



EXAMS INFORMATION

2025-26

Exam Information

Centre Number 57035

Introduction

Exams are an important part of your education, and Stroud High School is committed to making your exam experience as stress-free and successful as possible. I hope this information is both helpful and informative. It contains guidance to help you understand the requirements for your exams. Your mock exams will be held under the same conditions as the formal exams. Please read this carefully and share it with your parent/carer so they are also familiar with the exam regulations and procedures.

If you or your parent/carer have any questions or need help or advice at any time before, during or after your exams, please contact the Exams Officer.

I wish you the best of luck in all your exams.

Mrs Louisa Townsend

Exams Officer

ltownsend@stroudhigh.gloucs.sch.uk

Candidate Details

You will be registered using your legal name, not your preferred name. This must match the name on your birth certificate and passport.

Each candidate will be assigned a unique four-digit candidate number, which will be on your candidate card in the exam room.

Statement of Entry (formal exams only)

In the run-up to the exams, you will receive a Statement of Entry listing the subjects for which you have been entered. Please check that all subject entries and exam details are correct. Pay close attention to your personal details, such as the spelling of your name, as these will appear on your exam certificates. If you notice any differences, please contact Mrs Townsend in the first instance by emailing ltownsend@stroudhigh.gloucs.sch.uk

Timetables

Once your entries have been confirmed, you will receive your exam timetable. Please check it carefully. If you have any questions, please contact Mrs Townsend in the first instance by emailing ltownsend@stroudhigh.gloucs.sch.uk

It is your responsibility to be fully prepared for each exam.

This includes:

- Knowing which exam you are sitting
- The date, time and location of each exam
- Having the required equipment with you

Please note that only a limited amount of spare equipment is available in the exam room.

Exam Access Arrangements

If you have approved exam access arrangements, Mrs Easton, the SENDCo, will be in touch with you in advance of your exams. She will provide the necessary information and support to ensure you are fully prepared for your exams.

Exam Clashes

Exam clashes can happen at both GCE and GCSE levels. If you have an exam clash, Mrs Townsend will contact you to confirm your individual arrangements. In these cases, you will be supervised between your exams and asked to bring lunch and a drink with you on the day. During this time, you may revise using your own materials, but you must not have any electronic communication or storage devices with you or access to the internet.

Exam Start Times

Formal exams start at 9:00am and 1:15pm

Y11 mock exams start at 9:00am, 11:05am and 1:00pm

Y13 mock exams start at 9:00am and 1:00pm

At Stroud High School, we ask that you arrive 20 minutes before your exam starts.

On Arrival:

Y11 – Please line up alphabetically in tutor group order outside the exam room.

Y13 – Please line up in subject order outside the exam room.

Please wait silently outside the exam room and listen carefully for the invigilator to call your name. Do not enter the exam room until your name has been called. When it is, enter calmly and in an orderly manner.

Maintaining silence before the exam is important to create a calm, focused and fair environment for everyone.

Identification

You must wear your school ID lanyard for every exam. It is required for entry into the exam room and helps exam staff quickly verify your identity. Candidates who are not wearing their lanyard may be delayed.

Exam Invigilators

Exams are supervised by a team of external invigilators who follow strict guidelines set by JCQ. It is important that you follow any instructions they give you. The Lead Invigilator will have a mobile phone to summon assistance or to use in an emergency. If you have any questions or concerns during an exam, please raise your hand. The invigilators are there to support you.

Food and Drink

Only water in a completely clear bottle with all labels removed is allowed in the exam room. Metal water bottles, food, and other drinks are not permitted.

Leaving the Exam Room

Please remain silent as you leave the exam room. It is essential to remain quiet until you are completely clear of the exam area to avoid disturbing other candidates who may still be working. Your cooperation helps maintain a fair environment for everyone.

Please collect your belongings and leave the exam area promptly.

Exam Contingency Day (formal exams only)

An exam contingency day is a reserved day at the end of the exam series, designated for use in the event of a major, unexpected incident that causes significant, widespread disruption to the planned exams. This could include situations such as extreme weather or public health emergencies that prevent exams from taking place as scheduled.

The designated contingency day for the Summer 2026 exam series is Wednesday 24th June.

Please remain available up to and including this date.

Late Arrival

If you are going to be late for an exam, please contact the school office on 01453 76444 and select option 8 for reception.

Mrs Townsend will be informed and will meet you on your arrival to accompany you into the exam room. Every effort will be made to ensure you have the full time to sit your exam.

For formal exams the JCQ regulations state that if a candidate arrives more than one hour after the published start time for an exam lasting one hour or more, they are considered very late. While you may still be allowed to sit the exam, the awarding body might not accept your script.

Exam Day

If you feel unwell on the day of your exam and require support, please email Mrs Townsend by 8:30am on the morning of your exam.

If you are unable to attend an exam due to illness, please email Mrs Townsend by 8:30am on the day of your exam, explaining why you are unfit to attend. If possible, please include medical evidence confirming your illness.

Post-Results Service for Formal Exams

The post-results service is a range of options provided by awarding bodies after exam results are issued, allowing candidates, through their school to query their results or request access to scripts.

Full information about these services will be available on the school website once the exams have finished.

<https://stroudhigh.gloucs.sch.uk/>



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7** You **must not** write inappropriate, obscene or offensive material.
- 8** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

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.

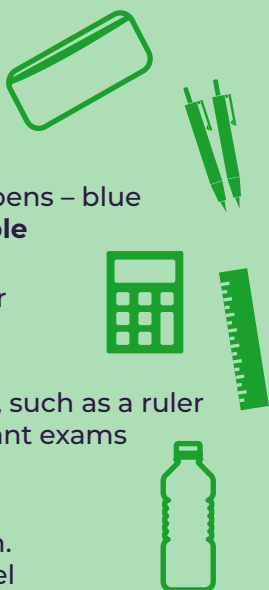
What you cannot take into your exams:

- ☐ 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)



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



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.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly