ESSENTIAL EXAMINATION INFORMATION 2026-2027

IN LINE WITH THE JOINT COUNCIL FOR QUALIFICATION REGULATIONS

Exams are very important times in your life at Cardinal Newman. The exams that you will be taking in year 10 and 11 will influence what you do in the future, so it is very important that they run as smoothly as possible.

There are a number of rules and regulations for exams that you must be aware of, these rules are set by JCQ (Joint Council for Qualifications) / the exam boards and not by school. If these rules are not followed then it is possible that you could be disqualified from your exams, so please make sure that you read the JCQ information enclosed carefully. If there is anything you don't understand, then ask a teacher or the Exams Officer for help.

Exam Regulations:

It is your responsibility to read and understand the exam board posters and information leaflets produced by JCQ, some of which will be displayed outside every exam room. Other documents are posted on the school web site via the **Student – Exam Timetable and JCQ Information links** Cardinal Newman Catholic High School

Timetables:

Please check your individual candidate timetable carefully. If there are any mistakes (e.g. name, date of birth, exam entry) you must tell the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later.

Check each exam date carefully, paying particular attention to the start times. If there is an exam on your timetable that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) please inform the Exams Officer as soon as possible.

Make sure you know which room and seat you need to go to for each exam.

Some exams may finish later than 3pm - please make sure you have made arrangements to travel home safely.

You are responsible for checking your exam timetable. If you lose your timetable, ask the Exams Officer for a replacement.

Times:

Unless otherwise stated on your timetable, all exams at Cardinal Newman start at 9:00AM for morning papers and 1:00PM for afternoon papers. You should aim to be at school no later than 20 minutes before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you must telephone school.

If you arrive past 10am or 2pm we are not permitted to allow you to sit the exam.

Location of Exams:

Most exams will take place in the Auditorium, the Oasis is also an exam venue and classrooms may be used on occasion. You will be told when you are allowed to enter the exam room and you must sit at the desk that has been allocated to you as indicated on your timetable and the seating plan situated outside the exam room unless the invigilator instructs otherwise.

Each desk will be clearly labelled with the seat number and the photograph of the student allocated to that desk. You are not allowed to enter the exam room before the exam start time.

Candidate Number:

In year 7 you are allocated a 4-figure reference number that refers only to you and is used for any exams taken throughout your time at Cardinal Newman. You will write this number on all of your exam papers. Your candidate number will be on the label at the top of the exam desk along with your name. You are not allowed to write the exam number on your hand, or have it written on a piece of paper on your desk.

Absence from Exams:

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If you are going to miss an exam due to illness, you must telephone school on **(01925) 635556** as soon as possible on the morning of the exam.

Failure to attend exams without a satisfactory explanation will result in parents/carers being invoiced for the entry fees.

Handwriting:

It is the responsibility of the students to ensure their handwriting is legible in all written exams.

Equipment:

You must provide all your own equipment, borrowing from other candidates is not allowed under any circumstances. Only a clear plastic bag or transparent pencil case is permitted in the exam room. Please ensure you have at least 2 pens – **BLACK only**, a pencil, ruler and a rubber. For certain exams you may also need compasses, protractor, calculator and/or coloured pencils. Highlighter pens may be used to highlight parts of printed questions but **must not** be used in your answers. **Correcting/erasable pens, fluid or tape must not be used**. If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will however be a supply of tissues in the exam room.

Conduct in the Exam Room:

You must be silent at all times when you are in the exam room, this includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you will need to be escorted at all times if you need to leave (e.g. if you need to go to the toilet). Please do not write on exam desks; it is regarded as vandalism and any damage will need to be paid for.

You will **not** be allowed to leave an exam early if you have finished your work.

Exam Papers:

It is your responsibility to check that you receive the correct exam paper. Please check you have the paper for the correct subject and the correct TIER OF ENTRY (Foundation/Higher). If you are unsure you must raise your hand to speak to an invigilator. Any changes to the tier of entry must be arranged with the subject teacher and Exams Officer before the day of the exam. You are only permitted to open the exam paper when instructed to do so by the Exams Officer/ Invigilator.

End of the Exam:

The invigilators will collect your exam papers before you leave the exam room. Absolute silence must be maintained during this time. Question papers, answer booklets and additional paper must not be taken from the exam room. You will be dismissed from the exam row by row, remaining silent until you are outside the building where the exam is taking place.

Certificates:

Certificates arrive in **November** and you will be advised when you can collect them from school. Please keep them safe as the exam boards charge approximately £50 for replacements. Certificates are routinely issued using your legal name, so please be aware, that **you MUST** use your legal name on all exam papers, this is the name that appears on your birth certificate or passport. Please speak to the Exams Officer if you are unsure if the information held on school records is correct.

Non-Exam Assessments/Coursework:

The exam boards return any non-exam assessments/coursework after the release of results; however, it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately three months after you receive your results if you wish to do so. This must be done by arrangement with your subject teacher, so please contact school well in advance, in order for coursework to be made available to you.

Results:

Results day is on Thursday 19th August between 9am and 11pm, if you are unavailable then a letter will be required from you nominating a family member or friend to collect the results on your behalf. We are unable to issue results verbally or by email / text. Staff will be in school on results day to help you with any queries that may arise.

Special Consideration:

Special consideration can only be applied for if an event or incident has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would need medical evidence). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone the Exams Officer immediately.

Clashes:

If you have a clash of exams, arrangements will be made for you to take these subjects during an earlier or later session on the same day. If this happens, you may need to be held in 'quarantine' which means an invigilator will supervise you throughout the duration of the clash. You will be given clear instructions prior to the exam if you are affected by a clash. You will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. Mobile phones should be switched off and stored in your Yondr pouch in your school bag.

It is important that you are in the allocated 'quarantine' room at the time advised, if you are late you may not be allowed to sit the exam. If you notice a clash on your individual timetable that does not appear to have been resolved, you must speak with the Exams Officer ASAP.

Drinks and Sweets:

You are allowed to take a drink of juice or water in a clear plastic bottle with the label removed into the exam room. Chewing gum and any other food or drink is not allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time.

Mobile Phones, AirPods/earphones/earbuds, Ipods, MP3/MP4 players, smart devices, Watches:

Mobile phones, AirPods/earphones/earbuds, Ipods, MP3/MP4 players, smart devices, watches and any type of Wi-Fi enabled communication or storage device are strictly prohibited.

The exam boards do not allow you to bring any of these items into any exam room or into any room being used for 'quarantine', either before or after an exam. Mobile phones should be switched off and stored in your Yondr pouch in your school bag. If you do not have a school bag then you can request a brown envelope from one of the invigilators which you must clearly label with your full name and take to the main office where it will be kept safely until after the exam/quarantine.