



Getting you ready for the summer exam series: A student guide

MRS HOBSON

APRIL 2025

Summer 2025 exam series

The exam boards have a set of rules which all students must follow when taking their exams. These rules cover:

- Before the exam
- During the exam
- After the exam





Exam entries

- Exam day arrangements
Be aware of the date, time and location (room) of all your exams /assessments
- Exam clashes
Ensure that you know what to do if you have two or more exam papers timetabled at the same time (this is known as a timetable clash)

Contingency sessions

Even if you do not have any exams taking place on the following days/sessions, you are expected to make yourself available at these times in case they are used in the event of an emergency:

Wednesday 11 June (afternoon)

Wednesday 25 June (all day)



The image shows a calendar for June 2025. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. The numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are placed in their respective cells. The numbers 11 and 25 are circled in blue, indicating contingency sessions. The background of the calendar features a floral pattern with pink roses and green leaves.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Social media poster



**DO NOT COMMENT
ON OR DISCUSS THE
CONTENT OF THE
QUESTION PAPER ON
SOCIAL MEDIA**



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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

What you need to do if you are late for an exam

You must be on time for all of your exams

However, if you are/you think you will be late for an exam, follow these steps:

- **Step 1: Telephone the school and ask to speak with the exams officer**
- Step 2: Follow the instructions given by the exams officer
- Step 3: Turn off your mobile phone and any other communication device
- Step 4: When you arrive at school go to reception and explain that you are late and that you need to see the exams officer immediately
- Step 5: Your exams officer (or an invigilator) will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam

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

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


- **Step 1: Telephone the school and ask to speak with the exams officer**
- Step 2: Follow the instructions given by the exams officer
- Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)
- Step 4: Keep the exams officer updated if you think you may miss more than one exam

Exam room posters

You are **not** allowed to bring potential technological / web enabled sources of information into the exam room including:

- Mobile phone/smartphone
- Any type of watch (Smartwatch, digital or analogue)
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks






AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED 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.

Exam room posters



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/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.

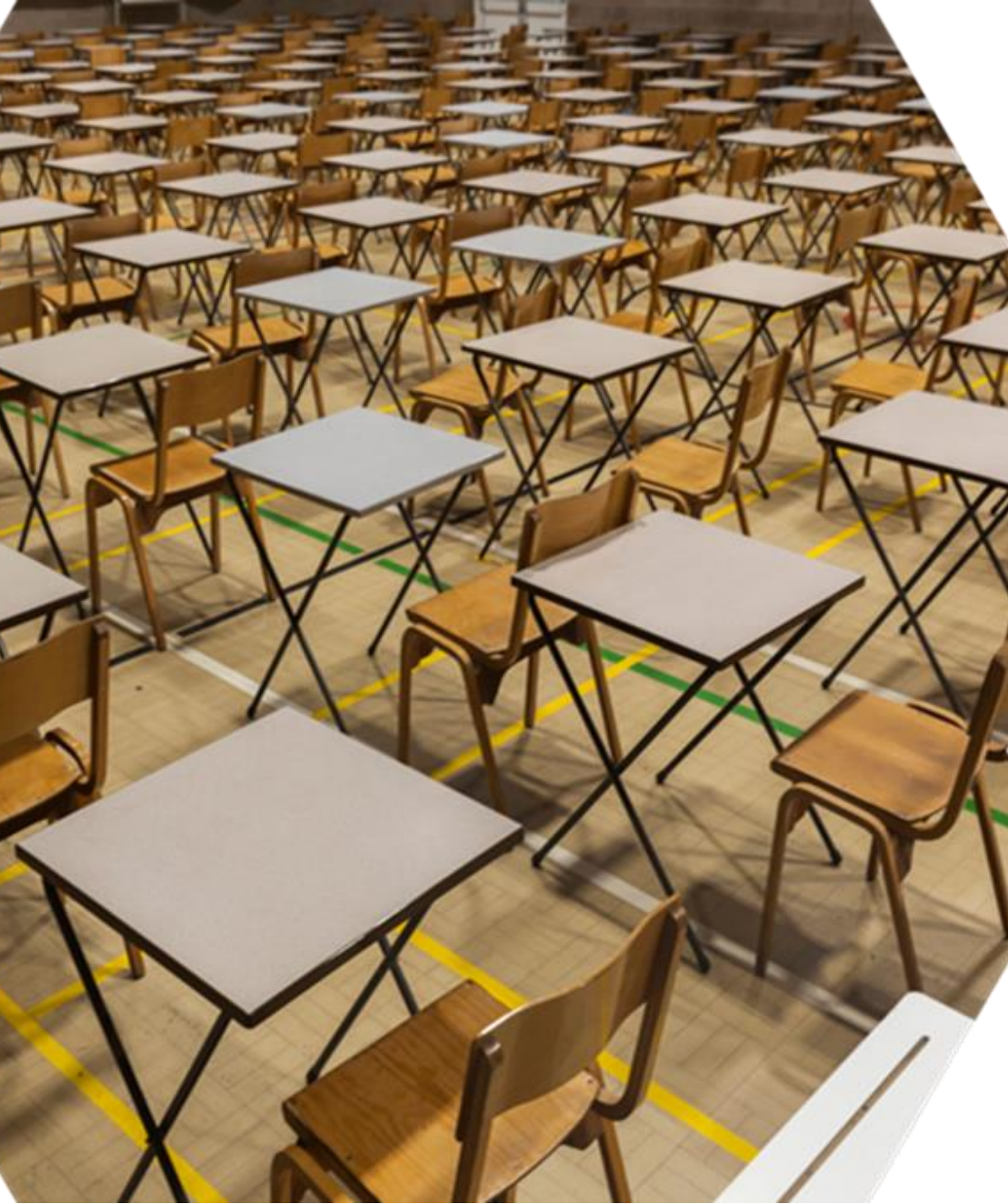
The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



If you do not follow these instructions you are committing malpractice



Formal exam room conditions

- If you talk to, disturb and/or communicate with other candidates as you enter or leave the exam room (as well as the whole time you are in the exam room), this is malpractice and will be reported to the awarding body who will decide whether to penalise you which may include disqualification

The role of the invigilators



- Each exam room will have at least one invigilator
- Awarding bodies insist that invigilators must follow strict rules and regulations during exams
- Invigilators must record any irregular incidents which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep etc.)
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilator's instructions



YOU MUST FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR. FAILURE TO DO SO MAY RESULT IN A PENALTY WHICH COULD INCLUDE POSSIBLE DISQUALIFICATION

Calculators

How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ⊗ language translators
- ⊗ symbolic algebra manipulation
- ⊗ symbolic differentiation or integration
- ⊗ communication with other machines or the internet



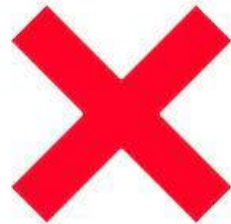
During an exam, a calculator **must not** give access to pre-stored information, including:

- ⊗ Databanks, such as the periodic table (with the exception of scientific constants)
- ⊗ dictionaries
- ⊗ mathematical formulae
- ⊗ text

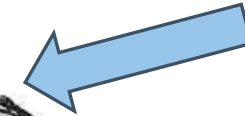
Your Maths teacher will explain how a calculator can/cannot be used in an exam

Drink bottles

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



The invigilator may ask you to take off the lid



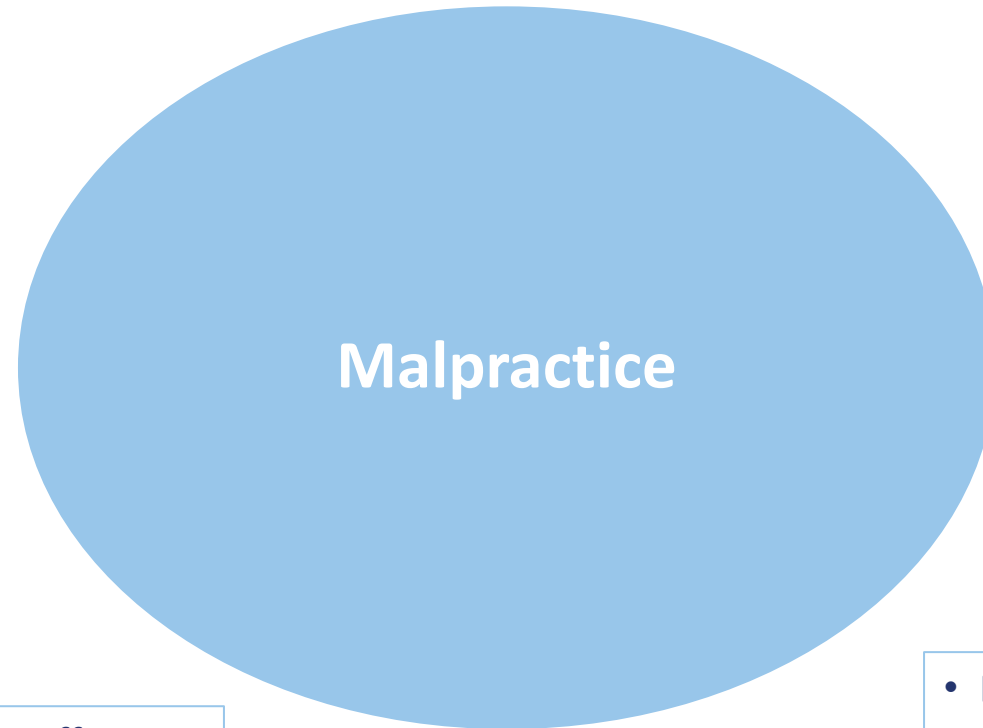
Emergency evacuation of the exam room



- If there is an emergency, such as a fire alarm, the exam room will be evacuated
- You will need to stay silent during the evacuation
- You will be able to return to the room once the evacuation is over and you will get the full time of the exam

You **must** follow the invigilator's instructions

What is malpractice?



- Any form of communication
- Not following the instructions of an invigilator
- Disruptive behaviour in the exam room (including the use of offensive language)
- Continuing to write when told to stop at end of exam

- Writing/drawing offensive or obscene material
- Sharing, copying work or allowing your work to be copied

- Bringing unauthorised notes, study guides and personal organisers into the exam room
- Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)

- Behaving in a way in which is not allowed in the exam room
- Sitting the exam in another person's name
- Using social media to exchange and spread real or fake exam material

Leaving the exam room

- If you have a toilet pass the invigilators will be aware and you will be able to go to the toilet during the exam
- If you do not have a toilet pass you should go to the toilet before the exam. You will not be allowed to go for the first 20 minutes of the exam and the last 10 minutes.
- Ratio of invigilators – will have to wait to go
- If you finish before the end of the exam and you want to leave early, you will not be allowed to leave until the actual finishing time



Results

- **A Level Results day: 14 August 2025**
- **GCSE Results day: 21 August 2025**

- **Members of staff will be on hand to discuss results – Details of the arrangements will be added to the Examination part of the school website before Results days**
- **If you are unable to collect your results on the day you can nominate someone to collect them on your behalf**
- **This must be in writing from the student and not a parent – I will not be able to accept consent unless from the student and it may delay release of results**

Reviewing your exam results: The options

- **Service 1: A clerical re-check. This includes a check that:**
- **Service 2: Review of marking. This includes:**
- **Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:**
- **Access to scripts**
- **Forms will be available to request a post-results service(s) from the exams officer**

Certificates

- **These will be received in school in November and an email will be sent out in December with details of when they can be collected**
- **Information will be available on the school website**

GOOD LUCK!