The King David High School

Exams Handbook

2026-27

GCSE, AS/A level and vocational qualifications

Centre number: 32355

Examinations Officer: Mrs Hipkiss, j.hipkiss@kdhigh.co.uk, 0161 740 7248

Assistant Exams Officer and Access Arrangements Lead: Mrs Cohen, t.cohen@kdhigh.co.uk, 0161 740 7248

Exams Office: 2nd floor, opposite the Sixth Form Library

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Introduction

It is our aim at The King David High School to make the exams experience as stress free and successful for you as possible. We have put together this handbook to give you all the information you need so that you can be well prepared for all your exams.

Please:

- Read this booklet carefully
- Make sure you are aware of all the regulations and procedures and know how to stick to them
- Keep this booklet in a safe place so that you can refer to it when you need to

It is essential that you follow the regulations and procedures set out by the exam boards. The exam invigilators will help you do this. Failure to follow the rules can result in disqualification from some or all of your subjects. We don't want this to happen!

As well as the information contained in this book there is also a Frequently Asked Questions section at the back. Hopefully we have covered everything that you need to know, **but if there is anything you do not understand or if there is any question that has not been addressed then please ask.**

Preparation

Your Legal Name and Candidate Number

You are entered for your exams using your **legal name.** This is the name that will be printed on your exam certificates. The certificates are legal documents so they must match your birth certificate or passport to prove that the qualifications are yours and not anyone else's. If you want your certificates in your preferred name, you will have to provide the school with a Change of Name Deed.

Always use your legal name on your exam answer booklets/papers to avoid any confusion when the papers are received for marking by the examiners.

Your **candidate number** identifies you to the exam board. It is unique to you within the school. Ensure it is recorded on ALL answer booklets/scripts/controlled assessments. You can use the space below to make a note of your personal candidate number.

Centre Number: 32355	**Candidate Number:**

Reading Your Timetable

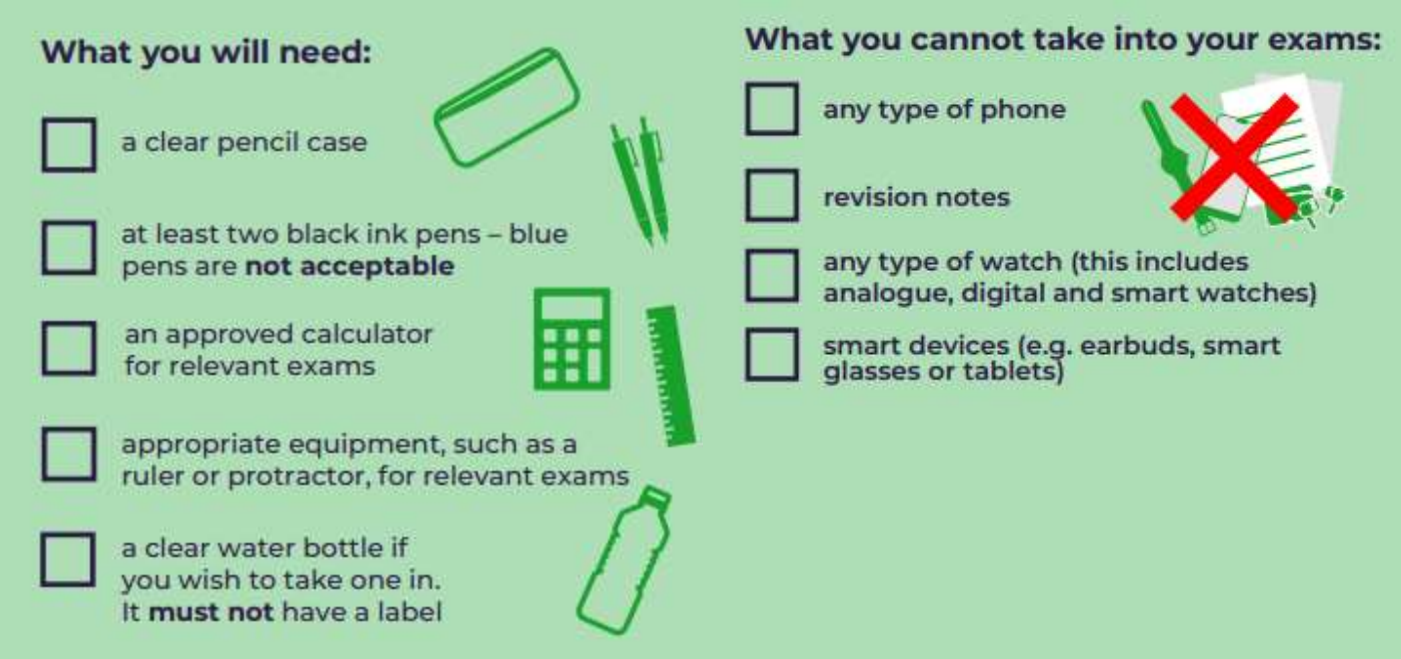
You will receive your individual seating plan timetable before the end of the Spring term. This is your personalised timetable showing you the dates, finalised times of your exams as well as your candidate and seat numbers. Please check it carefully and make sure all the information is correct, including:

- Your personal details: legal name, date of birth and candidate number
- Exams: check that you have been entered for all the correct exams at the correct tier

If you spot any mistakes or have any questions about your timetable, please speak to your subject teacher, form tutor or the Exams Officer.

Equipment and Unauthorised Materials

Before the exam season starts, please make sure that you have all the equipment you will need and that you know what you cannot bring into an exam room. You are responsible for bringing your own equipment t o all your exams.



Use of Calculators in GCSE & A Level Exams

You may use calculators for GCSE Mathematics (Paper 2 & 3) and for examinations that state a calculator may be used. It is your responsibility to check with your subject teacher if a calculator is allowed for a paper.

Examination regulations

All schools must follow the JCQ (Joint Council for Qualifications) regulations for exams. Their 'Information for Candidates' and 'Warning to Candidates' documents are included at the back of this booklet.

Please read these carefully. The rules ensure that the exam process is fair for all candidates, no matter where in the country they are sitting exams. If you break any of the rules or regulations, you may be disqualified.

The Exams staff and invigilators have a duty to report any breach of regulations to the exam boards, who will then make a decision on the action to take.

On the Day of the Exam

When to Arrive

Morning exams start at **9:15 am**. This usually means we will start entering the exam room from 8.50am.

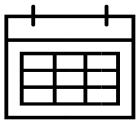
You should be in school by 8.40am as normal and go to the designated registration point.

Afternoon exams start at **1:15 pm**. This means you need to be at the designated registration point ready to enter the exam room by 1.00pm.

Before the Exam



You must go to the toilet before you enter the exam room as you will not normally be allowed to go during the exam unless it is an emergency.



Check the seating plan to see where you will be sitting. Copies will be displayed outside of each exam room



Leave your coats and bags outside of the exam room. Make sure you have all the necessary equipment with you. Leave your mobile phone, watch, ear buds, smart glasses and calculator cover in your bag.



IMPORTANT!! Please make sure your phones are switched off and in your Yondr pouch in your bag, you are not wearing any type of wristwatch/smart glasses and that your water bottle is clear and you have removed the label.

You must ensure that you have no writing on your hands, or legs, as this could be deemed as cheating, and will be reported to the exam board. Do not write on yourself, or your desk during the exam.

Lining Up

Line up outside of your designated exam room as instructed.

Listen carefully to instructions from the teachers/invigilators and make sure you have been registered before entering the exam room.

When instructed, make your way into the exam room **in absolute silence.**

If you have a problem or a question once you have entered the room, you must ONLY speak to an invigilator. They are there to help you. Take your seat and put your hand up so that the invigilator knows you need help.

You must not leave the room without an invigilator once you have entered, even for example, to fill your water bottle.

Sickness, Lateness, and other Emergencies

If you feel ill or there is another emergency before you get to school, please ask your parent/carer to ring the school to get a message to the Exams Officer as soon as possible. They will advise you as to what your options are. If you are able, it is usually always better to come into school and attempt the exam rather than miss it entirely.

If you are running late, please ring the school and get a message to the Exams Officer to let them know you will be late. When you arrive, go straight to your examination room, or if you are unsure, ask at the main school reception and they will advise you.

If you arrive after an exam has started, the school will decide whether you can sit it. If you are permitted to take the exam, you will receive the full examination time. If you arrive very late, the awarding body may not accept your work.

In the Exam Room

As soon as you are in the exam room, you are under strict exam conditions.

- Check that you have all the necessary equipment with you and hand over any unauthorised items
- Remain in **absolute silence**. You must not communicate with other students in any way – this includes turning around, making eye contact, smiling, facial expressions, fist bumping or body language. Please face the front of the exam room throughout, even if you finish early, and especially when papers are being collected.
- Find your desk and sit down. All desks will be clearly labelled with a seat number. Please make sure you are sat at the correct desk.
- If you need anything or have a question, **raise your hand and wait for an invigilator.** Do not ask another candidate or call out.
- Listen carefully to the invigilator's instructions. You will hear them every time you sit an exam.
- All students must come in full school uniform. You will be refused entry to the exam room if you are not dressed in full uniform. If you remove your blazer, you must place it on the back of your chair.
- Toilet breaks are managed by invigilators. Approved arrangements or medical needs will be accommodated.

  When the invigilator asks you to check your pockets for unauthorised items, **please do so.** <u>This is the last chance.</u> If you have an unauthorised item on your person, you should alert an invigilator immediately. Once the exam has started any unauthorised items found will be reported to the exam board, and you may be disqualified from this, or all your exams. **Don't let it happen to you!**

Invigilators

The school employs external invigilators to conduct the examinations. They are there to ensure that the exams are well organised and fairly run, and to support you if you need help. They make sure that the rules and regulations are followed. Invigilators have a duty to log any incidents that occur in the examination room. This can include incidents as minor as a student making eye contact with another. If necessary, the log is sent to the examination board with the exam scripts. The board will then make a decision on marking and whether the incident is deemed to have interfered with the examination.

Our invigilators also really want you to be able to do your best throughout the exam season and not make any silly mistakes that have to be reported. You must follow their instructions at all times and behave in a respectful manner towards all invigilators. Please note that invigilators cannot discuss the examination paper with you, explain the questions or tell you which questions to answer.

Filling in the Front of Your Exam Paper

You must only fill in the front of your exam paper when the invigilator instructs you. This will be during the announcement at the start of every exam. You must not write **anything** or open the exam paper before you are told. Your name must be your legal name. Make sure that you write your name and candidate number on all answer papers and any additional sheets. Do not write anything else on the front of your paper at any point during the exam.

During the Exam

- Read the instructions carefully
- Make sure you answer the correct questions
- Show all your working/rough work. Cross it through when you've finished with it. All paper must be handed in with the rest of your answers and has to be sent back with your script. **Don't write or draw anything inappropriate or obscene as the examiner may report this as malpractice.**
- You must stay for the full duration of the exam.
- If you need anything, have a question or feel unwell, put your hand up and wait for an invigilator.

If the Fire Alarm Sounds

Remain seated in silence and listen to the instructions from the invigilator.

When the invigilator tells you to, you will evacuate the building to the fire evacuation point on the grass area, where you must stand in your exam seating rows.

You remain under exam conditions, and **you must not talk**. If you are found talking about the exam, you could be disqualified.

If it is safe to go back inside, you will be instructed to return to the exam room and resume the exam. You will be given the full time to complete the exam.

Behaviour & Malpractice

The exams staff and invigilators have a duty to report any suspected or actual cases of malpractice to the exam boards. These include:

- Any form of communication with another student, e.g. talking, whispering, making eye contact, trying to distract another student, laughing, repetitive coughing, turning in your seat etc.
- Disruptive behaviour
- Using unauthorised items such as phones and notes, or writing on hands, arms or legs
- Having any unauthorised items on your person after the exam has started, even if you do not intend to use them
- Sharing any information about exam content on social media

If you try to cheat or break the rules in any way, you could be disqualified from all your subjects.

At the End of the Exam

You MUST stop writing when instructed by the invigilator – even if you are in the middle of a word or sentence.

- Remain seated in silence and facing front while the invigilators collect the papers
- The invigilator will dismiss you in rows. Please remain in silence
- Please leave the room quietly, as there will be students still working

Please do not congregate outside the sports hall or any exam room to discuss the exam, move away as quickly as you can.

Frequently Asked Questions

- **Do I have to wear school uniform?** Yes, you must wear full school uniform for all your exams. 6th form must abide by the school's dress code.

- **What if there's a clash or a subject missing on my timetable?** Speak to the Exams Officer as soon as possible.

- **What if I lose my timetable?** You should try to keep your timetable in a safe place and also write the dates and times of your exams in a planner or calendar. If you have lost your timetable and do not know the dates of your exams, you can consult the timetables on the noticeboard outside the Exams Office, on Edulink or ask the Exams Officer to print another copy.

- **What if I'm late – will I still be able to sit the exam?** If you are running late, you should telephone the school as soon as possible to let us know. Depending on how late you are, you may still be able to sit the exam as soon as you arrive (you will be given the full time to complete the exam).

- **What do I do if I think I have the wrong paper?** Invigilators will ask you to check that you have the right paper before the start of the exam. If you have the wrong paper, put your hand up and let the invigilator know immediately. **This is your responsibility, so please listen to the announcements and be thorough when asked to check.**

- **What equipment should I bring?** See the section about this on page 6. You must not attempt to borrow equipment from another candidate during an exam. This could result in disqualification.

- **I am entitled to extra time – how will this affect the way I take my exams?** Generally, you will be seated with other extra time students at the side of the exam room. The invigilators will display the finishing time of your exam and your extra time allowance and finish time on the board.

- **What do I do if I have an accident or am ill BEFORE an exam?** Inform the school as soon as possible so we can help or advise you. You will need to provide medical evidence (from your GP or hospital).

- **If I miss an exam for any of the above reasons, can I take it on another day?** No.

- **What materials are not allowed in the exam room?** See the section about this on page 6. You should check your pockets and pencil case for any of these materials and leave them in your bags. Invigilators will also ask you to check before the start of the exam: this is your last chance to hand these items in. If they are found on you during the exam, you could be disqualified.

- **What if I have a problem during the exam?** Put up your hand and an invigilator will come to help you. If you think you are missing something (e.g. tracing paper, laptop, reading pen), or you cannot hear listening exams or announcements, please let us know so that we can put it right for you. It is too late once the exam has finished.

- **What if I'm unwell during the exam?** Put your hand up and wait for an invigilator to help you.

- **Can I go to the toilet during an exam?** You will not normally be allowed to go to the toilet during exams as this can be disruptive to other students. However, if absolutely necessary, you will be escorted by an invigilator.

- **Can I leave the exam early if I've finished?** No. If you finish the exam early, you must stay seated in the exam room until it ends. This is because it can be disruptive to other students if people leave at different times. You should use any remaining time you have to check over your answers.

- **Can I go on holiday straight after my exams?** *Exam Contingency Day:* You need to be available for one full 'contingency day'. These sessions have been arranged by the examination awarding bodies "in the event of widespread, sustained national or local disruption to examinations during the June 2027 examination series". The Joint Council for Qualifications (JCQ) have ruled that they require an option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. This decision is not a school decision and applies to all candidates in all schools. Please make a note of the contingency date below in the event that an awarding body needs to invoke its contingency plan. If this happens, we will notify you as soon as possible.
  Exam Contingency Day Wednesday 23rd June 2027

- **When will I get my results?** A level results will be available via Edulink on Thursday 12th August 2027. GCSE results will be available in person to collect from school on Thursday 19th August 2027 and certificates will be available in early December 2027. You will be given further details about results day in the summer term.

Appendix

Post Results Information

You will receive your provisional results on Thursday 12th August 2027 (A-Level) or Thursday 19th August 2027 (GCSE) 2026. As the name suggests, these results could be liable to change. This is unlikely, but an awarding body is entitled to carry out marking and internal reviews, which may result in a grade being changed. If this happens, the school will be notified, and we will contact you directly.

Once you receive your results, please check your personal details carefully to ensure that all the information is correct, as this is the information that will be printed on your certificates. If there is an error, please contact the awarding body directly.

What if I disagree with the mark I have been awarded?
The Senior Leadership Team (SLT) want to support you in every way they can. When you receive your provisional results, members of SLT will be available should you wish to discuss your results or your next steps. If you think your mark for a particular subject is wrong for whatever reason, you can make an "Enquiry About Results" using one of the services listed below.

Post Results Services
If you wish to request a post results service, you must do this via the school. The awarding bodies (exam boards) will not accept private applications from students. You must discuss your concerns with a member of staff, preferably the Head of Department of the subject concerned.

The following information explains what may happen following a clerical re-check, a review of marking, and any subsequent appeal.

If a request is submitted for a clerical re-check or a review of the original marking, and then a subsequent appeal, for 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 you received.
- Your original mark is confirmed as correct, so 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.

You will be charged for the review of marking unless the grade for that paper is changed. Fees for the different services and the application form will be available digitally on Microsoft Forms on Results day. All requests must be received in writing, and only from the student themselves.

You must be aware that a Clerical Check or Review of Marking can result in a grade going down as well as up.

Service 1 – Review of Results – Clerical Recheck
This is a re check of all clerical procedures leading to the issue of a result. The service will include the following checks:

- That all parts of the script have been marked
- The totaling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds

Service 2 – Review of Results – Review of Marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **Reviewers will not re-mark the script**. They will only act to correct any errors identified in the original marking. This service will include:

- The clerical re checks detailed in service 1 above
- A review of marking as described.

Access to Scripts Service

A1 – Copy of script to support a review of marking

This is a free priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for.

Warning to Candidates Poster

Warning to candidates



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 during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

JCQ CIC© 2026 - Effective from 1 September 2026

Unauthorised items poster

JCQ CIC

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items 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.

©JCQ CIC 2026 - Effective from 1 September 2026

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

If there is anything you do not understand, ask your teacher.
You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital, smartwatch);

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 your 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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

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 answer booklet.

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.