



**Millthorpe
School**

Student and Parent Examination Handbook

Summer 2026

**7th May – 24th June
(Including Contingency Day)**

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INTRODUCTION

These instructions are to act as a guide for your exam season. It is your responsibility to read them carefully and to ensure that you understand what is expected of you. Please feel free to ask if there is something you are unsure about. This guide should be shared with your Parents/Carers.

Written Exams run during the period of 7th May – 24th June and all students should be available for the entire period, regardless of when their last exam is. Please see the last page for information regarding the Contingency day.

BEFORE THE EXAMS

Timetable

An individual timetable will be issued nearer the exams and if you have any clashes with your exams we will also explain the procedure for students with clashes.

Statement of Entry

This shows which exams you have been entered for and which tier, (if applicable). Please check this carefully to make sure that all entries are the ones which you were expecting. If you have any queries, please see your teacher as soon as possible.

Please also check that all information included is correct e.g. dates of birth, spelling of names and names to appear on certificates (LEGAL first name and surname). You are expected to discuss this at home, then sign it and return it to school.

Location of Exams

Most exams will take place in either the Main Hall or the Gym. Various classrooms may be used, so please ensure you check your seating plan.

Time of Exams

It is expected that all **students will arrive at 8.40am and at 12.45pm for a pre exam briefing.**

Morning exams will start **promptly at 9.00am** and afternoon exams at **1.00pm**.

Latecomers will be accepted; however, this will be reported to the awarding body and your paper may not be marked.

Bags and coats will be left outside each exam room.

Seating Plans

Please ensure that you know which room you are in and in which seat. Seating plans will be outside each venue for that session and the full day's plans will be in the B4 / B5 corridor.

Candidate and Centre Number

Your candidate number is used for all external exams and will need to be written on the front of your papers. An identification card will be on your desk with this information on it. Please do not deface these cards.

Your legal name must be used at all times, as shown on your ID card.

The centre number is **48383**

Regulations

Mobile phones and watches are strictly prohibited inside any examination room.

If a mobile phone or any other type of electronic communication or storage device is found in your possession (even if it is turned off) it will be confiscated and a report will be made to the awarding body.

If these rules are not adhered to then it may lead to disqualification from all examinations. It is strongly advised that all mobile phones and watches are left at home.

Conduct

You are under exam conditions from the minute you enter the room to the minute you step outside of it.

Do not speak or communicate in any way with other students. Communicating (which includes turning around) with other students could result in the awarding body disqualifying you.

Persistent disruptive behaviour will be construed as malpractice and will be reported to the awarding body.

If you finish an exam early you will not be allowed to leave. Please check and re-check your paper and sit quietly, there will still be others working around you.

Equipment

We will provide each student with a clear pencil case containing:

- 2 x Black pens
- 1 x HB pencils
- 1 x Highlighter
- An eraser
- Ruler
- Protractor
- Pair of compasses

You are responsible for providing the following equipment for exams.

- Scientific calculator - lid must be removed and the memory cleared.

Should a student wish to provide their own equipment to use during the exams it must be in a transparent pencil case. All packaging/ labels/ writing must be removed.

DURING THE EXAM

Regulations

Failure to comply with Joint Council for Qualifications (JCQ) regulations could lead to disqualification. The school has a duty to notify the awarding bodies of any breaches. All students have been briefed on these, posters are up around the exam room and reminders are given in pre exam briefings.

Examination Papers

Read all instructions and advice on the front of your exam paper and fill in all required information e.g. legal name, candidate number and centre number. Remember to number all questions clearly and include all relevant information on any extra sheets used.

Listen to the instructions and information given by the invigilators, there could be a change to the exam paper you will need to know about.

Check that you have the correct paper and tier (if relevant). If you are unsure or you think you have the wrong paper, please raise your hand and inform an invigilator. The Exams Officer is in constant contact with invigilators and mistakes are easily rectified at the start of the exam rather than half way through.

If you believe there is an error in the paper, raise your hand and inform an invigilator, move onto the next question while your query is looked into.

Uniform

Full school uniform must be worn at all times. Blazers must be free of all pin badges, wrist watches, smart watches and bracelets should be removed and placed in your bag. Blazers may be removed in exam rooms.

Drinks

Still water may be brought into the examination room in a clear plastic bottle with all labels removed. A sports cap/lid is advisable in case of spillages and damage to exam papers.

Toilet/Illness

Please ensure you go to the toilet before your exam. Only students who have a medical toilet pass will be allowed to use the toilet.

If you feel unwell or need to leave an examination room for any other reason, please raise your hand and inform the invigilator. You will need to be escorted at all times.

Fire Alarm/ Lockdown

There will be no fire/lockdown drills during the examinations.

If the fire/lockdown alarm does go off these instructions must be followed in complete silence.

- Do not panic
- Continue to work until told not to.

If you are asked to evacuate the examination room:

- You will be asked to leave the room in silence and in the order in which you are sitting
- Leave all equipment in the exam room
- When you exit the room you must keep a reasonable distance from the students in front and behind you
- You will be kept separate from the rest of the school
- Do not go to your usual fire point - exam candidates will be escorted to the field behind the Main Hall.
- Do not speak to anyone else except an invigilator and then only if necessary. The exam will resume when possible
- When you return to the exam room do not start writing until the invigilator tells you to do so.

Please listen carefully at all times to the invigilator

Absence from examinations

If you are ill or injured during the examination period please inform the Examinations Officer – Ms Robinson - at the earliest possible time. They will be able to help and advise you with your situation.

Unfortunately, it is only in **exceptional circumstances** that candidates are allowed special consideration for absence from any part of an exam.

It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent and returned to the Examination Officer immediately when absence occurs.

Please note that in all instances it is better to sit the exam even if you are unwell. The awarding bodies have very strict guidelines on awarding grades after an absence.

Parents/Carers and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend any examination without good reason.

AFTER THE EXAMS

Notification of results

GCSE Results collection will take place on Thursday 20th August 2026, between 9.15am and 10.30am.

Under NO circumstances will results be given out via telephone.

In exceptional circumstances students may request that their results are emailed to them. This request must be made in writing, accompanied by the email address you wish the results to be sent to, **before 09th July 2026**.

Students can only collect their own results.

Exam results can be collected by another person on result day, as long as they can produce a **handwritten letter of permission signed by the student**. This letter must be brought to school on results day.

Please make school aware of any address changes between now and the end of term. Please also update us should your email or telephone numbers change.

Enquiries regarding results

When examination marks are issued, school will identify those students whose marks narrowly failed to reach the grade above. If the student wishes to apply for a review of marking and parent/carers consent to the fees payable, this can be applied for on production of an email of consent from the student. Details of fees will be given at the time.

The deadline for all requests for enquiries about results is 20th September 2026.

Certificates

Certificates will arrive in school towards the end of the Autumn term. We will inform you when they arrive so you can come and collect. If you require another person to collect these for you, they will need a signed letter of permission from yourself (the student) and will need to bring photographic identification.

Contact

If you have any questions please email exams@millthorpe.elc.org.uk

Exam Contingency Day

Wednesday 24th June – Both morning and afternoon sessions

The summer written exam period will run from Thursday 7th May to Monday 15th June 2026, with practical exams starting 16th March 2026.

However, for the summer 2026 exam series one “contingency” exam day has been arranged by the examination awarding bodies which all students need to be aware of. The contingency day for GCSE examinations has been put in place “in the event of widespread, sustained national or local disruption to examinations during the June 2026 examination series.”

The decision comes following tragic events in previous years, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council for Qualifications (JCQ) have decided that they need the 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.

The date that has been set aside as the contingency day is listed at the top of this page. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24th June 2026.

This decision is not a school decision and does apply to all candidates in all schools. Please can all students/parents/carers make a note of the contingency exam dates in the event that an awarding body needs to invoke its contingency plan.