Examination Guidance For Students 2026-2027

This guidance provides students and their families, with information about examinations held at Humberston Academy during the 2026 -2027 academic year.

Students are required to read this document and the attached JCQ information carefully before sitting any external exams, and to retain it for future reference.

If you have any questions regarding exams please contact the Humberston Exams Officer, Mrs Piggott.

To read:

JCQ Information For Candidates – Written Exams

JCQ Information For Candidates – Non Exam Assessments

JCQ Information For Candidates– Coursework

JCQ Information For Candidates – Social Media

JCQ Preparing to sit exams

Find them all here - Information for candidates documents - JCQ Joint Council for Qualifications

Privacy notices

https://www.aqa.org.uk/about-us/privacy-notice

https://www.pearson.com/en-gb/privacy-center/privacy-notices.html

https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/

https://www.wjec.co.uk/media/y2sjx1po/230222-wjec-privacy-notice.pdf

https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/

https://apac.libf.ac.uk/privacy-policy/

The information is correct at time of printing – September 2026

Examination Boards / Awarding Bodies

Humberston Academy use the following exam boards:

AQA, Cambridge OCR, Edexcel, Pearson, WJEC, Eduqas

All exam regulations in England are governed by JCQ – Joint Council for Qualifications

Exam regulations

The head of centre/exams officer at your centre does not set the examination regulations, but they sign an annual declaration which states that they will follow the regulations as set out by the Joint Council for Qualifications (JCQ) on behalf of its member awarding bodies (the eight largest providers of qualifications in the UK). Failure to adhere to these regulations may be defined as malpractice or maladministration and lead to sanctions which may include a centre being barred from delivering qualifications and examinations. Candidates and parents/carers must understand that any requests they may make to the centre can only be considered in line with the regulations.

Candidate Name and Number

Please check your name is spelt correctly on any exam documentation, including timetables, and that it is your full legal name. This will be printed on your certificates and will need to be verifiable against a passport or birth certificate in case of future proof of ID. Your legal name will be used on all exam documentation, even if you are known by another name within school.

Each candidate is issued with a four-digit candidate number. This is shown on your exam timetable. This is the number you will need to write on exam papers and controlled assessments to be sent to the examiner for marking. A card will be placed on your exam desk with your details, including this number, on it.

Timetables

All candidates receive a statement of entry and examination timetable from school, indicating the subjects they have been entered for and the level of entry where applicable. Exam timetables, including mocks, are available to view on both Student Portal and My Child At School (MCAS). Please check these are correct.

Make sure you know the date and times of your exams. If you miss a public (external) exam, you cannot take it at another time and may be charged the school's entry fee, approx. £50 - £70 per paper.

Your timetable and statement of entry are proof of the exams you have been entered for. If there are any errors, please see Mrs Piggott immediately.

Unless otherwise notified, external morning exams start at 8.50am and external afternoon exams start at 1.50pm. This will vary for mocks.

Equipment

A stocked pencil case will be placed on each exam desk. We also provide JCQ compliant calculators where allowed. If you wish to use your own stationery, please check before you enter the exam room, as some types of pens, ink and calculators are not permitted.

On The Exam Day

YOU MUST BE IN THE DINING AREA OF THE CANTEEN AT LEAST 15 MINUTES BEFORE THE START OF EACH EXAM

It is your responsibility to arrive on time for your exams so make sure that you and your parents know the dates and times of each exam. If you are late for a public (external) exam, you may not be allowed to sit it. Even if you are allowed to sit it, the exam boards may still refuse to accept your script for marking, depending on the circumstances.

If you know you are going to be late, please contact the school on 01472 319990, so that we are aware.

Entering the exam room

JCQ regulations state that candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Formal examination conditions mean that candidates must not talk to, attempt to communicate (verbally or non-verbally) with or disturb other candidates once they have entered the examination room. If they do, the centre must report this to the relevant awarding body. This is reinforced in the Warning to Candidates poster which the centre will make candidates aware of ahead of an exam series and which is also displayed in a prominent place outside each examination room for all candidates to see before they enter the room.

At Humberston, all students will gather in the dining area to listen to important notices and hand in prohibited items (see below). Our staff and Senior Leadership Team (SLT) will take a register to check everyone is present. Any missing students will be looked for, including telephone calls home, but the start of the exam cannot be delayed whilst doing so.

Mrs Piggott or a member of SLT will call candidates into the examination room in seating plan order. Students should walk calmly and in silence in row order into the exam rooms and sit at their designated desk. Do not touch anything on your desk until you are told you may do so.

A member of the exam invigilation team will read the JCQ regulations and the instructions on the front of the exam paper, including asking you to check you have the correct paper. If you think you have the wrong paper, it is your responsibility to put up your hand and let an invigilator know. If you are not sure, please ask. Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the question paper that you need to know about.

The start of the exam will be clearly announced, and the time written on the whiteboards around the room. The duration and end times will also be displayed. A large digital clock will be on display.

Instructions in the exam room

Candidates must:

• Always listen to the invigilator and always follow their instructions

• Tell the invigilator if you think you have not been given the right question paper or all of the materials listed on the front of the paper; the question paper is incomplete or badly printed

• Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. You should attempt to answer all relevant questions. You may pick up one or two extra marks even if you do not think you know the answer. Refer to the instructions if you are not sure which questions to answer.

• 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

• Not open the question paper until they are told that the exam has begun

• Write their answers in black ink within the designated sections of the answer booklet

• Do their rough work on the proper exam stationery then cross it through and hand it in with their answers

• Make sure they add their candidate details to any additional answer sheets they use

Before the exam, it is the responsibility of candidates to tell the Exam Officer or invigilator if they feel that their work may be affected by ill health or any other reason.

During the Exam

If you need any assistance, raise your hand, and wait for an invigilator to come to you. Invigilators are not allowed to discuss the questions or explain the instructions on the paper.

Toilet breaks are not permitted during the exam unless the student has become unwell or is in distress. Make sure you go before the exam. If you are permitted to go to the toilet, you will be accompanied by an invigilator and the times you leave and re-enter the exam room will be recorded on an incident log.

You will not be allowed to leave the exam early. If you have finished the paper, use any remaining time to check over your answers and ensure you have completed your details correctly. Students allocated extra time will remain in the room until their extra time has ended.

At The End Of The Exam

A warning will only be given 5 minutes before the end of the exam. No other timings will be given. Students must be aware of the end time and the time shown on the clock. When the end is announced, students must stop writing immediately and close their paper, even if they are in the middle of an answer.

Ensure your name, candidate number and centre number are clearly written on your paper.

Students must remain in silence, facing forward while papers are collected by invigilators and checked by exam staff. Exam regulations apply until you have left the room. Students will be released one row at a time.

No question papers, answer booklets or additional paper may be taken from the exam room.

Humberston Regulations

- Full school uniform must be worn in exams
- Pockets must be emptied of ALL items including sweet wrappers, keys, money, timetables, bus passes
- Mobile phones, valuables and ALL watches must be left in bags or handed in to an invigilator before entering the exam room. If you are found with a mobile phone or watch in the exam room, even if it is in your pocket, you may be disqualified from that exam and all future papers with the same awarding body
- No food is allowed in the exam room, including cough sweets. Please see Mrs Piggott if you need to take any medication during the exam
- Only plain water in a clear water bottle with all labels removed is permitted in the exam room. The bottle must not have any writing or design on it.
- Once you have entered the exam room, you must not communicate in any way with another candidate. You must always face the front of the room and must not look around you.
- Do not write / draw / doodle on the exam desks. This will be regarded as vandalism and you will be asked to clean / pay for any damage. Remember, we have a seating plan so know who is sitting at each desk.
- Do not write or draw offensive content on the exam paper. The exam board may refuse to mark the paper and will always advise us if any content is found.
- JCQ Information for Candidates is included at the end of this guide. It is also sent by email using MCAS and student portal and uploaded onto our Y11 page on our website.

Invigilators

Centres are required by the regulations to appoint invigilators as the people in examination rooms responsible for conducting examinations in the presence of the candidates. They are there to prevent possible candidate malpractice and ensure that you can sit your exams under the best conditions. They ensure that JCQ rules and regulations are adhered to. They will distribute and collect exam papers, hand out extra paper, pens, etc and deal with any problems that occur during the exam, for example if a candidate is feeling unwell.

The regulations require invigilators to be placed at the front, back and sides of the room if possible, and require invigilators to move around the examination room quietly and at frequent intervals. Invigilators will be used for mock and external exams. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Invigilators are not permitted to discuss the exam paper with you or explain any of the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the exam room by the Exam Officer, Mr Castle and/or members of the senior leadership team (SLT). Causing a disturbance to other students will not be tolerated.

Absence From Exams

If you are unwell, we encourage you to attend school, even if it is only to sit the exam and go home immediately afterwards. Remember, these exams cannot be taken at any other time and absence may result in you not gaining a grade in the subject. If made aware, Mrs Piggott may be able to support you by, for example, seating you near an exit or window, allowing toilet breaks etc. We may also be able to apply to the exam board for special consideration when marking your paper.

If you are too ill to attend an exam, it is vital that you telephone the school office as soon as they open on 01472 319990. You should also obtain a note from your doctor, detailing the reason for missing the exam. There is a possibility of submitting this to the exam board for special consideration.

If in doubt, ring the school.

If you miss a public exam without a valid reason and evidence, you may be charged the entry fee for each exam missed. This is as much as £75 per paper.

Arriving late

If a candidate arrives after the start of the examination, it is entirely at the discretion of the centre whether the candidate is allowed to enter the examination room and sit the examination.

If a candidate who arrives late is permitted by the centre to sit the examination, the candidate must be allowed the full time for the examination.

Very late arrival - In the conducting of examinations, there is a distinction between 'late' and 'very late' arriving candidates. A candidate will be deemed as arriving very late if they arrive more than one hour after the awarding body's published starting time for an examination.

In such instances, if the centre allows the candidate to sit their exam, then they must warn the candidate that the awarding body may not accept their script and must provide a full report to the relevant awarding body.

Exam Days

Written exams for the Humberston Summer 2026 exam season run from **Friday 4th May – Wednesday 23rd June 2026**. However, many practical exams (for example art, foreign language speaking exams etc) and non exam assessments will take place throughout the year. It is important therefore, that no holidays are booked during term time.

Students will finish their exams on different days, depending on which subjects they have been entered for. Each year, JCQ allocate a set of contingency days – these are days where no exams are scheduled but may be used in case of national disruption to exams. For example, an incident, such as a natural disaster or security threat, that means many exam centres across the country are unable to sit exams on a scheduled day. In this case, they would be rescheduled to the contingency day. It is therefore required that all students are available for an exam on the contingency days, even if they have no exam scheduled for that day. The dates of the contingency days will be shown on the student's exam timetable.

Students are expected to attend school on every day throughout the season, even if they do not have an exam scheduled. Students will remain on roll with Humberston until Friday 24th June.

Exam Results and Certificates

GCSE exam results day is **Thursday 19th August 2026.** Students must be available to collect their results in person from the school. Results may not be given to anyone other than the student, or emailed out, without prior arrangement with Mrs Piggott.

In some circumstances, if a student is very close to the grade boundary, the school may pay for a review of marking. To do this we need student's written permission, so it is important that you can collect your results in person and discuss this on the day.

Students may also request and pay for this service themselves – details of all post results services and charges will be given to students in the Summer term.

Exam certificates will be issued to school by mid-November.

Before you sit your exams we will ask you to complete a Destination form where we request your personal contact information before you leave Humberston so we can stay in touch with you about anything exam related and let you know when the certificates are available to collect.

If you have any exam related questions please contact:

Mrs Piggott – Exam Officer

Mr Edwards – Head of Year 11

Frequently Asked Questions

- Why do I need to check the details on my exam timetable?
  The personal details on your exam timetable and statement of entry will be used when your certificates are printed. If your name or date of birth do not match your birth certificate (or legal name change document eg deed poll) it could cause a problem if you are asked to show your certificates to a potential employer or for a college / university in the future. You should also check you have been entered for the correct subject and tier of entry, and that no subjects are missing.
- What should I do if my name has been misspelt, or I legally change it?
  Let Mrs Piggott know immediately as we will need to amend our records and inform the exam boards. If the change is notified after the exam there may be a charge from the boards to make the amendment.
- What do I do if there is a clash on my timetable?
  As we use different exam boards, students may occasionally have two exams at the same time. If this happens, Mrs Piggott will reschedule one of the exams to later that day or the following morning. The candidate will need to remain under supervision between papers, even if this is overnight. They will not be permitted contact with any other students or access to the internet. This is the only circumstance where exam times may be changed. Overnight supervision is extremely rare.

- Where can I find my candidate number and centre number?
  Both are on a laminated card placed on your exam desk and will also have a photograph of you on it. These cards must always remain visible during the exam and must not be turned over. The JCQ inspector will check that we have them. The centre number will also be displayed on posters around the exam room.
- What can I take into the exam room?
  Nothing.
  Unless permission is given by Mrs Piggott, you should not take anything into the exam room other than plain water in a clear bottle with all labels removed and no design or writing on it. All stationery, including calculators, will be provided. We even have boxes of tissues.
- Can I leave the exam before the end time?
  No. Students are not permitted to leave the exam room unless they are unwell and accompanied by an invigilator. The duration of the exam is the time that the boards feel you need to complete the paper thoroughly. Use any time at the end to check your answers carefully. If students allocated extra time choose to take part of the extra time allowed, they must remain in the exam room until the end of the extra time allocation.
- Can I go to the toilet during the exam?
  Toilet breaks are not permitted unless the student has specific permission from Mrs Piggott, becomes unwell or is in distress. If leaving the exam room, the student will be accompanied by an invigilator and the time spent out of the room recorded on an incident log for JCQ inspector to see.
- What do I do if the fire alarm goes off?
  Follow instructions given by the invigilators or Mrs Piggott. It is essential that you **remain under exam conditions and in silence during the evacuation.** If any students communicate with each other, or any exam regulations are broken during the evacuation, they may be disqualified from the exam. You will be instructed to leave all papers on your desk and evacuate **IN SILENCE** through the fire exits. An invigilator will collect the exam register from the front of the room. Students will gather at the designated exam assembly point, away from all other students and the register will be taken. Students will remain in silence and must not communicate with each other. Once it is deemed safe to do so, students will be called back into the exam room in seating plan order and the exam will recommence. The end time will be adjusted, and the full duration of the exam will be given. An incident log will be sent to the exam board and special consideration will be applied for to compensate for the disruption. If it is not safe to return to the exam room, exam boards will be informed.

For up to date information please see the Examinations page on our website -

Humberston Academy - Examinations