



Hartshill Academy

The best in everyone™

Part of United Learning

Examinations

2025 – 2026

Pupil Information Booklet

Introduction

This guide is designed to help you through the examination period by explaining the procedures, clarifying what is expected of you, and answering any questions you may have.

Please read it carefully, if you are unsure of anything ask your subject teacher or contact:

Miss Charlie Smith (Data and Examinations Manager)

Email: charlie.smith@hartshillacademy.org.uk

Or

Miss Georgina Omelasz (Vice Principal)

Email: georgina.omelasz@hartshillacademy.org.uk

Examination Conduct

At Hartshill Academy, we expect the highest standards of behaviour from all pupils during every examination.

Any misconduct will be reported to the examination boards and dealt with seriously. This may result in disqualification.

Before Examinations

Examination Boards:

- AQA
- Edexcel
- OCR
- WJEC

Candidate Number

Each candidate has a unique four-digit candidate number issued to them. This will be on your ID card on your desk, next to your name on seating plans and on examination registers. You **MUST** write you candidate number on all of your examination papers. Please try to learn this before your Exams start.

Timetables

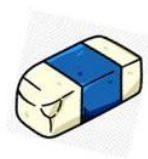
Before the start of the examination period you will receive an individual timetable showing your specific examinations (including tier of entry), dates and times. It will also show the venue of each exam and your seat number. **Please check this timetable carefully.** If you think something is wrong please contact Miss Smith (Data and Examinations Manager) immediately.

In the event of 2 or more examinations being timetabled at the same time the school will make special timetable arrangements for the candidates affected. **Please check your timetable carefully,** if you think there is an unresolved timetable clash on your individual timetable or you are unsure as to what to do please contact Miss Smith immediately.

Getting ready for your examinations

- In the run-up to examinations, look out for any important announcements from your Pastoral Lead, Form Tutor, or teachers.
- Please make sure you arrive at the theatre at least 15 minutes before your exam starts. From there, a member of staff will walk you to your exam venue.
- Examinations held in the sports hall all belongings need to be placed in the changing rooms in SILENCE.
- Ensure you have all the equipment and stationery you require for the exam.

YOU WILL NEED



- Black Biro Pen
 - Pencil
 - Ruler
 - Protractor
- Mathematical Calculator (Lid MUST be removed)
 - Rubber
 - Compass
 - Highlighter
- Spare pen and pencil

All Equipment must be in a **CLEAR PLASTIC BAG** or **CLEAR PENCIL CASE**

- Only water is allowed into the examination room and this must be in a **CLEAR PLASTIC BOTTLE WITH THE LABEL REMOVED.**

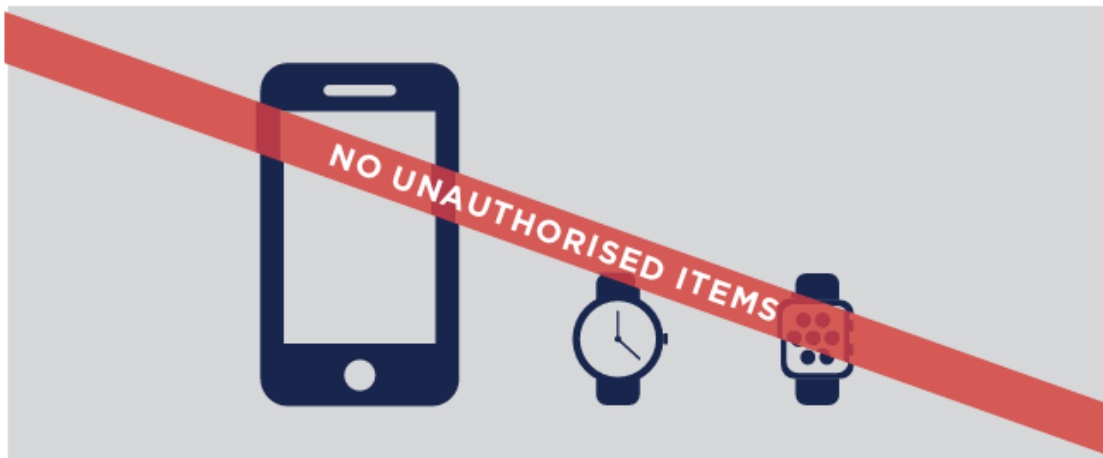
All wrist watches must be removed and left with your other belongings in the changing room. You will not be allowed to enter the examination hall with any watches, smartwatches, mobile phones or other technological devices.

You will not need:

- Your coats and bags please leave them in the changing room.
- A mobile phone, watches, smartwatches, MP3 players, or any other products with text/digital facilities, leave these switched off in the security of the changing rooms (these will be locked once the exam commences). Any headphones for these items – either hand them in or leave in the changing rooms.

**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.

Examination Day

- Please arrive on time, persistent lateness with no legitimate reason, will be dealt with in accordance to the internal school's behaviour policy.
- You MUST enter the changing room and Examination Room in absolute silence. You MUST NOT communicate with any other pupil either by speaking or mouthing to them. Even eye contact and grinning at another pupil can be considered as communicating! Be strict with yourself and simply face the front of the examination room at all times!
- Please do not wear any clothing with written text or branding in the examination room. School uniform should be worn to all examinations as per school policy.
- Follow the JCQ rules at all times during the examination. If any malpractice is suspected, a full report will be made to the awarding body and you may be disqualified from your examinations. Your behaviour will also be dealt with in accordance with the schools' internal behaviour policy and recorded in the examination behaviour log.
- You are not to pass anything to another pupil in any examination. Dropped equipment will be picked up by the invigilators.
- You must remember your seat number (this will also be given on your completed exam timetable) and be prepared enough to go straight to your seat.
- You MUST sit in the correct seat/desk. ID cards on each desk will be present however seating plans will be available outside each exam room and outside the changing rooms. Here you can check as a reminder, your seat number, and your candidate number too!
- You will be told how to complete the front details on the examination paper. Be patient and listen to all the instructions given.
- Please remember – if you have a different legal name to how you are known in school, please write your LEGAL NAME on your

examination paper. Please make sure you write your name in full and sign the examination paper if it asks you too.

- ONLY WRITE IN BLACK BIRO
- You cannot leave the examination early. Please do not attempt to ask this as this will be denied.
- You cannot ask the invigilators questions relating to the content of the examination, but if you think there is something amiss with your paper then ask for guidance.
- If you have used any additional paper in your examination, please make sure that you add your candidate details and write the applicable question number your answer is referring to. Make sure you insert this sheet in the correct place in your exam paper next to the applicable question so the examiner knows you have carried on your answer onto additional paper. Ask the invigilator for a treasury tag and hole-punch to secure any additional sheets to your script.
- Please do not deface any equipment borrowed or your individual ID cards. We need to be able to identify you as candidate at all times, especially if we get an inspection from the awarding bodies.
- If you finish your examination early, spend time looking through your paper to check for any silly mistakes or missing answers. Be aware not to distract others that are still working
- When your examination has finished, the invigilators will collect your paper. You MUST remain in silence.
- When your paper has been collected you will be told you can leave the examination room, a row at a time. You must leave in total SILENCE – other pupils may still be working.
- Occasionally the examination awarding bodies timetable some examinations to finish after the end of the school day. This is out of the control of the school so please be aware of this and ensure that arrangements are in place so that home is aware and that you can get home safely.

Invigilators

During your exams, you will be supervised by external invigilators, as required by the examination boards. Their job is to make sure exams are carried out fairly and in line with JQC and the examining bodies regulations, creating a calm and secure environment for you to do your best. If there are any issues, such as breaches of exam rules or incidents of malpractice, they must report these to the Examinations Manager. This helps ensure that exams run smoothly and with as little disruption as possible.

All invigilators are fully trained and are part of the wider school team. Please treat them with the same respect you would show to any member of staff. Any concerns about behaviour will be handled in line with the school's behaviour policy.

If you're unsure about anything on the day, don't be afraid to ask an invigilator — they're there to support you and help you succeed.

What if...

What if I am late?

As soon as you arrive at school please contact reception who will contact the Examinations Manager immediately. Depending on the time you arrive you may still be allowed to sit that exam.

You MUST NOT talk or communicate with any other pupil.

Persistent lateness with no legitimate reason, will be dealt with in accordance to the school's internal behaviour policy.

If you miss any of your examinations without any legitimate reason, it will be charged your examination entry fee in accordance with our examination policy. This will also mean a score of 0 for the missed exam.

What if I am ill?

Your parents/carer/guardian must telephone the school by 8.00am (02476392237) on the morning of the examination to discuss any urgent medical issues.

If you are experiencing a minor illness, such as a cold or hay fever, you will still be expected to take your examination. Unfortunately, it is not possible to sit the exam at a later date.

If you feel ill during the examination raise your hand and wait for an invigilator to come to you.

What if I need the toilet?

If you have a toilet pass and urgently need to go to the toilet during an examination, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

Exam Day Checklist




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.

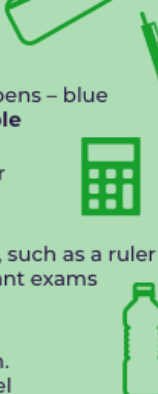
Before sitting your exams, ensure you know:

- 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. Airbuds, smart glasses or tablets)
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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 apparatus, 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
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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 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please 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 2025

Summer 2026 GCSE Examination Timetable

<u>Date</u>	<u>Subject</u>	<u>Exam Session</u>	<u>Exam Length</u>
01/05/2026	Digital Information Technology	PM	1h 30m
05/05/2026	Health and Social Care	AM	2h
08/05/2026	OCR Sport Studies	AM	1h 15m
11/05/2026	English Literature	AM	1h 45m
12/05/2026	Biology	PM	1h 15/45m
13/05/2026	Geography B	AM	1h 30m
14/05/2026	Mathematics	AM	1h 30m
15/05/2026	History	AM	1h 20m
18/05/2026	Chemistry	AM	1h 15/45m
19/05/2026	English Literature	AM	2h 15m
20/05/2026	French Listening	AM	45m/1hr
21/05/2026	English Language	AM	1h 45m
22/05/2026	Physical Education	AM	1h 00m
01/06/2026	Physical Education	AM	1h 00m
02/06/2026	Physics	AM	1h 15/45m
03/06/2026	Mathematics	AM	1h 30m
03/06/2026	Geography B	PM	1h 30m
04/06/2026	History	AM	1h 50m
04/06/2026	French Reading	PM	45m/1hr
05/06/2026	English Language	AM	1h 45m
05/06/2026	Music	PM	1h 15m
08/06/2026	Biology	AM	1h 15/45m
08/06/2026	French Writing	PM	1h 15/20m
09/06/2026	History	PM	1h 30m
10/06/2026	Mathematics	AM	1h 30m
11/06/2026	Geography B	AM	1h 30m
11/06/2026	Extended Mathematics	PM	1h 15m
11/06/2026	Food preparation and nutrition	PM	1h 45m
12/06/2026	Chemistry	AM	1h 15/45m
12/06/2026	Hospitality and Catering	PM	1h 20m
15/06/2026	Physics	AM	1h 15/45m
16/06/2026	Extended Mathematics	PM	1h 15m