

EXAMINATIONS 2026

GUIDANCE FOR STUDENTS & PARENTS

Centre number: 25174

School Telephone No: 01572 823631



INTRODUCTION

It is the aim of Uppingham Community College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations / controlled assessments and the college is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates that is printed on the following 4 pages.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

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

The Examinations Officer – **Mrs R Rotherham**

Telephone: **01572 823631** or email on ucceams@ucc.rutland.sch.uk

Please remember that your Tutors, Progress Leader, Assistant Progress Leader and Subject Teachers are also here to support and guide you through your exams. If you need any support, we are here to help.

GUIDELINES FOR YEAR 11 STUDENTS CONCERNING THE FINAL

STAGES OF THEIR COURSES

1. All GCSE courses are of two years duration i.e. they last from the beginning of Year 10 to the end of Year 11. There is, therefore, an implicit commitment to finish each course started in Year 10.
2. Most courses will end on **Friday 22nd May 2026** and the Year 11 leavers assembly will be that afternoon during lesson 5. All students will be expected to attend all classes until that date.
3. Special revision sessions and the Examination Study Programme will begin on **Monday 1st June 2026**.
4. Students will be able to take some of their study leave at home. However, there will be a structured study programme organised throughout the exam period. There will be a published list of revision and private study sessions.
5. Once the study programme has commenced, students should come into College for examinations and may return home afterwards if they are not attending supervised revision/study sessions, provided they have parental consent.
6. Individual examination timetables will be given to students in advance of the exams, to enable students to make the necessary arrangements with their parents in good time. Some examinations may end **after** the end of the school day. It is each student's responsibility to ensure transport arrangements.
7. Any student failing to take an examination for which they have been entered will be charged through their parents the full amount of the entry fee.
8. Normal College regulations and procedures, **including the wearing of uniform**, will apply to all Year 11 students until all examinations are finished.
9. Normally morning examinations will begin at **8.45am**, afternoon examinations at **1.15pm** unless otherwise stated.

Mr D Anderson
Headteacher

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- You will receive a statement of entry from school, indicating the subjects you have been entered for and the tier of entry (where applicable). Some subjects only have one tier of entry and some have foundation or higher tiers. This statement shows your own specific examinations with details of date, time, and duration of each exam. Check it carefully. If you think something is wrong see Mrs Rotherham in the Exams Office immediately.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- You are entered under the name format of First Name + Middle name initial/s + (Legal) Surname, e.g. Adam J. Smith. You **must** write your **legal name** on all of your exam scripts.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on every examination paper. It will appear next to your name on your candidate cards, seating plans and examination registers. **Please ensure you write it on all exam materials and exam scripts.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI; 12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (25174) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is **not** necessary for you to remember it.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

Make sure you have **all the correct equipment for all of your examinations**. Check the regulations in the Information for Candidates and the information on the following pages.

EXAMINATION REGULATIONS

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is included at the back of this booklet, together with a copy of the posters that will be displayed outside the exam rooms and some information on social media use during exams. You must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the Awarding Body.

EXAM DAYS

- You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. You must arrive 10 minutes prior to the start time of your examination and wait quietly outside your exam room until you are invited to enter. **Please go to the toilet before the start of the exam as you will not be allowed to go during the first 30 minutes or last 15 minutes of the exam, unless special arrangements are in place.**
- If you arrive up to 30 minutes late you will be allowed to sit the exam and will be given the full allocated time. If you arrive more than 30 minutes after the published start time, you may still be allowed to sit the exam but the school must inform the exam board of their start and finish time, and reason for lateness. The exam board will then make a decision on whether the paper will be marked or not.
- Full School Uniform **must** be worn by all students for every examination.
- All items of equipment; pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.** All other pencil cases must be placed on the floor out of reach.
- Pens should be **black** ink only. **No erasers or correction fluids are allowed.**
- For mathematics and science exams, you should make sure your calculator conforms to the examination regulations and all stored memory cleared before entering the exam room. If in doubt, check with your teacher. Calculator covers must be removed before the exam or placed on the floor face down out of reach.
- You must face the front at all times and not attempt to communicate with or distract other candidates. If you require help you should put your hand up for an invigilator to assist you.
- **Mobile telephones SHOULD NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.** Your phone can be left in your bag or turned off and put into the box as you enter the exam room. Failure to hand in your phone and keep it on your person could result in disqualification from not only the exam you are sitting but all of your GCSE exams.
- **Ear pods / earphones are not permitted in the exam room,** please leave them in your bag and NOT in your pockets.
- **Smart glasses are NOT permitted in the exam room.**
- **No watches of any type are permitted in the exam room.** Please ensure you have removed your watch before you enter the exam room.
- No food is allowed in the examination rooms.
- You may bring in a water into the exam but the **bottle must be completely clear and transparent (not writing or motifs) and all labels must be removed from the bottle.**

- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write inappropriate, obscene or offensive comments on examination papers – if you do, the examination board may refuse to accept or mark your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. **Do not write anything on the front of your exam paper (including your name and candidate number) until you are told to do so.**
- Check you have the correct question paper – check the subject, paper and tier of entry. If you think you have the wrong paper you must inform the Invigilator/s immediately.
- Read all instructions **very** carefully and number your answers clearly.
- You must stay in the examination room for the duration of the exam; you will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check over your answers and check you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work you do not wish to be marked. If you have used more than one answer book or loose sheets of paper, put them together in the correct order and place them inside your answer booklet.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room and must **NOT** communicate with other candidates. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room under any circumstances.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting, leaving everything on your desk. You must not attempt to communicate with anyone else during the evacuation. You will be escorted to a designated assembly point. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

PLEASE REMEMBER THAT ANY BREACH OF EXAM REGULATIONS MUST BE REPORTED TO THE AWARDING BODIES – DON'T RISK YOUR EXAMS!!

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper when required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you, read out a word or question or explain what the question means.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and reported to the Headteacher/Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' would you be allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by you/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For a grade to be awarded by special consideration, where a student misses part of an examination through illness or personal misfortune, 25% of the examination (including coursework/controlled assessment) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should you fail to attend an examination without good reason and without informing the school. **Failure to pay may result in your examination results being withheld.**
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results Day

Thursday 20th August 2026

- Results will be available for collection by students between 8.30 – 10:30am.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your signed written authorisation.
- Failure to pay monies outstanding to college may result in the administration of the exam results being delayed.
- If you do not collect your results on results day you will receive notification through the normal post. Letters will be posted on 20th August and not before.
- No results will be given out by telephone or email **under any circumstances**.

POST RESULTS

- Information about the post results services available will be available on the college website prior to results day. The Senior Leadership Team, Exams Officer and members of teaching staff will be available on results day if you need any advice.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Invitations to you and your parents will be sent out with full details nearer the time.
- Certificates will not be given to anyone other than yourself without your written authorisation.
- If a certificate is lost a replacement will not usually be provided. You would have to apply for a statement of results for your own use to confirm examination grades to other parties. Only in very exceptional circumstances, e.g. fire, flood or theft, would the Awarding Body consider replacing a certificate. In these cases proof of such an accident would be required by the Awarding Body.

Appendix 5

Information for candidates for written examinations – effective from 1 September 2025



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	--	--	--	---

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 devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. 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 for only 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
---	---	--	--	--	---	--



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

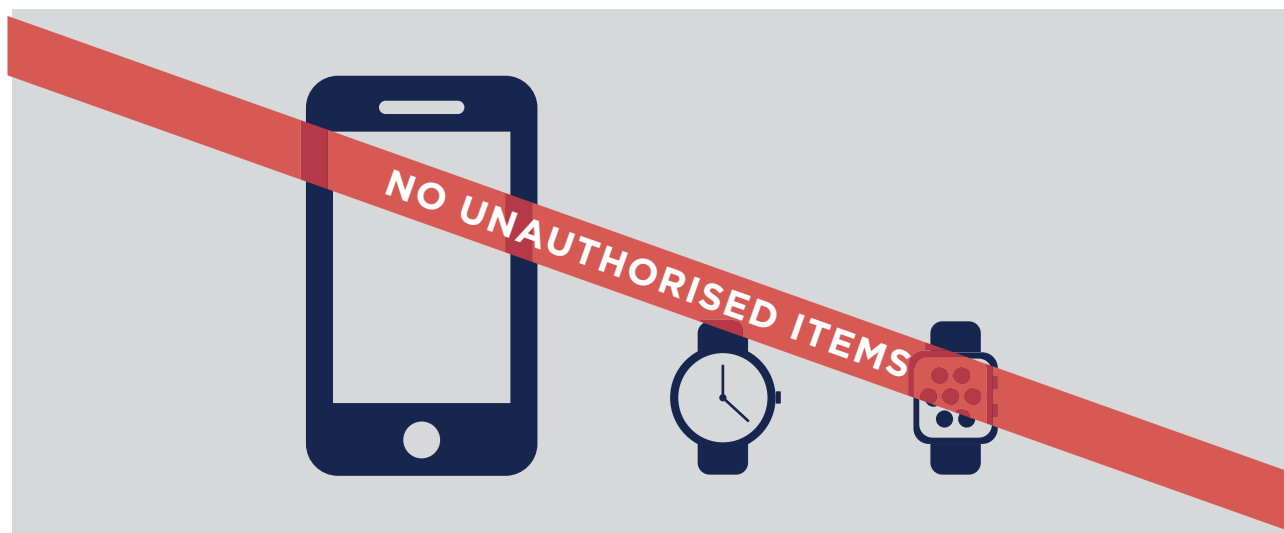
7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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

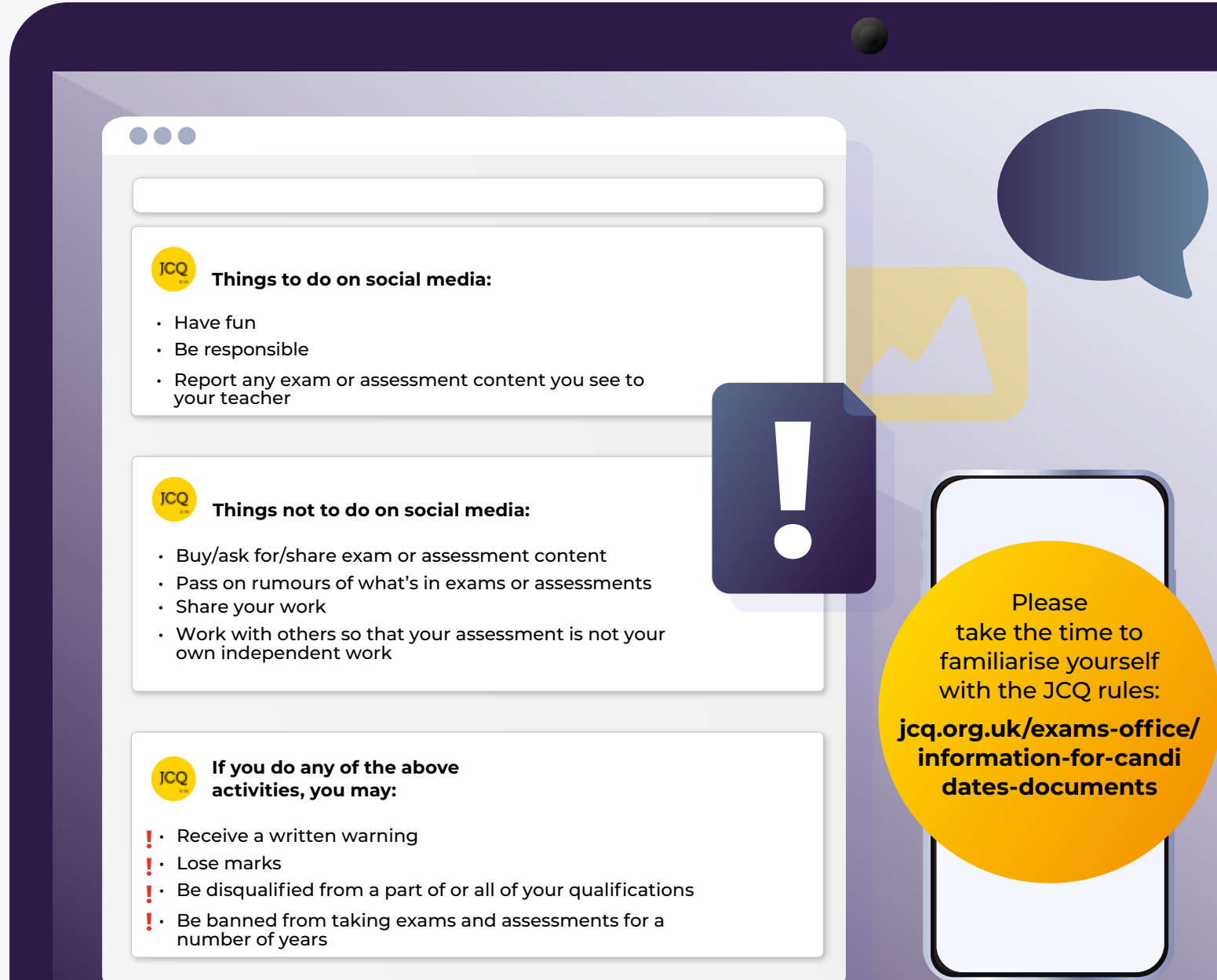
DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



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

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.

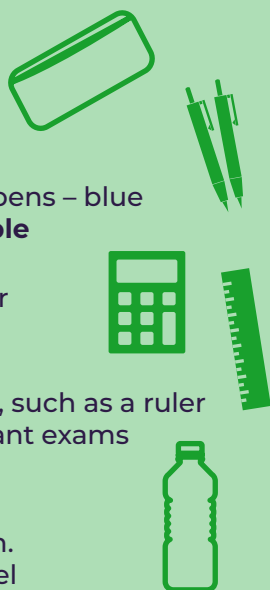
What you cannot take into your exams:

- 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.



As you face your exams, remember that success is not just about the end result, but the journey you've taken to get there. You have learned, grown, and persevered.

Be proud of your efforts, stay focused, and let your hard work pay off.

Wishing you the best of luck!

