



“Together We Achieve Success”



GCSE EXAMINATIONS 2026 – 2027

GUIDANCE FOR STUDENTS & PARENTS/CARERS

Name: _____

Tutor Group: _____ Candidate No: _____

This document is also available on the school website

We aim to make exams as worry-free and successful as possible for all students. This booklet provides information to help with this. Please read it carefully and show it to your parents/carers so that they know how things work, what we expect of you and how we can help.

The Awarding Bodies (examination boards) set down strict rules which must be followed. You should pay particular attention to the **Information for Candidates notices**, which will be provided to students and are also available on the school website. If there is anything you do not understand, PLEASE ASK.

We would also like to take this opportunity to remind you that requests for holidays during KS4 must be avoided. Any requests for holiday during exams (mock or official GCSE) will not be authorised and you may be subject to a fine. GCSE exams cannot be taken at alternative times.

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations, please contact:-

Deputy Head:	Ms S Nadolski
Examinations Officer:	Mrs P Charlton
Examinations Assistant:	Mrs L Brant
Head of Year 11:	Mrs J Telford
Head of Year 10:	Mr D Kara
Head of Year 9:	Mr R Gamble
School telephone number:	0116 2344480
Website details:	www.beaumontleys.leicester.sch.uk

Remember – we are here to help

GOOD LUCK!

BEFORE YOUR EXAMS

STATEMENTS OF ENTRY FOR FINAL EXAMS:

Students receive a 'Statement of Entry' by email from school indicating the subject(s) they are being entered for and the levels of entry (tiers) where applicable. Please check that all details are correct including that the statement includes your legal name. Parents/Carers have to check and reply to the online Survey Monkey to confirm all details are correct.

MOCK EXAMINATIONS:

Students will receive seat numbers for mock exams by email. This acts as your statement of entry for mock exams and should also be checked carefully.

CANDIDATE NUMBER:

The school centre number is 25114. It will be displayed in every exam room so you don't need to learn it. Each candidate has a four-digit candidate number. This is the number you will enter on all your examination papers. **PLEASE LEARN YOUR CANDIDATE NUMBER.**

DATES:

Autumn Term Mock Exams	Year 11 inc yr 10 Ethics	2 nd - 9 th November 2026
February/March Mock Exams	Year 11	22 nd February – 2 nd March 2027
Main External Exam Season	Year 10/11	Beginning May – End June 2027
Summer Term Mock Exams	Year 10	14 th – 25 th June 2027

* Please note, there may be other centre arranged assessments outside of these dates.

You will receive an individual timetable showing the date and time of your own specific examinations. Check it carefully. If you think something is wrong see Mrs Charlton or Mrs Brant in the Assessment Office **immediately** – *do not leave it until the day of the exam.*

CONTINGENCY DAYS

Contingency days are put in place by The Joint Council for Qualifications. In the event that an exam has to be moved following a national event, students are required to make themselves available up to and including Wednesday 23rd June 2027.

EQUIPMENT:

Please make sure that you have all the correct equipment before your examinations, i.e. black pen, pencil, rubber, ruler and maths/science equipment (see your teacher).

DATA PROTECTION & POLICIES:

We are required to inform candidates that relevant personal data (name, date of birth, gender) has been passed to the Awarding Bodies so they can process exams and qualifications.

All students are entitled to have access to the Fair Assessment Policy which can be found on the school website.

ACCESS ARRANGEMENTS:

Please contact either the Assessment Office or Inclusion if you believe that you may be eligible for access arrangements/reasonable adjustments, for example extra time or a scribe. Students should use approved arrangements in mock examinations where appropriate, as this helps establish their normal way of working and ensures that arrangements are suitable for final examinations.

ENTERING YOUR EXAMS

Exam regulations stating what you can take into the exam room are very strict.
If you break these rules you may be disqualified from the examination.

EXAM REGULATIONS:

All the exam regulations can be found on the school website. The school must report any breaking of these rules to the Awarding Body.

ATTENDANCE AT EXAMS:

Students are responsible for checking their own exam timetable and arriving at school 10 minutes before the start time of their exam. They must wait **quietly** outside the exam room until told they can enter by the Invigilator. All students must be properly dressed in full school uniform.

EQUIPMENT:

Bags and coats must be put at one side of the room – your invigilator will let you know where. Pens, pencils, mathematical instruments, etc., should be visible to the invigilators at all times, so must be in a see-through pencil case or a clear plastic bag. Pens should be black. No correction pens or correction fluid are allowed.

Students must write clearly. Any rough work should be done in answer booklets and crossed out neatly if students don't want it to be marked.

For exams that allow calculators, students should make sure that they meet the examination regulations (see additional information on school website or the maths team), remove any covers or instructions and leave them in your bag or hand to an Invigilator, make sure batteries are new and that your calculator is cleared of any stored information. You must not have a calculator with you for non-calculator exams – these must be placed in your bag.

You are not allowed to borrow anything from another candidate during the examination.

MOBILE PHONES, WATCHES AND OTHER UNAUTHORISED DEVICES:

JCQ rules prohibit unauthorised material in the examination room, including earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart glasses, tablets, mobile phones, all watches (analogue, digital or smartwatches), and other smart devices. Electronic devices must be switched off and all such items, including watches, placed in the designated boxes outside the exam room. Keep your number card and collect your items after you have been dismissed.

Lanyards must be placed under your desk, face up, for the duration of the exam.

Possession of unauthorised material is a breach of the examination rules, even if a device is switched off or you do not intend to use it. The school must report any incident to the relevant awarding body and sanctions may include loss of marks or disqualification. Approved medical access to a phone or other device must be agreed in advance with the Exams Office.

Food is not allowed in the examination room. A drink of water in a clear bottle with any labels removed is allowed.

Students must not draw graffiti or write offensive comments on their exams; the Awarding Body may refuse to mark the paper. Students must not write or draw on their hands or have any notes in their pockets. Hands will be checked as students enter the exam room.

Unless it is an emergency or you have a toilet pass, toilet breaks will not be given during an exam. Any supervised rest breaks will have the time taken added to the end of their exam.

AT THE START OF YOUR EXAM

INVIGILATORS:

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

Listen carefully to instructions and notices read out by the Invigilators – there may be corrections or changes to the exam paper that you need to know about (called an ERRATUM NOTICE). Invigilators will brief candidates on what they should do in the event of an emergency prior to the exam starting.

Check that you have the correct question paper; with the correct day and date, check the subject and tier of entry. Use your **LEGAL NAME** for all examinations.

You must not write on or open your exam paper until you are told to do so. Read all instructions carefully and number your answers clearly.

Candidates cannot leave the examination room for at least one hour after the published start time of the exam. If you have finished the paper early, you should use any time remaining to check over your answers and that you have completed your details correctly.

Invigilators cannot discuss the examination paper with you or explain the questions.

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 pieces of paper, fasten them together in the correct question number order. Write your **LEGAL NAME**, candidate number and exam paper number on each additional sheet.

Invigilators will collect your exam papers before you leave the room. You must wait in absolute silence during this time. Remember you are still under examination conditions until you have left the room.

If the fire alarm sounds during the examination the examination Invigilators will tell you what to do. Do not panic. You will be evacuated and on return, allowed the full remaining time.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by Invigilators and will be dealt with by the Senior Leadership Team. A report will be sent to the examination board which may lead to disqualification from the exam.

ABSENCE FROM EXAMINATIONS:

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform Mrs Charlton or Mrs Brant in the exams office as soon as possible so we can help you. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other evidence is obtained on the day by the student or parent/carer and given to the exams office without delay.

Parents/Carers and candidates are reminded that the school will require payment of entry fees (up to approximately £50.00 per examination) should a candidate fail to attend an examination without a valid reason and without informing the school. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS:

GCSE examination results will be available to students on Thursday 19th August 2027.

If you wish anyone else (including a family member) to collect your results for you, you must give permission in writing to the Exams/Assessment Office before the end of the summer term. If you are unable to come into school to collect your results and you wish your results to be posted home to you, please provide a signed letter of permission and a stamped addressed envelope to the Exams/Assessment Office before the end of the summer term.

No results can be given out by telephone or fax under any circumstances. We can issue via email if the request is made from the candidate's personal school email account.

INTERNAL APPEALS PROCEDURE:

The school has an internal appeals procedure in place; a copy is available on request.

ENQUIRIES ABOUT RESULTS:

Any queries about results should be given to Ms Nadolski.

ACCESS TO SCRIPTS:

The school will apply to the Awarding Bodies for a number of marked scripts to help future students revise (written work externally assessed). The school will ask for your written permission before requesting these when you collect your results.

REVIEW OF MARKING

Where the school feels that a student would benefit from a 'review of marking', this will be requested at the school's expense. Candidates will need to provide written permission for this as results can go up or down. If a student requests a review of marking and the school does not consider this necessary, the cost of this is at your own expense.

Documents available on the school's website see - Our students – Your Exam Information.

Please find below exam related documents available on the school website.

- . Guidance to Exams Booklet
- . Information for Candidates – On-Screen Tests
- . Information for Candidates – Social Media
- . Information for Candidates – Written Exams
- . Information for Candidates – Privacy Notice
- . Information for Candidates – Using Calculators
- . Information for Candidates – Non-Exam Assessments (NEAs)
- . Unauthorised Items Notice
- . Warning to Candidates
- . BTEC Plagiarism factsheet
- . Emergency Evacuation

Exceptions & Disclaimer

Examination arrangements and national guidance can sometimes change at short notice. If any changes affect the information in this booklet, students and parents/carers will be informed as soon as possible.

FREQUENTLY ASKED QUESTIONS

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

A: Invigilators will ask you to check before the exam starts. If you think something is wrong put up your hand and tell the Invigilator immediately. The Exams Office will be able to check for you. You will be given the whole amount of time to complete your paper once the query has been checked.

Q: What do I do if I have an accident or am ill before an exam?

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

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

A: Provided you are not more than 1 hour late, it may be possible for you to sit the exam. You should get to school as quickly as possible and report directly to reception. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the Awarding Body and it is likely that the board will decide not to accept your work.

Q: If I miss the examination, can I take it on another day?

A: No. Timetables are set by the Awarding Body and you must attend on the set date and time.

Q: Do I have to wear school uniform?

A: YES. Normal school rules apply to uniform, hair, jewellery, make-up, etc.

Q: Why can't I bring my mobile phone, watch or other unauthorised device into the exam room?

A: JCQ regulations prohibit unauthorised devices in the examination room, including mobile phones, earphones or earbuds, smart glasses, tablets, all watches and other smart devices. Possession is a breach of the rules even if an item is switched off or you did not intend to use it. The school must report any breach; the awarding body decides the sanction, which may include loss of marks or disqualification.

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

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the whiteboard at the front of the exam room. There will be a clock in all examination rooms.

Q: Why do I need to check the details on the Statement of Entry?

A: The details on your Statement of Entry will be used when Certificates are printed. If the name or date of birth on your Certificates do 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.

Q: Can I contact an Awarding Body Directly?

A: Centres must not advise parents/candidates to contact awarding bodies/JCQ directly. If contacted, the awarding body/JCQ will direct the parent/candidate back to the centre. Correspondence on any aspect of a candidate's examination or assessment will be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.