessments

- *Relevant JCQ information for candidates documents – AI (Artificial Intelligence and assessments, coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically) which must be read and understood **prior to beginning** their work*
- *The use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)*
- *Reading and understanding the Candidate declaration (form) **prior to beginning** their work and understanding the declaration **must not** be signed until they have completed their work and handed it in for final assessment*
- *When assessments will take place*
- *How candidates are informed about their assessments*
- *Any relevant deadlines that must be met (dependent on the assessment type)*
- *How work is marked/assessed, etc.*
- *When candidates are informed of their centre-assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre-assessed marks)*
- *Which, if any, work is externally marked/assessed, etc.*

If you want anymore information please look at the following on JCQ website, this is included in your email from Mrs Bridge:

Instructions for conducting coursework, Instructions for conducting non-examination assessments and Information for candidates

AI and Assessments: A quick guide poster for students

Internal appeals procedure

- Candidates are informed of their internally marked grades by their subject teachers, they will give you a deadline in which to appeal this grade
- The subject teacher will inform SLT that an appeal has been actioned and SLT will provide the student with details of another staff member moderating this work to see if it falls in line with the mark scheme
- SLT will then determine whether the appealed grade is the same and stands or if it would need to change.
- If you are unsure at the time of appealing – please come and see Mrs Owen or Mrs Bridge for support

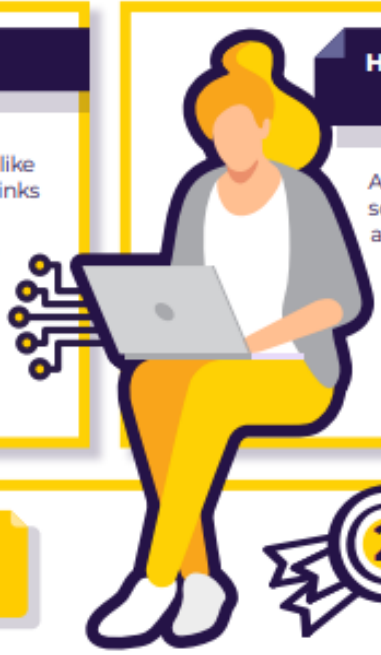
Complaints Policy

- If you wish to raise a complaint, please be in contact with Mrs Bridge (exams Officer)
- If the complaint is regarding Mrs Bridge, please send your complaint through to Mrs Leonard (Head of Centre)

JCQ CIC AI and Assessments
A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?

Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

Reference reference reference! If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

Declare it's all your own work – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

JCQ CIC

Information for candidates
AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating.**

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025.*

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.

How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS | Know the rules | Check with your teachers | ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2025

FREQUENTLY ASKED QUESTIONS

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

A: The details on your Statement of Entry / Timetable 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 if you are asked to show your certificates to a potential employer or for college / university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my timetable. What can I do?

A: We can rectify this problem very quickly. Please come to the examinations office with a copy of your birth certificate and we will amend our records. This will ensure that your certificate is correct.

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

A: We will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If it is necessary to timetable an examination from the morning session to the afternoon of the same day you will need to be supervised by an invigilator and not permitted contact with any other students or access to the internet. You will be issued with an Examinations Clash Timetable. If in doubt, contact the Examinations Manager.

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

A: Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A: Candidate Numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

A: The Centre Number is 26226. It will be clearly displayed on the board in the examination room. It is also on the identification card on your desk.

Q. What do I do if I have an accident or I am ill before the examination?

A: Inform school at the earliest possible point so we can help or advise you (01476 563251). In the case of an accident that may mean you are unable to write it may be possible to provide you with a laptop or scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What do I do if I feel ill during the examination?

A: Put up your hand and an invigilator will assist you. You should inform the Examinations Manager / Invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. What is an application for Special Consideration?

A: Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of controlled assessment / coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Manager must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application e.g doctor's note/hospital letter/death certificate of bereaved.

Q. If I'm late can I still sit the examination?

A: Provided you are not more than one hour late it is still possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The Examinations Manager or a member of the Leadership Team will escort you to the examination room. You must not enter an examination room without being escorted in.

You should also be aware that if you start the examination more than 60 minutes after the published starting time the school is obliged to inform the Examination Board and it is possible that the Board 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. If I miss the examination can I take it on another day?

A: **No.** Timetables are published by the Examination Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my examinations?

A: For most examinations you should bring at least 2 pens (black ink only), 2 HB pencils. For some examinations you will need a calculator (Scientific), a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens). You are responsible for providing your own equipment for examinations. You must NOT attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. This may also include other subjects / examinations taken with the same Board. Bags and coats and any other

items not permitted under examination regulations and must be left in your locker. Do not bring any valuables into school when you attend for an examination. No food is allowed in the examination room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap, not a screw top. There should be no label on the bottle.

Q. Why can't I bring my mobile telephone into the examination room?

A: Being in possession of a mobile phone, watch (or any other electronic communication device, e.g. iPod, MP3/4 Players, any smart Watches and smart glasses or headphones) is regarded as cheating, even if you do not intend to use it, and is subject to severe penalties from the awarding bodies.

Q. How do I know how long the examination is?

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed electronically on the wall at the front of the gym or written on the whiteboard in other examination rooms. There will be a clock in the room and all timings are set by this clock.

Q. Can I leave the examination early?

A: It is a requirement of the Examination Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour). It is not academy policy to allow candidates to leave the examination room early, as the security of the examination paper could be compromised. A candidate may not leave the examination room without the permission or the accompaniment of a member of the examinations staff.

Q. What do I do if the fire alarm goes?

A: The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

A: Unless you have a medical reason you will not be permitted to leave during the examination to visit the toilet. If it is absolutely necessary for you to go you will be escorted by an invigilator, who will nominate a toilet block and cubicle for you to use and you will not be allowed any extra time.

Q. If I have more than one examination on a day can I get lunch?

A: Students who have examinations in both morning and afternoon sessions may buy lunch in the usual way or bring a packed lunch. As afternoon sessions start at 1 pm you will be permitted to have lunch during period 4 and use the quad/hall until it is time to go in to the examination room.

Q. Can I book a holiday for June or July?

Whilst the DfE end of Year 11 date is the last Friday of June it may be necessary for you to complete any outstanding coursework needed to qualify for any BTEC qualifications you may be studying. Please ensure ***before*** booking your summer holiday that you speak with your subject teachers to ensure there is no BTEC work

outstanding. Failure to do this may result in you not qualifying in the relevant subject. This year OFQUAL have designated Wednesday 23 June 2027 as a contingency day. This is for if a national incident happens during the examinations season and it has not been possible to deliver exams on the day they are timetabled. These exams will then be re-timetabled to 23 June 2027.

Q. What do I do if I don't get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult with the Faculty Leader to obtain their advice as to the advisability of requesting a 'Review of Marking'. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Office via the Faculty Leader. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. We have a policy covering the Review of Marking process, please contact the Examinations Office if you wish to see it.

BTEC Units / NEA Results

You will receive your NEA, Controlled Assessment and / or BTEC units marks as you finish each unit. Your subject teacher will mark the work and give you an **estimated** mark / grade for the work done. They will not be able to promise you an overall grade based on the units. The marks for your work are subject to change by the Awarding Bodies and will not be known until results days in August. If you wish to appeal your mark formally you should first speak to your subject teacher or the Faculty Leader who will advise if the work has been marked fairly. They may even advise you on how the work could've been improved to gain extra marks. If you are still not satisfied you must then see Mrs Bridge, Examinations Manager, who will advise you of the procedures and arrange the necessary paperwork for your completion.

Using calculators

Candidates may use a calculator in an examination unless 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.

Candidates must be told these regulations beforehand and be familiar with the Information for candidates **documents. Calculators must be:** o of a size suitable for use on the desk; o either battery or solar powered; o free of lids, cases and covers which have printed instructions or formulas.	**Calculators must not:** • be designed or adapted to offer any of these facilities: - o language translators; o symbolic algebra manipulation; o symbolic differentiation or integration; o communication with other machines or the internet;
The candidate is responsible for the following: O the calculator's power supply; O the calculator's working condition; O clearing anything stored in the calculator.	• be borrowed from another candidate during an examination for any reason;* • have retrievable information stored in them - this includes: o databanks; o dictionaries; o mathematical formulas; o text.

Advice:* An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

Information for candidates
Using social media and examinations/assessments

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

Warning to candidates

JCQ CIC

AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC



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.

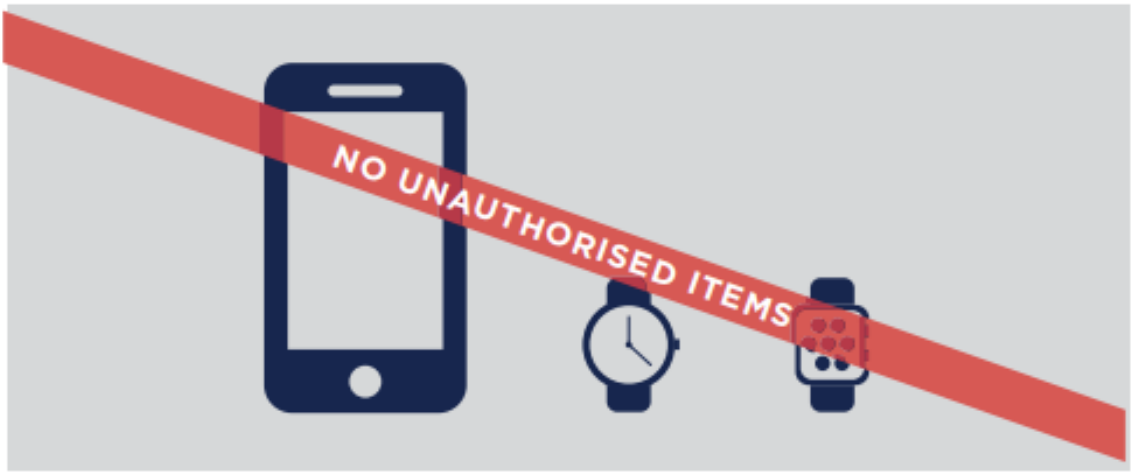
7
If you are confused about anything, only speak to an invigilator.

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.

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.

©JCQ[CIC] 2025 – Effective from 1 September 2025

AFTER THE EXAMINATIONS

Notification of Results

Collection dates / times –

GCE (Post 16) Results - Thursday 12 August 2027 **8:30 am – 11.30 am**
GCSE (Year 11) Results - Thursday 19 August 2027 **8:30 am – 11.30 am**

An appointments system will be in operation for all students to collect their results. Details of how to book will be shared before the end of the Summer 2026 term.

Members of staff will be on hand to provide support and guidance to students who require it.

If you wish for any other person (including family members) to collect your results on your behalf you must give them a signed letter written by yourself to authorise them to collect. The person collecting the results will need to bring photographic ID with them.

If you cannot come to school on results day, you can supply the Examinations Office with a 'large' stamped, self-addressed A4 envelope by the last day of term. Please do not telephone the school as staff will be too busy distributing results to students who have come to collect in person.

If you do not collect your results or make other arrangements your results will be available for collection when the school reopens in September.

Access to Scripts and Review of Marking

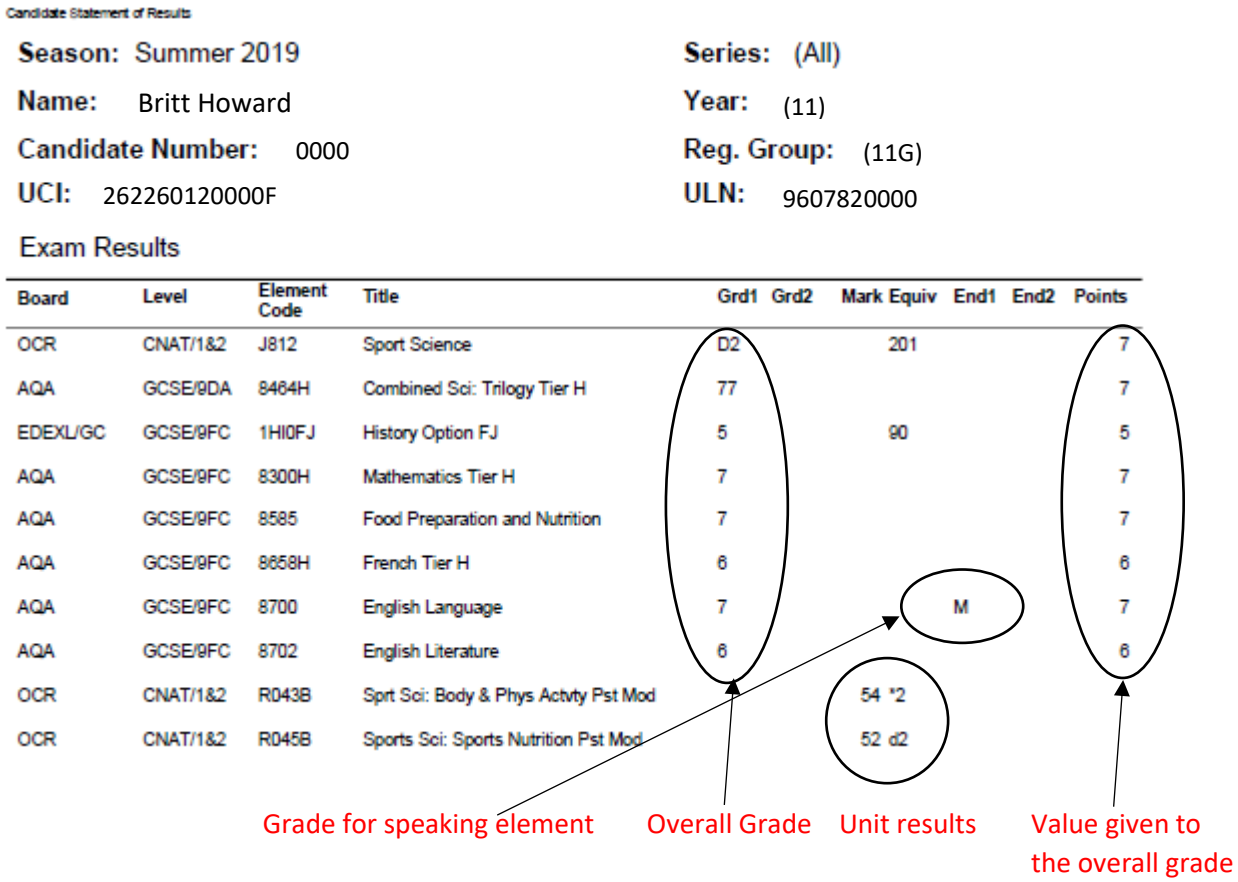
All Review of Marking (ROMs) should first be discussed with the relevant Faculty Leader or Subject Teacher who will advise on the viability of such a request. An "Access to Script consent form" should then be completed, signed and returned to Mrs Bridge.

In the school's experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews yours and others marks achieved and will advise you if we feel there is an anomaly and that the paper should be sent for a 'Review of Marking'. If you decide you would like a Review of Marking, please complete the "Review of Marking consent form". In the event that we feel a number of candidates have been marked wrongly the school itself will request a review of all those papers (your agreement is needed for this). If a whole cohort request is made your agreement will not be required.

In general we therefore recommend that a 'Review of Marking' would be unwise unless we advise to the contrary. Application details as well as deadlines will be notified to students before the end of the 2027 Summer term.

STATEMENT OF RESULTS

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE**. The statement lists all the examinations you have taken and any components within the qualification.



Candidate Statement of Results

Season: Summer 2019 **Series:** (All)

Name: Britt Howard **Year:** (11)

Candidate Number: 0000 **Reg. Group:** (11G)

UCI: 262260120000F **ULN:** 9607820000

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
OCR	CNAT/1&2	J812	Sport Science	D2		201			7
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	77					7
EDEXL/GC	GCSE/9FC	1HI0FJ	History Option FJ	5		90			5
AQA	GCSE/9FC	8300H	Mathematics Tier H	7					7
AQA	GCSE/9FC	8585	Food Preparation and Nutrition	7					7
AQA	GCSE/9FC	8658H	French Tier H	6					6
AQA	GCSE/9FC	8700	English Language	7			M		7
AQA	GCSE/9FC	8702	English Literature	6					6
OCR	CNAT/1&2	R043B	Sprt Sci: Body & Phys Actvty Pst Mod			54 *2			
OCR	CNAT/1&2	R045B	Sports Sci: Sports Nutrition Pst Mod			52 d2			

Grade for speaking element

Overall Grade

Unit results

Value given to the overall grade

BTEC / OCR National grades are shown as follows –

P1 = Level 1 Pass

M1 = Level 1 Merit

D1 = Level 1 Distinction

P2 = Level 2 Pass

M2 = Level 2 Merit

D2 = Level 2 Distinction

***2** = Level 2 Distinction*

POST RESULT SERVICES

Service	Code	Fee*
Service 1 – Clerical Re-Check A check that all marks allocated have been included in the totals and correctly added and transcribed.	ROR	Up to £15.00 per paper
Service 2 - Post Results Review of Marking A review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is only available for externally assessed components.	ROM	Up to £67.50 per paper
Access to Scripts GCE candidates may request their original scripts following the deadline for re-marks. Once original scripts are requested it is not possible to request a re-mark.	ATS	Free
Appeals Stage 1 Preliminary appeal Stage 2 Appeal hearing		Up to £199.00 Up to £285.00

*Fees are approximate values and may differ according to the Awarding Body

CERTIFICATES

Certificates are important documents; most educational institutions and potential employers will ask to see your original certificates. Your Statement of Results will not suffice. If you lose or fail to collect your certificates, you will need to obtain duplicates from the relevant Awarding Bodies. The Awarding Bodies will only issue a Statement of Achievement; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. This currently costs in the region of approx. £55.00 per 'Statement of Achievement', per exam board. The website to obtain past certificates is – https://www.gov.uk/replacement-exam-certificate/who-to-contact

Certificates should be received in school by the start of November and are available for collection from the academy during Achievement Evening at the beginning of the second half term (November/December 2027). A letter inviting you to the event will be sent to you in September. If you are unavailable to attend and wish to collect your certificates in person after the event, you will need to telephone the school to make an appointment at least 24 hours before collection so that we may have them ready for you. You will be required to sign a receipt for them. If you are sending a representative they will need to have your written signed permission, bring photographic ID with them and sign for the certificates on your behalf.

If you wish to have your certificates posted home you must send in to school an A4 hard backed 'large' stamped, self-addressed envelope.

Whilst we endeavour to keep certificates for a maximum period of five years, JCQ regulations state that certificates should only be kept for 12 months. If they remain uncollected they may be disposed of securely. See JCQ announcement below -

Joint Council for Qualifications

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

Exam Board—Post Results services and price breakdown

Post-results service	Deadline (Final date for requesting)	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 Clerical re-check	25 September 2025	£ 9.40	£ 11.50	£ 14.00	£ 11.00
Clerical re-check = A clerical re-check of a marked paper will make sure that: • all the pages are marked • all the marks are counted • the result matches the marks on the paper.					
RoR Service 2 Review of marking	25 September 2025	£ 43.50	£ 65.25	£ 50.00	£ 43.00
Review of Marking = • includes a clerical re-check • you'll receive a copy of the reviewed script as part of this service (OCR charge an additional £15.75 for a copy of the reviewed script) • a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking • we'll make sure all the marks are counted • a grade can go down as well as up.					
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days (of the awarding body issuing the RoR outcome)	£ 129.30	£ 199.00	£ 150.00	£ 125.00
(Stage 2) Appeal Hearing	Within 14 calendar days (of receipt of the preliminary appeal outcome letter)	£ 221.55	£ 284.25	£ 200.00	£ 210.00
ATS Copy of script to support **review of marking**	4 September 2025	FREE	FREE	FREE	FREE
Access to Scripts = This is a copy of the marked exam paper that you can use to decide whether to request a review of marking or clerical re-check.					
ATS Copy of script to support **teaching and learning**	25 September 2025	FREE	FREE	FREE	FREE
Access to Scripts to support teaching and learning = access to scripts from an original marked exam paper to use for your teaching and learning. Scripts show the candidate's written answers and the examiner's comments and assessments.					
ATS Post-review of marking copy of script	25 September 2025	£ FREE	£ FREE	£ 15.00	£ FREE

ACTIONS TO TAKE UPON RECEIPT OF GCSE RESULTS

Results NOT what you expected? Speak to a member of staff and decide which route is best for you.
Fill in the appropriate form and return to Mrs Bridge for processing.

	ACTION TO TAKE	FEES AND EXAM BOARD DEADLINES		OUTCOME
Your GCSE result is not what you expected and you wish to ask immediately for a priority review of marking – **ONLY AVAILABLE FROM EDEXCEL**	If after taking advice from subject staff it is decided that this is the best course of action. Please see Mrs Bridge to complete: **Service P2—priority review of marking consent form**	**£52.00** per paper **Exam board deadline** **28th August 2025**	ALL CONSENT FORMS MUST BE COMPLETED AND HANDED INTO THE EXAMS OFFICER AND PAYMENT MADE VIA **WISEPAY** BEFORE THE EXAM BOARD DEADLINE IN ORDER FOR YOUR REQUEST TO BE PUT FORWARD. ANY PAYMENT RECEIVED AFTER THE DEADLINE WILL BE REFUNDED AND NO FURTHER ACTION WILL BE TAKEN	Target for completion of priority review of marking is usually within 18 days of the awarding body receiving the request
Your GCSE grade is not what you expected and you wish to apply for access to your script to decide if a review of marking is advisable	If after taking advice from subject staff it is decided that this is the best course of action Please see Mrs Bridge to complete: **ATS—access to script consent form**	**Exam board deadline** **4th September 2025**		If after seeing your script you decide to complete a review of marking, please see Service 2—non-priority review of marking.
You wish to request a clerical re-check of one or more of your scripts	If after taking advice from subject staff you decide to pay for a clerical re-check. Please see Mrs Bridge to complete: **Service 1—clerical re-check consent form**	**£9.40 - £14.00** per paper **Exam board deadline** **25th September 2025**		Target for completion of clerical re-check is usually within 18 days of the awarding body receiving the request
You wish to request a non-priority review of marking of one or more of your scripts	If after taking advice from subject staff you decide to pay for a review of marking. Please see Mrs Bridge to complete: **Service 2—review of marking consent form**	**£43.50-£65.25** per paper **Exam board deadline** **25th September 2025**		Target for completion of non-priority review of marking is usually within 18 days of the awarding body receiving the request

Managing examinations stress

(Resource – AQA online)

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve. Here are some tips and techniques you can try if you feel stressed before and in examinations -

Before your examinations

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can
- Celebrate your successes in revision tasks and know when you do well
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants
- Use positive language with yourself and visualise your examinations going smoothly
- If possible, avoid classmates who are highly stressed or who want to talk about the examinations
- Practice your relaxation techniques so they are natural to you by examinations day
- Plan your examinations day so you feel in control; allow for travel and proper meals

In your examinations

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the rest of the room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the examination.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone
- You can also search for advice on the internet if you need more ideas to find what works for you during examinations time

After your examinations

Sometimes examinations stress doesn't just disappear once you have finished your examinations as you might be worried about your results. There are post-results options available to you if you don't get the results you need. But until then, take time to celebrate completing your examinations and your achievements so far.

We have listed below some of the frequently asked questions we receive after examinations to help put your mind at rest -

- **I forgot to label my answer**
  If you forgot to label your answer with the correct question number, you don't need to worry about it, as the examiners will make every effort to try and match a non-labelled answer with the correct question.
- **I used a different colour ink instead of black**
  While we always ask students to write in black ink when taking our examination papers. On the rare occasion a student uses a different colour pen, examination boards will always ensure that an examination paper is marked and that the student receives the correct mark.
- **I answered too many questions**
  If in your examination you were asked to answer two out of three questions and instead you answered all three. Our examiners will mark all three questions and your final marks will be awarded based on the two highest scoring questions out of the three you answered.
- **I didn't spell my name or family name correctly**
  If you didn't spell your name or your family (surname) name correctly, then you can speak to your examinations manager at your school, who will be able to contact our Entries team to resolve this issue. It is important that we have your correct legal name in preparation for your certificate.
- **I think there may have been an error in the question paper**
  If after your examination you feel there may have an error in the examination paper, then you should speak to the examinations manager at your school, who will contact us. If there has been an error, we will ensure that this mistake won't affect your result. If you feel that the error may have affected your overall performance in the examination, then talk to your teacher. If they agree, the examinations manager at your school can apply for you to get special consideration.
- **What if the examiner struggles to read (can't read) my handwriting?**
  Our examiners have seen lots of different styles of handwriting and can usually work out what you have written or were trying to say.

Additional support

If you are feeling particularly overwhelmed or anxious at any time before or after your examinations, talk to your school counsellor, Form Tutor, Head of Year, Pastoral Mentor, teachers or parents. Remember, they have taken examinations before and know what you are going through so they will be able to help you.
Alternatively, you might feel more comfortable talking to someone who doesn't know you. ChildLine and other charities can provide confidential support 24/7 from experts who can help with concerns about school, examinations and anything else that could be causing you stress.



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Harlaxton Road, Grantham, Lincolnshire, NG31 7JR
Tel. 01476 563251
https://www.walton-ac.org.uk/

Appendix 1

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior** to beginning your assessments, to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

- JCQ AI poster for students – SEE PAGE 24 and 25



JCQ CIC

Information for candidates **AI (Artificial Intelligence and assessments)**

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating.**

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply. This includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it is a form of cheating.**

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025.*

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

AI misuse is:

- when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- where you use an AI tool to create work and then say it's your own.

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

LAST CHECKS — Know the rules — Check with your teachers — ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2026

Appendix 2

JCQ Information for candidates – Coursework assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain elements of coursework assessment and before. If there is anything that you do not understand, you **must** ask your teacher.

Coursework assessments (Effective from 1 September 2026)
www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 3

JCQ Information for candidates – Non-examination assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain components of non-examination assessment. If there is anything that you do not understand, you **must** ask your teacher.

Non-examination assessments (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

Instructions for conducting coursework

Appendix 4

JCQ Information for candidates – On-screen examinations

You **must** read this information **prior** to taking any externally assessed on-screen examinations as part of your qualification(s). If there is anything that you do not understand, ask your teacher.

On-screen examinations (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates

- Information for candidates – on-screen tests 2026-2027

Appendix 5

JCQ Information for candidates – Social media

You **must** read this information, **prior** to beginning your assessments/exams, to help you stay within examination/assessment regulations when using social media. This information explains: Things to do on social media; Things not to do on social media; What may happen if you do anything on social media that you must not do.

Social media www.jcq.org.uk/exams-office/information-for-candidates/

- Information for candidates – Social Media

Appendix 6

JCQ Information for candidates – Written examinations

You **must** read this information **prior** to taking any externally assessed written examinations. If there is anything that you do not understand, ask your teacher.
Written examinations (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

- Information for candidates – written exams 2026-2027

Appendix 7

JCQ *Unauthorised items* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself that *"Possession of unauthorised items* (such as a mobile phone, smart glasses, any type of watch or any storage or web-enabled device) *is a serious offence and could result in* ***DISQUALIFICATION*** *from your examination and your overall qualification."*

Unauthorised items poster (Effective from 1 September 2026) www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/



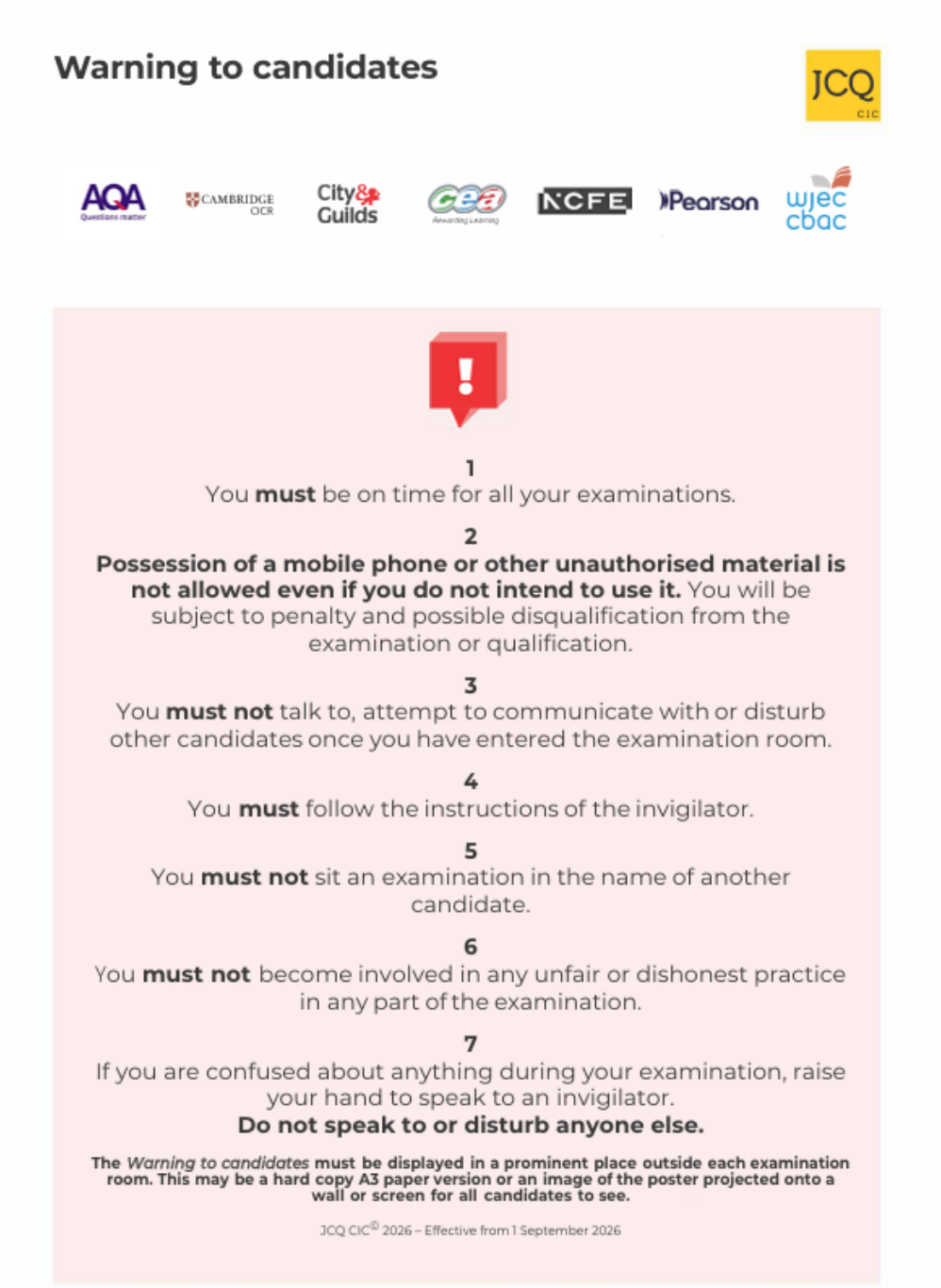
Appendix 8

JCQ *Warning to candidates* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself of all the warnings.

Warning to candidates poster (Effective from 1 September 2026) www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/



Appendix 10

JCQ Information for candidates – Preparing to sit exams

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Preparing to sit exams www.jcq.org.uk/exams-office/information-for-candidates/ (Effective from 1 September 2026)

JCQ CIC

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, smart glasses or tablets)



What you will need:











- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label

Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

If you have any questions about your exams, ask your teacher or exams officer. ?

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2026