



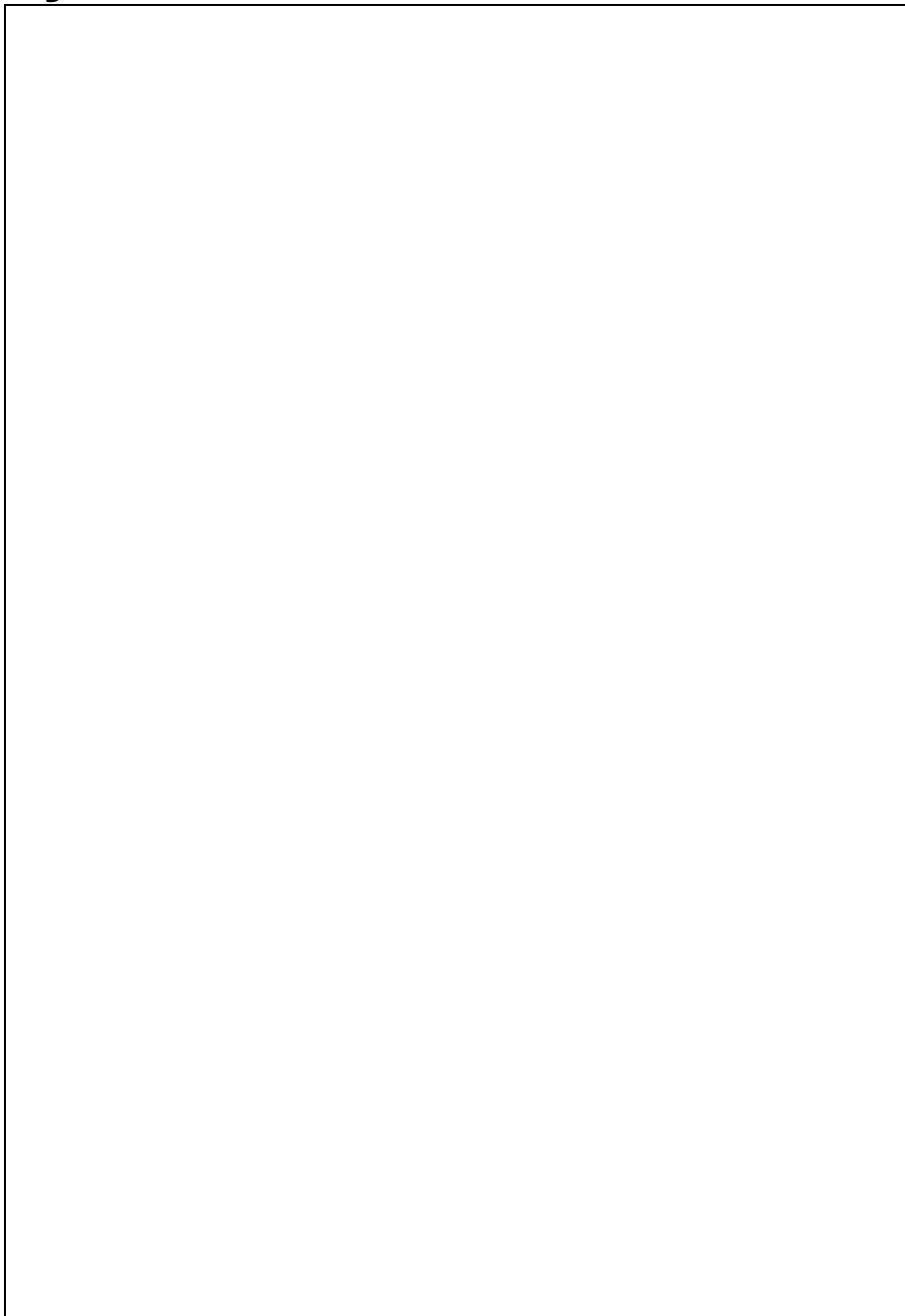
AYLESTONE SCHOOL

**Information Handbook
for
Y11 Exams**

Summer 2026

***Advice for
students***

My Notes:

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INTRODUCTION

This booklet is designed to give you information about your GCSE Examinations, how they will run and what you can do to make sure that you make the best of your potential.

As an Examination Centre we must run all our GCSE Examinations under the strict instructions and rules as laid down by the Exam Boards and over-seen by the JCQ (Joint Council for Qualifications).

The JCQ has a useful website that you may want to visit for more information:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

COPING WITH STRESS

If it's all getting too much – **STOP**. Talk to someone. A parent or a teacher can help, or talk with a friend whom you know to be sensible about work.

It can all seem to mount up, so try to review what has to be done. See how much time you have left and plan a fresh start – make a new Revision Timetable.

Get advice about catching up on work if you feel you need it. It is easier to sort these problems out sooner, rather than later.

Establish a routine and stick to it. Make sure that you have proper meals and that you sleep well and keep to your work plan.

Get plenty of exercise. If you are fit, your mind will be more alert and revision will be just a little bit easier.

BEFORE THE EXAMINATIONS

Examinations will run from Monday 20 April to Wednesday 24 June and will be mostly held in the school's Upper Gym.

Keep an eye on the Exams Notice Board in the PE corridor for all and last minute notices!

Check your '*Individual Candidate Timetable*' carefully to make sure you know which exams you are doing each day in order that you come prepared for the right exam.

If you have a 9.00am examination, **you should NOT go to your Form Room to Register** as you will be registered in the Lower Gym.

You should line up inside the Lower Gym at 8.45am for morning exams and 1.00pm (or sometimes 12.45pm) for afternoon exams. Once you are **in the Lower Gym you are expected to line up quietly** as you wait to be called into the Exam Hall. It is important that you line up **quietly and calmly** as, although you may not be nervous, others may be and **you will do your best when you are calm and in the right mind-set for the exam. Please do not arrive late** as the exams start promptly and it is disruptive to you and other candidates if you arrive in the Exam Room late.

Once in the Exam Room the Invigilators will give you all the instructions you need to conduct your exam in accordance with the rules and regulations as set down by the Joint Council for Qualifications (JCQ).

Each candidate **must** provide their own equipment. Note:

- **BLACK** ink or Biro must be used for all examinations.
- GEL PENS, FRICTION PENS OR CORRECTING FLUID must not be used in any of your answers.
- HIGHLIGHTERS may be used to mark text on your question papers but not used in any of your answers.

Make sure you have the right equipment with you for each of your exams:

- Black Pens.

- Pencils.
- Calculator (where allowed).
- Ruler and other mathematical instruments.
- See through pencil case or plastic bag.
- You can bring water in a small clear plastic water bottle with the label removed - **WATER ONLY!**

If you are unsure what to bring, **ASK!!**

Mobile phones, all watches (including Smart Watches), MP3/4 players, iPods and all products with an electronic communication/storage device or digital facility are NOT allowed in an Exam Room.

If you are found to be in possession of any of these, you risk being disqualified from your examination – even if it is turned off! The Exam Boards have a zero tolerance on this matter.

Please note that some of you may be sitting at the same desk for the duration of the exam season while others will have a different seat for each exam. Desks will be checked regularly to ensure that pupils have not written on them or caused any damage to them.

Laptops will be assigned to a pupil for the duration of the exam season and regularly cleared down of saved data. Printers will be available in the Exam Hall (Upper Gym) and in the Alternative Rooms for you to print out your work.

ON THE DAY

- **Arrive in plenty of time.** Check the Seating Plan on the Exams Notice Board outside the Exam Hall, in the PE corridor. Keep a check on the board and look to see if there have been any last-minute notices that may apply to you.
- **Go to the toilet before the exam starts.** Unless there is a genuine medical reason for you to leave the Exam Room to go to the toilet, you will not be allowed to leave as this is disruptive to you and other candidates sitting the exam.
- If you realise that you have a mobile phone or ANY type of watch in your possession once in the Exam Hall, hand them in to an Invigilator or member of staff straightaway. These will be placed in a pouch with your name on it and then kept in a secure box until your exam is over. If you are found to be in possession of a mobile phone during your exam, you risk being disqualified – even if it is turned off!
- Your bags are to be left in the cages in the Lower Gym whilst you are sitting your exam. Line up in the Lower Gym in your rows as shown on the Seating Plan.
- Once you are lined up in the Lower Gym remain silent and listen to instructions given by the Invigilators or a member of Senior Leadership Team (SLT)/Head of Faculties. Think of others! Even if you don't get stressed about exams, your friends and the other candidates may find silly or loud behaviour at this point hard to deal with and your behaviour can cause them to lose focus or become more anxious.
- Check your pockets again for any items which are not permitted in the Exam Room.

If you are ill on the day of the exam, please let us know as soon as possible.

IN THE EXAM HALL (UPPER GYM) DURING THE EXAM

Instructions during the examination

Listen to the Invigilators and follow their instructions at all times.

Tell the Invigilators at once:

- if you think you have been given the wrong question paper – **it is your responsibility to check that you have been given the correct paper.**
- if you do not have all of the materials listed on the front of the paper.
- if the question paper is incomplete or badly printed.

Read carefully and follow the instructions on the question paper/answer booklet.

Fill in all the details required on the front of the question paper and/or the answer booklet only when you are instructed to do so by the lead Invigilator.

Remember to write your answers within the designated sections of the answer booklet.

Cross through any rough work and hand it in with your answers.

Advice and assistance

Raise your hand during the examination if:

- you have a problem and are in doubt about what you should do.
- you do not feel well.
- you need more paper or your equipment has become faulty.

You must not ask for, and will not be given, any explanation of the content of the question or which ones you should answer.

CHEATING!

During GCSE external examinations all incidents of Malpractice will be reported to the Exam Board and the most likely outcome will be that you will lose marks for that paper or possibly be disqualified from the whole examination.

All incidents of Malpractice during your GCSEs will be reported to the Headteacher or Deputy Headteacher who will interview you about this and your parents will be invited into school for a meeting to discuss your conduct.

If you are caught cheating repeatedly then the school may decide not to enter you for any further GCSE exams and you will have to find another Exam Centre to sit your exams as we cannot risk losing our Examination Centre Accreditation.

DON'T RISK IT! You could lose everything!

Disruptive Behaviour

If you have finished your paper, need inspiration or have the fidgets do not turn around in your chair, stare across to the next row or communicate in any way, as this is deemed to be disruptive to other candidates or seen as cheating and you will be warned by the Invigilator.

Do not tap your pens, fingers or feet in any way that will annoy other candidates. Do not write on the desks, draw on your hands or arms or doodle on your exam papers. If you persist in any of this behaviour, the Invigilator may ask for you to be removed from the Exam Room. If removed from the Exam Room your Achievement Co-ordinator will be notified.

HELPFUL HINTS FOR COMPLETION OF EXAM PAPERS

- Read your exam paper – underline/highlight important points and key words in the question.
- Read the exam paper twice – ten minutes now can save errors later on.
- Plan your time and make sure that you leave at least 5 minutes at the end to go over your work.
- The Invigilators are not permitted to give you time checks during the examination but can and will give you a five-minute warning before the exam is due to end.
- You may decide which question you can do best and do it first – this will help boost your confidence.
- **Do not write outside the printed area of the question, or the border of the page.** If you do so, any answer will not be scanned and you will lose the marks for that part of your answer.
- If you overrun on a particular question, **do not squeeze in the end of your answer on the bottom of the question or use the space for the next question;** if you do, it may not be marked. In this case **use additional answer paper.**
- If you need to use additional answer paper, ensure that you:
 - complete all the ***candidate details on each*** piece of paper.
 - clearly mark the number and point of the question that you are answering.
- Include all your workings – you can pick up valuable marks for this.
- Do all your rough work in your answer book and lightly cross through any work that you do not wish to be marked.
- Use only a **black pen** in your answers.

REMEMBER:

Don't let your handwriting let you down - if the Exam Marker can't read it, then they can't mark it!

Above all, DON'T PANIC!

If your mind goes blank, read the question again, note the key words and start again. If this doesn't help, don't waste time, move on the next question and come back to it.

AT THE END OF THE EXAMINATION

- Do not leave the Exam Room until told to do so by the Invigilator.
- Do not take any examination stationery from the Exam Room (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
- If you have been awarded Extra Time (ET) take advantage of it or it may be taken away from you if you do not use it.
- Please leave the Exam Room in a quiet and orderly fashion.
- You may have finished your exam, but others may still be working.
- Make sure that you are well away from the Exam Room before you start to talk to your friends as your noisy behaviour may cause others who are still working to lose focus.
- Once you have left the Exam Room, don't spend time going through the paper afterwards. It's over! Relax and then start to prepare for the next examination.

HELP IS HERE FOR YOU - You Just Need to Ask

- If you are feeling stressed, worried or upset before or during the exam period then have a chat with your parents or carers. Believe it or not they too want you to do well and can help you with your exam organisation and emotions.
- Your Subject Teachers and Form Tutors are also always there to help, offering advice and support to assist you through the exam period.
- If you have any queries, concerns or feel unsure about your examination arrangements, please go and see Mr Cotton, the Examinations Officer, located in C Block, Room C22.

AFTER THE EXAMS - VERY IMPORTANT **INFORMATION**

As you will have officially left school towards the end of May and only come back for your exams and/or revision in June it is especially important that you adhere to the following:

- It is a LEGAL requirement and especially important in the event of a fire that we know exactly who is on the school premises at any one time.
- Therefore, you will need to sign in and out of school via Broadlands Cottage if you arrive or leave the premises at anytime during the school day. This is both a legal requirement and a safeguarding necessity.

Leavers Letter from Mr Robertson

Mr Robertson will be sending a letter out to students and parents/carers at the beginning of May. This letter will contain additional details regarding your exams and your leaving school. Please make sure that you and your parents/carers read this letter carefully and keep it in a safe place where you can continually refer to it.

RESULTS

Collection of Results

Please note that you must collect your results in person and you will be required to sign for them.

If you plan to be on holiday, or are unable to get transport to school you can get your results by one of the following methods

- **By post:** let school know in advance with a written note requesting results be posted to your home address you will need to supply the school with the stamped addressed envelope in advance. Your results will be posted out to you on Results Day, **Thursday 20 August 2026**.
- **By e-mail:** send an e-mail well in advance of Results Day from your own personal e-mail address to either: pcotton@aylestone.hereford.sch.uk or admin@aylestone.hereford.sch.uk and you will receive your results as an e-mail attachment by midday latest on 24 August 2026.
- **By third party:** if you're unable to collect your results in person and wish for someone else to collect them on your behalf you must give them a '*Letter of Authorisation*' stating their name and signed by yourself. The Examination Boards expressly forbid any third party to have any access to a candidate's results without written permission.
- Via your '*Education Record App*' from 11:00hrs on Thursday 20 August 2026.

Dates for Enquiries and Appeals about GCSE results

There are strict deadlines for Appeals about results which are set out by the Awarding Bodies. If you feel that your result is not as you expected, you may need to speak to your teacher immediately.

If Aylestone School makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three

possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade to received.
- Your original mark is confirmed as correct, and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry or Appeal, should it be considered that you may achieve a higher mark following a remark, you will be asked to sign 2 Consent Forms on '*Results Day*'. This tells the Head of Centre, Mr Robertson, that you have understood what the outcome might be, and that you give your consent to the enquiry or Appeal being made when you collect your Results, enabling the school to request copies of your examination script, where it is felt that there may be scope for your grade to reviewed.

All Appeals must be logged in person or via e-mail by Friday 4 September 2026.

CERTIFICATES

These will arrive in school during October 2026 and you will be invited to attend a '*Celebration Evening*' (Certificates collection evening - date to be confirmed). If you are unable to attend you may collect them from school at a later date. Please contact the school office beforehand to ensure that they are ready for you.

If you wish for someone else to collect them on your behalf, you must give them a '*Letter of Authorisation*' stating their name and it must be signed by yourself. Examination Boards expressly forbid any third party to have any access to a candidate's results without written permission.

Certificates will not be posted as they are very valuable and extremely expensive to replace if they're lost. The school is not prepared to take this responsibility.

Please note that we are only permitted to keep your certificates in school for 12 months from the date of their issue, after which time JCQ insists that

we destroy them.

Should you need replacement certificates after this time you will need to purchase them from each of the four Examination Boards (charges vary from £50 upwards per certificate). It is therefore essential that you collect your certificates from school and keep them in a safe place.

COURSEWORK

Coursework will be available to collect on the GCSE certificates evening. As space is limited in school, coursework not collected before the Christmas holidays 2026 will be disposed of.

CONTINGENCY DAYS

Please note the Exam Boards have to have a period of time, both during and/or after the examinations that they can use as a '*Contingency Day*' should exams have to be cancelled nationally on any date for any unforeseen reason.

This summer's '*Contingency Day*' will be on:

- Wednesday 24 June (All day).

Therefore, you will need to be available for the whole of the exam season and up to and including 24 June.

Please make sure that you do not book holidays or activities before this date.

JCQ OFFICIAL INFORMATION FOR CANDIDATES

Help is here for you. Please use the hyperlink provided below for further information:

- www.jcq.org.uk/exams-office/information-for-candidates-documents/

And finally...

