



ST RICHARD'S
CATHOLIC COLLEGE

EXAMINATION GUIDANCE

**For Pupils,
Parents & Carers**
2025 - 2026

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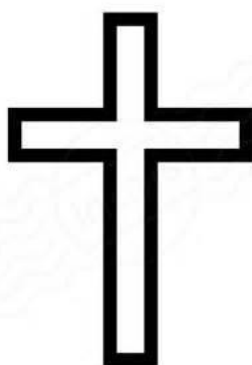
PRAYER FOR YOUR EXAMS

*Dear Lord, as I take this exam, I thank you that
my value is not based on my performance,
but on your great love for me.*

*Come into my heart so that we can walk through
this time together. Help me, not only with this
exam, but the many tests of life that
are sure to come my way.*

*As I take this exam, bring back to my mind
everything I studied and be gracious with what
I have overlooked. Help me to remain focused
and calm, confident in the facts and in my ability, and
firm in the knowledge that no matter what happens
today you are there with me.*

Amen



Introduction

The following information has been provided to give pupils useful information on what they should and should not do when taking examinations. St Richard's Catholic College appreciates that the examination season can be an anxious time for Pupils, Parents and Carers. It is very important that the examinations run as smoothly as possible and it is hoped that by working together, adhering to the examination rules and regulations, that the experience will be as positive and stress free as possible.

Please remember that the school is bound by the regulations set out by **The Joint Council for Qualifications**. Please take your time to read the various instructions and warnings.

Any concerns or queries relating to the running of the examinations should be directed to: Mrs Fletcher, Exams Officer. mrsfletcherd@strichardscc.com

Purpose of the Pupil Exam Handbook

The handbook is intended as a guide to the following:

- To inform pupils about malpractice in examinations/assessments
- To inform pupils about the use of their personal data and copyright
- To ensure pupils are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ 'Information for Candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions pupils may have.
- To support and compliment pupil briefings and assemblies.
- To inform and signpost Pupils, Parents and Carers to any exams-related policies and procedures that they need to be made aware of.

Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the Regulations. Any alleged, suspected or actual incidents of malpractice will be subject to a thorough investigation and reported to the relevant Awarding Body and may result in disqualification.

The JCQ provides information regarding what constitutes malpractice. This includes:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to do so)
- Offences relating to the content of a candidate's work
- Undermining the integrity of examinations/assessments

Cheating of any description will be taken very seriously. Please refer to the JCQ Information for Candidates documents (including Social Media), links can be found in this document and on the school website under Exams Success and Information. Please also familiarise yourselves with the Warning to Candidates and Unauthorised Items posters. These are included in this guide and will be displayed outside the examination rooms. They can also be found on the school website.

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

Things not to do when completing NEA assessments and coursework, as example:

Research and using references

Pupils are reminded that when completing NEA assessment or coursework they should not be using any form of AI technology. Pupils will be required to sign a declaration form stating that all work completed is their own. If the school or Exam Boards detect the use of AI, the pupil will be subject to a malpractice investigation, which could result in the loss of the qualification.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism It is a form of cheating which is taken very seriously.**

Once authentication declarations are signed by the pupils, the school is legally obliged to notify Exam Boards that plagiarism has been detected. This will result in a malpractice investigation and the candidate potentially losing the qualification.

The minimum penalties imposed by the Examination Boards are as follows:

Electronic device:

- Device found on you and turned **ON**:
Disqualification from the entire subject award.
- Device found on you and turned **OFF**:
Disqualification from the paper being sat.

Cheating of any kind:

- Loss of marks for a section, component or unit.
- Disqualification from a unit, all units or whole qualifications.
- A ban from sitting exams for a set period of time.

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Refer to [GR 6](#)

Copyright

The copyright of any form of work created by a pupil that is submitted to an Awarding Body for assessment (referred to as Assessment Materials) belongs to the pupil. By submitting this work, a pupil is granting the Awarding Body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a pupil wishes to terminate the Awarding Body's rights for anything other than assessing their work, the Awarding Body must be notified by the centre and it is at the discretion of the Awarding Body whether or not to terminate such rights

Coursework Assessments/Non-Examination Assessments

Pupils, Parents and Carers should ensure they have familiarised themselves with the following JCQ documentation:

- JCQ Information for Candidates documents - Coursework, Non-Examination Assessments, Social Media (please see the school website – Exams Success and Information)

Teachers will notify pupils of the following information as soon as necessary:

- When assessments will take place
- How pupils are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked and assessed
- When pupils are informed of their centre assessed marks
- Which NEA work is externally marked or assessed
- The use of AI

St Richard's Catholic College has in place a robust Internal Appeals Procedure, should a pupil wish to appeal an assessment decision. Please contact Mrs Fletcher, Exams Officer with any enquiries.

Pupils, Parents and Carers should familiarise themselves with the following documents:

- Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)
- Refer to [JCQ AI poster for students](#)
- [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#)

Written timetabled exams

A GCSE Exam Timetable can be found on the school website and is included with this document. Pupils will be issued with a Statement of Entry in the January before the Summer Exam Season. Once the details of this have been checked by staff, pupils, parents and carers, official examination entries are made to the Awarding Bodies. Any irregularities should be reported to Mrs Fletcher. A personal examination timetable will then be available to view on EduLink, which by the Easter break will also display seating arrangements.

Contingency Session 2026

The designation of a 'Contingency Day' within the common examination timetable is to allow leeway in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the Awarding Bodies' standard contingency planning for examinations. Pupils must remain available until this date.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

Pupils who are identified as having a timetable clash will be notified of arrangements. Where the examinations total is less than three hours, the pupil will be permitted a twenty-minute supervised break. Examinations totalling over three hours can be sat in an earlier or later session, in discussion with the pupil. Exam clash candidates are required to stay under centre supervision at all times.

Where you will take your exams?

All exams will take place in the Gym, Dance Studio, C1OR Drama Studio unless advised otherwise.

What time your exams will start and finish

Morning exams start at **8.45am**; afternoon exams at **1.15pm**. Report to the Gym or Dance Studio corridor at least five minutes before this. It is imperative that examinations commence on time. Pupils are required to remain within the designated exam room until the official finish time.

Supervision during your exams

Exams are supervised by a team of experienced and extensively trained Invigilators. Invigilators must follow strict rules and regulations when conducting examinations, as directed by the JCQ and Awarding Bodies. If you need to attract the attention of an Invigilator, please raise your hand and wait for an Invigilator to come to you.

Exam room conditions

Pupils are reminded that they are under strict examination conditions from the moment that they enter the examination room. Pupils must not speak or turn around. Talking is not permitted until the examination room has been vacated. Communication between candidates will be taken as misconduct and dealt with accordingly.

Wrist watches, mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, smart watches, earphones of any description, reading pens, smart glasses and any other products with text or digital facilities are not allowed in the examination room. Exam reader pens will be allocated to pupils awarded one as an Access Arrangement.

Pupils should:

- Check that they have sat in the correct seat.
- Ensure they have the correct examination paper, subject and tier of entry.
- Ensure the centre number (**56665**), candidate number and legal name (as per exam card on the desk), have been written clearly on the answer booklet and on any additional pages.

Do not start the examination until instructed by the Exams Officer or Invigilator. Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant Awarding Body.

If extra paper is required, pupils should raise their hand and wait for an Invigilator. Additional answer sheets must be placed securely with answer booklets; tags will be supplied, if required, by the Awarding Body.

Do not draw, graffiti or write offensive comments on examination papers, as the Awarding Body may refuse to mark your paper.

The use of tippex and correcting pens are strictly forbidden. Highlighters or gel pens must not be used in answers.

Pupils should remain seated at all times and are not permitted to leave an examination early.

Where you will sit in the exam room

Pupils are sat in candidate order within the Gym and as per access arrangement requirements in the Dance Studio, C1 and the Drama Studio.

Seat numbers in the Gym will change for each examination. It is imperative that pupils are familiar with their seat number before each examination; these can be found on EduLink. Seating plans will also be displayed outside of the examination room prior to each exam.

A candidate card will be placed on each examination desk.

What equipment you need to bring to your exams

Pupils are responsible for bringing with them equipment and resources needed for the examination. If a pupil has any unauthorised equipment or resource in the exam room (whether or not they intend to use it), this may be considered as malpractice.

All Exams:

- Clear pencil case
- A black ballpoint pen (plus a spare if possible), ruler, rubber, pencil
- A clear plastic bottle of water, no labels. Must be stored under your desk

Subject Specific Exams (in addition to the above):

- Maths – Calculator, protractor, compass
- English – Highlighter pen
- Science – Calculator, protractor
- D & T – Colouring pencils, calculator, protractor
- Geography – Calculator
- Business Studies – Calculator

Using calculators

Pupils must be aware of JCQ Awarding Body instructions regarding the use of calculators in your exams.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- During an examination a calculator must not give access to pre-stored information.
This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.
 -

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Food and drink in exam rooms

Food is not permitted in the exam room. Pupils may bring a small bottle of water; the bottle must be clear with all labels removed.

What you should wear for your exams

Pupils are required to wear full school uniform for every examination.

Where your personal belongings will be stored during your exam

Bags, coats and any other personal items should be stored in lockers before each examination. Staff will advise pupils of alternative arrangements, should this not be possible at any point.

What to do if you arrive late for an exam

In the event of a pupil being delayed, the school must be notified immediately. It may still then be possible for the examination to be sat. Pupils should report to the Attendance Officer and make their way to the exam room. The exam room must not be entered without permission after the exam has begun. Pupils should wait outside to be escorted in by the Exams Officer or an Invigilator. Pupils arriving very late to an examination will be subject to an investigation. Awarding Bodies may then refuse to accept the examination paper.

What to do if you are unwell on the day of an exam

In the event of a pupil missing an exam due to illness, the school should be notified as soon as possible. It is advisable to obtain a doctor's certificate as evidence and to aid in any special consideration applications.

What happens in the event of an emergency in the exam room?

If the fire alarm sounds during the examination pupils should remain seated and await instructions from the Invigilators. The Emergency Evacuation procedure will be actioned. All exam papers should be left on desks. Pupils must remain silent and under exam conditions.

Results

GCSE Results:
Thursday, 20th August, 9.00am – 11.30am

Please notify Mrs Fletcher, Exams Officer
if you are unable to attend.

Any results which are not collected by
11.30am will be posted that day

Senior members of staff will be on hand to answer any queries or concerns. Staff can also be contacted via email.

Post-results services

Awarding Bodies offer a post results service. This includes:

- Access to Scripts
- Service 1: Clerical Check
- Service 2: Review of Marking

Pupils are advised to discuss concerns with a member of staff, preferably the Subject Leader, before pursuing a Review of Marking. All requests must be made through the school. Mrs Fletcher, Exams Officer will provide further information and consent forms.

Pupils will be made aware of dates, fees and deadlines for post results services, once they have been made available by the Awarding Bodies and before the end of the Summer Term.

Certificates

Certificates are distributed to pupils at the Certificate and Prize Giving ceremony in November. Pupils will be notified of the date and arrangements nearer the time. Uncollected certificates will be retained in the school reception office. The school is permitted to keep certificates for a relatively short time period, after which it is a legal requirement that they are destroyed. Exam Boards will not replace certificates, they will only reproduce a certified statement of results, which incurs a cost. Pupils are encouraged to collect their certificates at their earliest convenience. If nominating a third party to collect on their behalf, written confirmation will be required. This can either be via email or in the form of a written and signed note.

Internal appeals procedures

A copy of St Richard's Internal Appeals Procedure for Examinations can be found on the school website. Please direct any appeal enquiries to Mrs Fletcher, who will facilitate any appeal request and be able to give further information regarding procedures and timescales.

Complaints Policy

A copy of St Richard's Complaints Policy can be found on the school website. Please contact Mrs Fletcher with any initial enquiries.

Appendix 1

Pupils, parents and carers **must** read the following JCQ information:

These documents can be found on the school website under 'Exam Success and Information'

[St Richard's – Exam Success and Information](#)

[JCQ Information for candidates – coursework](#)

[JCQ Information for candidates – non-examination assessments](#)

[JCQ Information for candidates – on-screen tests](#)

[JCQ Information for candidates – written exams](#)

[JCQ Information for candidates – social media](#)

[JCQ Information for candidates – AI and assessments](#)

Appendix 2


Unauthorised Items Poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification”.



JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 exam/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.

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GCSE Examinations Timetable 2026



GCSE Examinations Timetable 2026 Thursday, 9th May 2026 to Friday, 19th June 2026

BTEC Performing Arts: February 27th, March 6th, 18th, 20th and 27th

Art Exam: March 23rd and 24th

MFL Speaking Exams: 20th April – 1st May

Thursday 7 th May 2026 - Friday 8 th May 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
7	Thurs					German	Pearson 1GN1 2	Listening F/H	50m/1hr5m
8	Fri					Drama	AQA 8261/W	Understanding Drama	1hr45m

Monday 11 th May 2026 - Friday 15 th May 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
11	Mon	English Literature	AQA 8702/1	Shakespeare & 19 th Century Novel	1hr45m	Business Studies	Pearson 1BS0 01	Investigating Small Business	1hr45m
12	Tues	RE	Pearson 1RA0 1A	Study of Religion: Catholic Christianity	1hr45m	Biology	AQA 8461	Paper 1	1hr45m
						Combined Science	AQA 8464	Biology Paper 1	1hr15m
13	Wed	Geography	AQA 8035/1	Paper 1: Living with the Physical Environment	1hr30m	Computer Science	OCR J277/1	Computer Systems	1hr30m
14	Thurs	Maths	Pearson 1MA1 F/H	Paper 1 Non-Calculator	1hr30m	German	Pearson 1GN1 3	Reading F/H	45m/1hr
15	Fri	History	Pearson 1HI0	Paper 1: Thematic Study & Historic Environment (Medicine)	1hr20m				

Monday 18 th May 2026 – Friday 22 nd May 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
18	Mon	Chemistry	AQA 8462	Paper 1	1hr45m	Media Studies	AQA 8572/1	Paper 1	1hr30m
		Combined Science	AQA 8464/C	Chemistry Paper 1 F/H	1hr15m	Sport Science	OCR Cambridge National R180	Sport Science	1hr15m
19	Tues	English Literature	AQA 8702/2	Modern Texts & Poetry	2hr15m	Computer Science	OCR J277/2	Computational Thinking, Algorithms & Programming	1hr30m
20	Wed	French	Pearson 1FR1 2	Listening F/H	50m/1hr5m	RE	Pearson 1RA0 2C	Study of a Second Religion: Islam	50 mins
21	Thurs	English Language	AQA 8700/1	Explorations in Creative Reading and Writing	1hr45m	Business Studies	Pearson 1BS0 02	Building a Business	1hr45m
22	Fri	PE	AQA 8582/1	The Human Body and Movement	1hr15m				

HALF TERM

Monday 1 st June 2026 - Friday 5 th June 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
1	Mon	PE	AQA 8582/2	Socio-Cultural Influences and Well-Being	1hr15m	German	Pearson 1GN 4	Writing F/H	1hr15m/1hr20m
						Music	Eduqas C660U301	Component 3	1hr15m
2	Tues	Physics	AQA 8463/P	Paper 1	1hr45m	Media Studies	AQA 8572/2	Paper 2	1hr30m
						Statistics	Pearson 1 ST0	Paper 1	1hr30m
		Combined Science	AQA 8464	Physics Paper 1	1hr15m	Polish	AQA 8688	Listening & Reading	45m 1hr
						Russian	Pearson	Listening & Reading	45m 1hr25
3	Wed	Maths	Pearson 1MA1 F/H	Paper 2 Calculator	1hr30m	RE	Pearson 1RA0 3A	Philosophy and Ethics	50 mins
4	Thurs	History	Pearson 1HI0	Paper 2: Elizabethan and American West	1hr50m	French	Pearson 1FR1 3	Reading F/H	45m/1hr
5	Fri	English Language	AQA 8700/2	Writers Viewpoints and Perspectives	1hr45m	Geography	AQA 8035/2	Challenges in the Human Environment	1hr30m

Monday 8 th June 2026 - Friday 12 th June 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
8	Mon	Biology	AQA 8461	Paper 2	1hr45m	i-Media	Cam Nat R093	Creative I Media in the Media Industry	1hr30m
		Combined Science	AQA 8464/B	Paper 2 Biology	1hr15m	Further Maths	AQA 8365	Paper 1	1hr45m
9	Tues	Spanish	Pearson 1SP1 2	Listening F/H	50m/1hr5m	History	Pearson 1HIA DC	Paper 3: Weimar & Nazi Germany	1hr30m
10	Wed	Maths	Pearson 1MA1 F/H	Paper 3 Calculator	1hr30m	D & T	AQA 8552	Written Paper	2hr
						Russian	Pearson 1RU0	Writing	1hr25m
11	Thurs	Geography	AQA 8035/3	Paper3: Geographical Applications	1hr30m				
12	Fri	Chemistry	AQA 8462	Paper 2	1hr45m	French	Pearson 1FR1 4	Writing F/H	1hr15m/1hr20m
						Statistics	Pearson 1 ST0	Paper 2	1hr30
		Combined Science	AQA 8464/C	Paper 2 Chemistry	1hr15m	Polish	AQA 8688	Writing	1hr15m

Monday 15 th June 2026 – Friday 19 th June 2026									
AM (8.45)						PM (13.15)			
Date	Day	Subject	Board	Paper	Time	Subject	Board	Paper	Time
15	Mon	Physics	AQA 8463	Paper 2	1hr45m	Further Maths	AQA 8365	Paper 2	1hr45m
		Combined Science	AQA 8464/P	Paper 2 Physics	1hr15m				
16	Tues	Spanish	Pearson 1SP1 3	Reading F/H	45m/1hr				
17	Wed								
18	Thurs								
19	Fri	Spanish	Pearson 1SP1 4	Writing F/H	1hr15m/1hr20m				

24th June - JCQ Contingency Day

The designation of a 'Contingency Day' within the common examination timetable is to allow leeway in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the Awarding Bodies' standard contingency planning for examinations. Pupils must remain available until this date.

GCSE Results Day: Thursday, 20th August 2026 (9.00 - 11.30am)