



Chenderit School

Aim High, Work Hard, Be Kind

Candidate Exam Handbook

Guidance for Pupils and Parents/Carers

1st September 2026 – 31st August 2027

Centre Name: Chenderit School

Centre Number: 27216

Candidate Name:

Candidate Number:

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Assistant Data & Examinations Manager: Mrs Charlotte Cole

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This handbook is reviewed and updated annually

Introduction

Chenderit School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow for the school year 1st September 2026 – 31st August 2027. You will also find some useful dates and frequently asked questions.

Please read this booklet carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures. The Exams office can be contacted during the school day via email/main reception, if you have any queries.



Mrs Nicola Barlow
Data & Examinations Manager



Mrs Charlotte Cole
Assistant Data & Examinations Manager

All Students Must:

- **Read** and **fully** understand the instructions and requirements within the student handbook.
- Check all the details on your Individual Candidate Timetable (issued prior to the written exams) and report any errors to the Exams Office.
- Inform the school, via the Exams Manager/Assistant Manager, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).
- All legislation, guidance and information supplied by JCQ is available on their website <https://www.jcq.org.uk>

Should you **break** any of the examination rules or regulations, you could be **disqualified** from all subjects. The school must report any breach of regulations to the Awarding Bodies.



2 nd – 13 th November 2026	Pre-Public Exams for Year 11
5 th – 15 th January 2027	Pre-Public Exams for Years 12 and 13
January 2026	Extended Project Qualification (If Required)
8 th – 12 th February 2027	Pre-Public Exams for Year 11
10 th May – 23 rd June 2027	Summer 2027 public exams plus contingency dates
14 ^h June – 25 th June 20267	Pre-Public Exams for Year 10/12
12 th August 2027	GCE Results issued
19 th August 2027	GCSE Results issued



Frequently Asked Questions and Queries.

Why are pre-public exams run as if they were real GCSE/GCE exams?

PPE's (Pre-public exams) are your opportunity to practise for the real exams, bring in the correct equipment and learn how to follow the JCQ Regulations in full.

Ok, so...

Written exams

- You will receive an individual candidate **exam timetable** around Easter time, which indicates: the **date and time**, **subject title**, **exam level**, **room** and **seating arrangements** for all your exams.
- Check the information is correct on your individual exam timetable, including your name. If you have any queries or questions, please contact the Exams Office and this will be rectified.
- Take note of any JCQ information displayed outside the exam room prior to going in. Should you not understand something ask before entering the exam room.

- All legislation and guidance information supplied by JCQ is available on <https://www.jcq.org.uk>

Where you will take your exams?

- The majority of our exams take place in the Hebden Hall/ Library and/or Lecture Theatre
- Please ensure you read your timetable to confirm the room your exam is scheduled in and refer to the seating plans on the **Examination noticeboard**, displayed on a daily basis in the Canteen area of the school.

What time will your exams start and finish and when should you arrive?

- Morning exams usually start at **09:00** and afternoon exams usually start at **13:30**, however, sometimes these may be different, and you should refer to your individual timetable for accurate timings.
- Check the exams notice board on the day of your exams for any changes.
- You **must** arrive at school 15 minutes before the start time so you can sign in and be ready to enter the exam room.
- All electronic equipment including the following:
Mobile phones/smart glasses
Earphones or earbuds (Airpods)
Tablets (ipads or ipods)
MP3/4 players or similar devices
Watches
Any other smart device should be in your **bag** and **switched off**.
- You should wait outside the exam room **quietly** until you are called in by the invigilators.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

- Candidates may have two subjects, which are timetabled at the same time by the Awarding Bodies.
- If this happens, you will normally sit one paper then have a break.
- During the break, you will be supervised and must not communicate with other candidates. Bring a packed lunch, snack and drink if necessary! You will then sit the

second subject paper. Correct times should be on your individual candidate timetable.

Supervision during your exams

Exams are supervised by a team of invigilators employed by the school.

Students are expected to ***behave in a respectful manner*** towards all invigilators and follow their instructions at all times.

Invigilators are in the examination room to supervise the conduct of examinations and they ***must follow the strict rules and regulations*** when conducting exams as directed by JCQ awarding bodies.

They will:

- Distribute and collect the examination papers.
- Tell you when to start and finish the examination.
- Hand out extra paper if required.
- Deal with any problems that occur during the examination, for example a candidate feeling ill.
- Invigilators ***cannot*** discuss the examination paper with you or explain the questions.
- The Examinations Manager/Assistant Manager and /or a member of the Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the examination room.
- All acts of inappropriate behaviour will be dealt with in accordance with the school's behaviour policy.

Centre and Candidate Numbers

- You will need to write your centre number and candidate number on all your exam answer papers.
- Our centre number is **27216**, which will be clearly displayed on the whiteboards in each exam room.
- Your candidate number can be found on your individual candidate timetable. It is a 4 digit number and it is good to try and remember this but you will also be reminded of this on your name plate on your desk.

Exam conditions

As soon as you enter the exam room you are under exam conditions!

You must not:

- Speak.
- Take in any notes to the exam.
- Distract or communicate with other candidates.
- Take in any technology for example:
Mobile phones
Smart glasses
Earphones or earbuds (Airpods)
Tablets (ipads or ipods)
MP3/4 players or similar devices
Watches
Any other smart device
- If you are found to have anything with you, which is **not allowed**, even if you did not intend to use it, this will be reported to the Awarding Bodies. The normal practice in these circumstances is to **disqualify the candidate** from the paper or the subject.

You must

- Listen and follow the instructions of the invigilator at all times in the exam.
- Face the front at all times.
- Raise your hand if you need anything and wait for the invigilator to come to you.
- Only take in a clear plastic pencil case.

How your identity is confirmed in the exam room?

- Each candidate has their own unique four-digit candidate number, which is used by all the Awarding Bodies to identify you. You must write it on all your examination papers. It is a good idea to remember it, however, in every exam a name label will be on your assigned desk that will include this information.
- You must write your name and number exactly as it appears. Please note **legal** names are used for exams, **not 'known-as'** names.
- At the beginning of the exam, the invigilators will take the register and may ask you to confirm your name.

Length of Exams

- The length of an examination is shown on your individual candidate timetables those with extra time this is included in the length of the examination within your timetable
- Invigilators will tell you when to start and finish the exam.

- The start and finish times will be displayed on the board at the front and side of the exam hall.
- There is at least one clock in all examination rooms.
- You will **not be allowed** to leave an examination room early even if you have finished.
- If you are sure you have finished, use the remaining time to check over your answers. Check the exam instructions and check that you have completed everything correctly.
- If you have finished, you need to sit quietly facing the front and do not turn around or look about the room, make any noise or distract other candidates in any way.

What equipment do you need to bring to your exams?

You are responsible for providing your own equipment for examinations.

- You must not lend equipment or attempt to borrow from another candidate in the examination room.
- Only material listed on the question paper is allowed in the examination room. You must not have on your possession or near you any other material.

You will need:

- **Transparent** pencil case or clear plastic bag
- **Black ball point pens** – **No** blue pens and **No** gel pens as scanners may not be able to read blue/gel ink
- Pencil, sharpener and rubber eraser – **No** correction fluid or pens
- Ruler with cm and mm
- Highlighters **must not** be used in your answers but can be used on question papers if these are not being sent to the examiner
- Calculators may be allowed for some maths, science, business and economics exams. **No instructions or lids are allowed**, make sure you have new batteries and that they are reset. (please see section below on using calculators)
- A **transparent** drinks bottle (if desired) with water only and with no brand names and any/all labels removed. These must be kept on the floor, not on the exam desk.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams
- Candidates may use a calculator in an examination unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

Or give access to:

- Databanks, such as a periodic table (with the exception of scientific constants)
- Dictionaries
- Mathematical formulae
- Text
- A calculator must not be borrowed from another candidate during the examination
- Some calculators have an 'exam mode'. This is acceptable in exams where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

What if I think there is an error on the paper?

- If you think something is wrong, put your hand up and wait for the invigilator to come to you they will investigate.

Food and drink in exam rooms

- In accordance with JCQ guidelines you are **not allowed** any food or drink in the exam room other than, as previously mentioned, a **transparent** drinks bottle (if desired) with water only and with no brand names and any labels removed.
- These must be **kept on the floor, not on the exam desk**.

What you should wear for your exams?

- Whenever you come into school, you **must** wear full school uniform if you are in years 10 or 11.
- Sixth form students can wear their everyday clothes **except hoodies** or coats and jackets with pockets and hoods on them. You will be asked to remove your coat when entering an exam room.

Where will your personal belongings be stored during your exam?

- We strongly advise that you bring as few personal belongings as possible to an exam. However, if you have a bag, all your personal belongings should be in this

(**with all electronic devices switched off**) and it will be placed at the back of the Hebden Hall or the front of any other exam room.

What to do if you arrive late for an exam

- You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You **must not** enter an examination room without permission after an examination has begun.
- If you arrive very late, the school **must** inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide **not** to accept your work.

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

- Inform school immediately so that we can help or advise you. **For example**, if you have an injury which makes you unable to write it may be possible to provide you with a scribe or laptop. You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.
- If you feel ill during the exam put your hand up and an invigilator will assist you. You should always inform an Invigilator if you feel ill before or during an exam. If you think this may have affected your performance you may be eligible for Special Considerations. If you feel unwell before the examination please let an invigilator or the Exams/Assistant Manager know.

What happens if you have an unauthorised absence from an exam?

- If you miss the examination, you cannot take it on another day. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.
- If you **miss an exam without good reason**, you will be **charged the entry fee**. You also risk not gaining your final GCSE and GCE.

What happens in the event of an emergency in the exam room?

- If the fire alarm sounds during an examination, the invigilators will tell you what to do.
- Do not panic.
- Leave everything on your desk.

- If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting.
- You will be escorted to a designated assembly point.
- You must not attempt to communicate with anyone else during the evacuation.
- When you return to the exam room, do not start writing until the invigilator says so.
- You will be allowed the full working time for the examination and a report will be sent to the Awarding Bodies with details of the incident.

At the end of the examination

- The invigilator will announce when you have 5 minutes left and tell you when to stop.
- You must stop writing ***immediately and remain silent, facing the front***. Remember that you are still under ***examination conditions*** until you have left the room.
- ***Please note*** some of your colleagues may still be sitting an exam as they may be doing a different paper, which is longer, or have extra time, so you must remain silent.
- Invigilators will collect all question papers, answer booklets and additional paper.
- Remember to cross out any rough work.
- If you have used more than one answer book or loose sheets of paper, ensure your name is written on them all and insert them inside your answer booklet.
- Remain seated in silence until told to leave the examination room.
- Leave the room in silence, ***show consideration for other candidates*** who may still be working.

Candidates with access arrangements

- Some students are entitled to various pre-agreed access arrangements. The invigilators are aware of this.
- If your access arrangements differ from what you believe you should have, please speak to the invigilator who will investigate further with the Exams/Assistant Manager. It is the candidate's responsibility to highlight anything that is missing. Please be assured, any time missed will be made up.
- Students with extra time will be advised by the invigilator of their finish time.

What if I think I have the wrong paper?

- The Invigilator will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. It is the candidate's responsibility to ensure they have the correct paper.

Can I go to the toilet during the exam?

- Only if it is necessary and it will be recorded in the exam room log. An invigilator will escort you and you will not be allowed any extra time, unless we have prior knowledge of any health conditions requiring frequent toilet breaks.

Special Consideration

- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases).
- You should be aware that any adjustment is likely to be small and no feedback is provided.
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control.
- The Examinations Manager/Assistant must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

Alleged, suspected or actual incidents of malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of Candidate Malpractice include:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- **collusion:** working collaboratively with other candidates, beyond what is permitted.
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment.
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- **impersonation:** pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- **plagiarism:** unacknowledged copying from or reproduction of published sources or incomplete referencing.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, mobile phones, MP3/4 players, Smartwatches or other similar electronic devices.
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- behaving in a manner so as to undermine the integrity of the examination.
- the alteration or falsification of any results document, including certificates.

Penalties for Malpractice

- If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room.
- The candidate will also be warned that the awarding body will be informed and may decide to **disqualify** the candidate.
- Penalties for malpractice range from a warning, to loss of certification or even being disqualified from all exams with that awarding body.

Penalties are dependent on the seriousness of the offence.

For example:

- A mobile phone or other electronic device making a noise but not in the candidate's possession will constitute a written warning in the first offence; if it occurs again this would be escalated to a loss of marks.
- A mobile phone in the candidate's possession but no evidence of being used by the candidate could result in a loss of all marks gained for a unit.
- A mobile phone or other electronic device in the candidate's possession and evidence of it being used by the candidate would result in disqualification from the qualification taken in that series.
- Chenderit School has to notify an awarding body immediately of any alleged, suspected or actual incidents of malpractice.

Non-Examined Assessment – (NEA's)

If the course you are studying also has a Non-Examined Assessment – NEA's then please note that it is advisable to read the non-examination assessments information produced by JCQ – <https://www.jcq.org.uk/knowledge-hub/non-examination-assessments/>

This advises you of the following

Preparing your work – good Practice

Research and Using references

Plagiarism

Sanctions for breaking regulations.



Results

GCE results can be collected from school **from 8.30 AM on 12th August 2027**

GCSE results can be collected from school **from 8:30 AM on 19th August 2027**

If you wish any other person to collect your results on your behalf, you must give your written authorisation to school before results day.

Results will not be given over the telephone.

Any results not collected from the school will be posted to the address held on the school's system unless you tell us in writing beforehand.

Post-results services

On results day if you have not got the grades you need for sixth form/college/university

- Speak with either the Head of Key Stage 4, Head of Sixth Form or other members of staff who will be available for advice.
- Speak with your chosen place of Further Education and explain your situation. They can advise if you are still eligible for admission.
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to the Exams Office who can download your paper (with your permission) and send this to your subject tutor to assess and see whether it would be worthwhile to take the enquiry further.
- You should be aware that if you apply for a Review of Marking that your marks could go down as well as up, or stay the same.
- If you wish to go ahead with a Review of Marking after speaking with your subject teacher, you must see the Exam Manager/Assistant for the relevant forms and fees. All students have to sign a consent form before a review of marking can be submitted. This can now all be accessed via Exams Assist.
- Anyone wishing to get a copy of their scripts, please be advised there may be an admin cost per script for this.

Please note that there is a deadline with the Review of Marking and Access to Scripts services.



Certificates

- Certificates arrive in the school at the beginning of November and are usually ready for collection by early December.

- If you are leaving school and would like your certificates collected by someone else or posted home, we will require this in writing from yourself.
- The school only needs to keep certificates for 12 months after receipt; we currently keep them for 3 years and then destroy them.
- If you need replacement certificates you will have to go directly to the awarding bodies to request a replacement at a substantial cost.

All information provided above is in accordance to legislation set out by JCQ, Joint Council for Qualifications.



Produced on behalf of:



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