



# Getting you ready for the summer exam series: Student briefing

# Contingency sessions

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There are no exams taking place on the following days/sessions, but you will be expected to make yourself available at these times in case they are used in the event of an emergency:

- Wednesday 11th June (afternoon)
- Wednesday 25th June (all day)

June 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

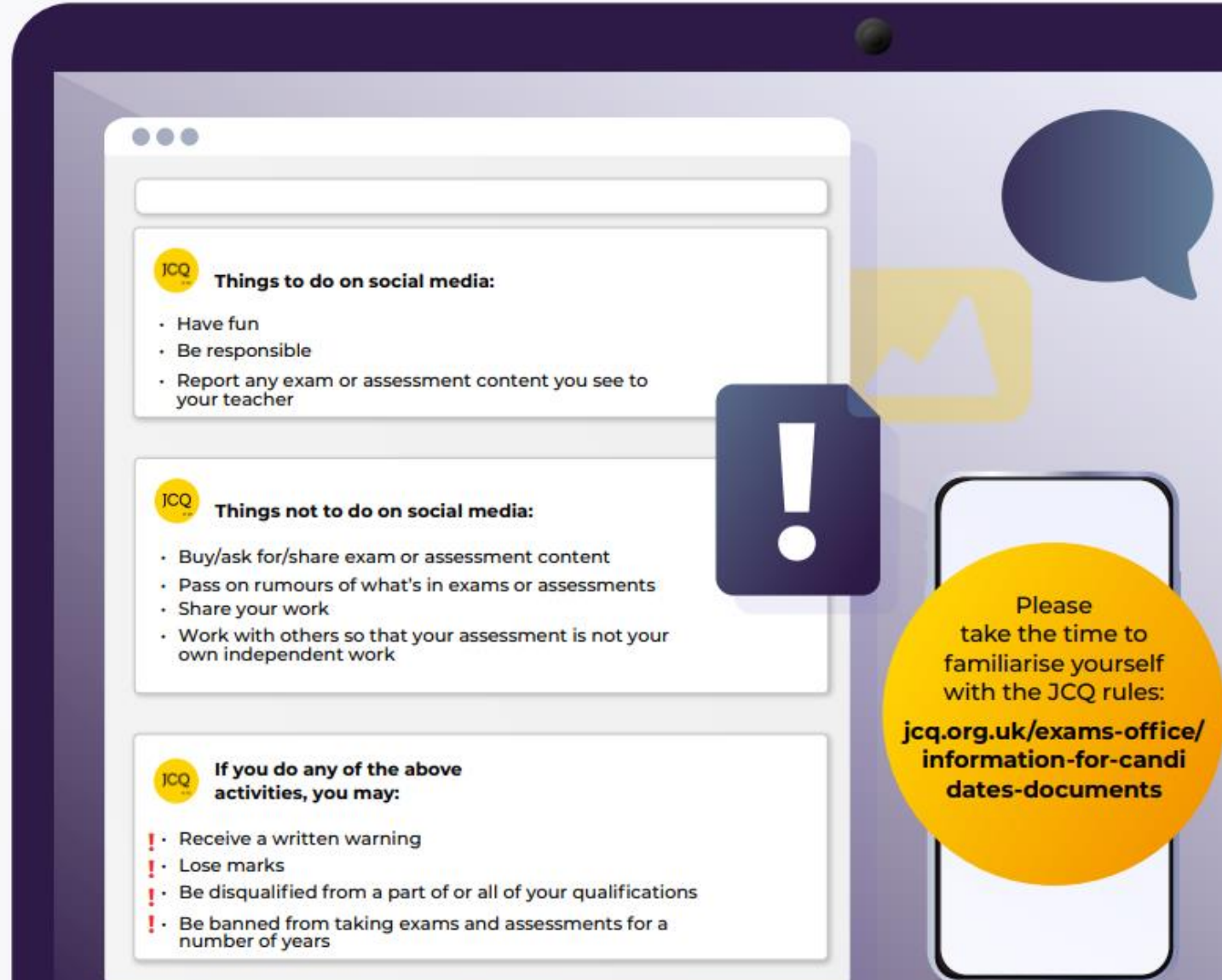
# Social media poster



**DO NOT COMMENT  
ON OR DISCUSS  
THE CONTENT OF  
THE QUESTION  
PAPER ON SOCIAL  
MEDIA**

**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)

# The Exam Day

You must be aware of the following before your exams:

- ROOM
- SEAT NUMBER
- TIME...

**Mornings: 8:35am for a 8:45am start**

- 8:35am – go to exam hall/exam rooms

**Afternoons: 1pm for a 1:15pm start**

- 1pm – go to exam hall/rooms







# What you need to do if you are late for an exam

**You must be on time for all your exams**

**However, if you are/you think you will be late for an exam, follow these steps:**

- Step 1: Telephone the school and ask to speak with the exams officer Miss Daley or Mr Feeny/  
Miss Swales / Miss Parker-Reaney
- Step 2: Follow the instructions given by the exams officer
- Step 3: Turn off your mobile phone and any other communication device
- Step 4: When you arrive at school go to main reception and explain that you are late and that  
you need to see the exam officer immediately
- Step 5: Your exams officer will give you the full instructions for the exam, and answer any  
questions, before you are allowed to begin your exam

# What you need to do if you are ill on the day of an exam

**If you are feeling unwell on the day of an exam, follow the steps below**

- Step 1: Telephone the school and ask to speak with the exams officer Miss Daley
- Step 2: Follow the instructions given by Miss Daley
- Step 3: Try and get some evidence to prove your illness (e.g. a doctor's note)

Your exam cannot be rescheduled for a different date or time.

# Exam room posters

You are **not** allowed to bring the following into the exam room as they are potential technological / web enabled sources of information:

- Mobile phone/smartphone
- Smartwatch
- Analogue watch
- AirPods
- Earphones/earbuds
- iPod
- MP3/4 player
- Memory sticks

JCQ  
CIC

AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## 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.

# Exam room posters

In particular, note the following:

- Possession of a mobile phone, even if you do not use it, is not allowed and may be subject to penalty, including possible disqualification
- You are under formal exam conditions from the the moment you enter the room in which you will be taking your examination(s) until the point at which you are permitted to leave
- You must follow the instructions of the invigilator



**If you do not follow these instructions you are committing malpractice**





# What are formal exam room conditions?

- Formal examination/exam room conditions are:
  - **Not talking to other candidates**
  - **Not disturbing other candidates**
  - **Not communicating with other candidates**
- You are under formal examination conditions **from the moment you enter the exam room** in which you will be taking your examination(s) **until the point at which you are permitted to leave**
- **If you talk to, disturb and/or communicate with other candidates** as you enter or leave the exam room (as well as the whole time you are in the exam room), **this is malpractice** and will be reported to the awarding body who will decide whether to penalise you which may **include disqualification**



# The role of the invigilators



- Each exam room will have at least one invigilator
- Awarding bodies insist that invigilators must follow strict rules and regulations during exams
- **Invigilators must record any irregular incidents** which occur in the exam room (e.g. if someone feels unwell, requires the toilet or falls asleep etc.)
- If you behave in a suspicious manner the invigilator will approach you and ask you to stop
- If you misbehave, the invigilator will warn you that you may be removed from the exam room
- You are committing malpractice if you do not follow the invigilators instructions



**YOU MUST FOLLOW THE INSTRUCTIONS OF THE INVIGILATOR. FAILURE TO DO SO MAY RESULT IN A PENALTY WHICH COULD INCLUDE POSSIBLE DISQUALIFICATION**

# **Exams Office Video Briefing...**



# What materials should you bring to an exam

You must bring the following materials with you to every examination:





What material is not allowed in the  
exam room



# Calculators

## How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ✗ language translators
- ✗ symbolic algebra manipulation
- ✗ symbolic differentiation or integration
- ✗ communication with other machines or the internet



During an exam, a calculator **must not** give access to pre-stored information. This includes:

- ✗ databanks
- ✗ dictionaries
- ✗ mathematical formulae
- ✗ text

**Your Maths teacher will explain how a calculator can/cannot be used in an exam**

# Water bottles

- Water bottles must be transparent with all labels removed and no writing on the bottle
- This includes transparent, reusable plastic bottles



The invigilator may ask you to take off the lid if this is large enough to hide notes

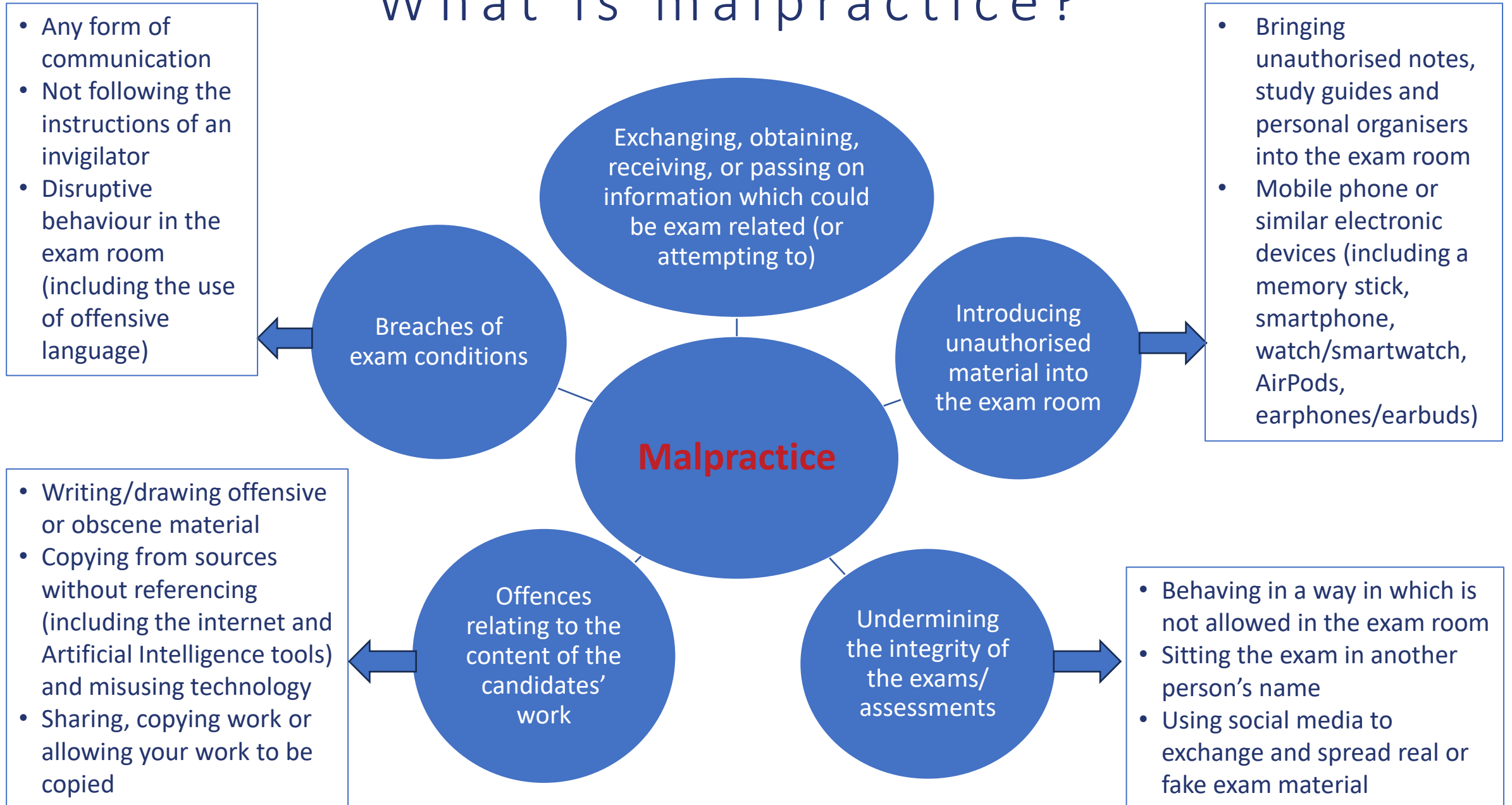
# Emergency evacuation of the exam room



If there is an emergency, such as a fire alarm, you will sit and wait for invigilator instructions as it may be a false alarm. If there is a need to evacuate the exam room, you will be instructed to do so by the invigilating staff.

You **must** follow the invigilator's instructions

# What is malpractice?





# Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>Bringing <b>notes</b> in the wrong format or prohibited annotations into the exam room</b>	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
<b>Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)</b>	<b>Not in the candidate's possession but makes a noise during the examination</b>	<b>In the candidate's possession but no evidence of being used by the candidate</b>	<b>In the candidate's possession and evidence of being used by the candidate</b>

# Examples of malpractice and the penalties which may be applied

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations</b>	Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
<b>Disruptive behaviour in the examination room or assessment session (including use of offensive language)</b>	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

# Examples of malpractice and the penalties which may be applied?

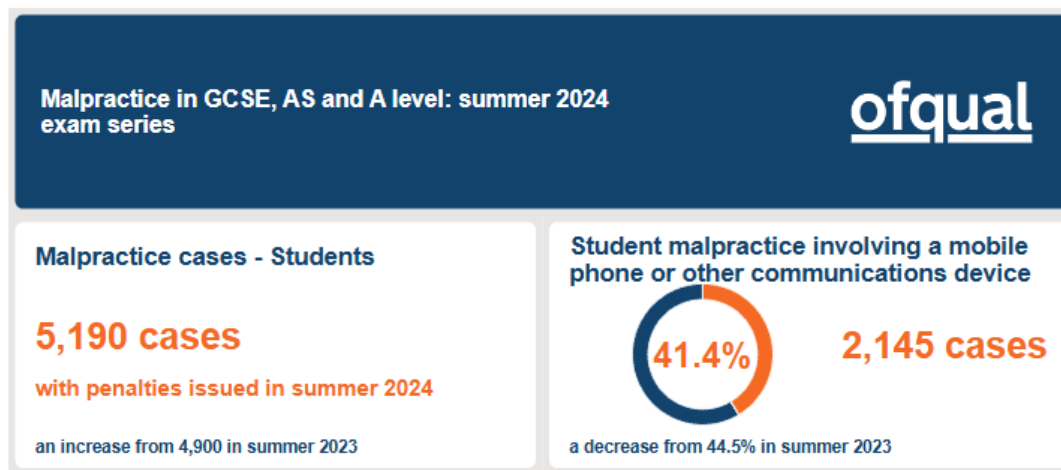
Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject
<b>The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios</b>	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
<b>Copying from another candidate or allowing work to be copied (including the misuse of technology)</b>	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy

Official Statistics

## Malpractice in GCSE, AS and A level: summer 2024 exam series

Published 12 December 2024

**5,190** cases of malpractice were issued penalties in 2024.



# Malpractice

Each of these cases were penalised:

Loss of certification opportunity (disqualification)	1,030
Loss of marks	2,350
Warning	1,850

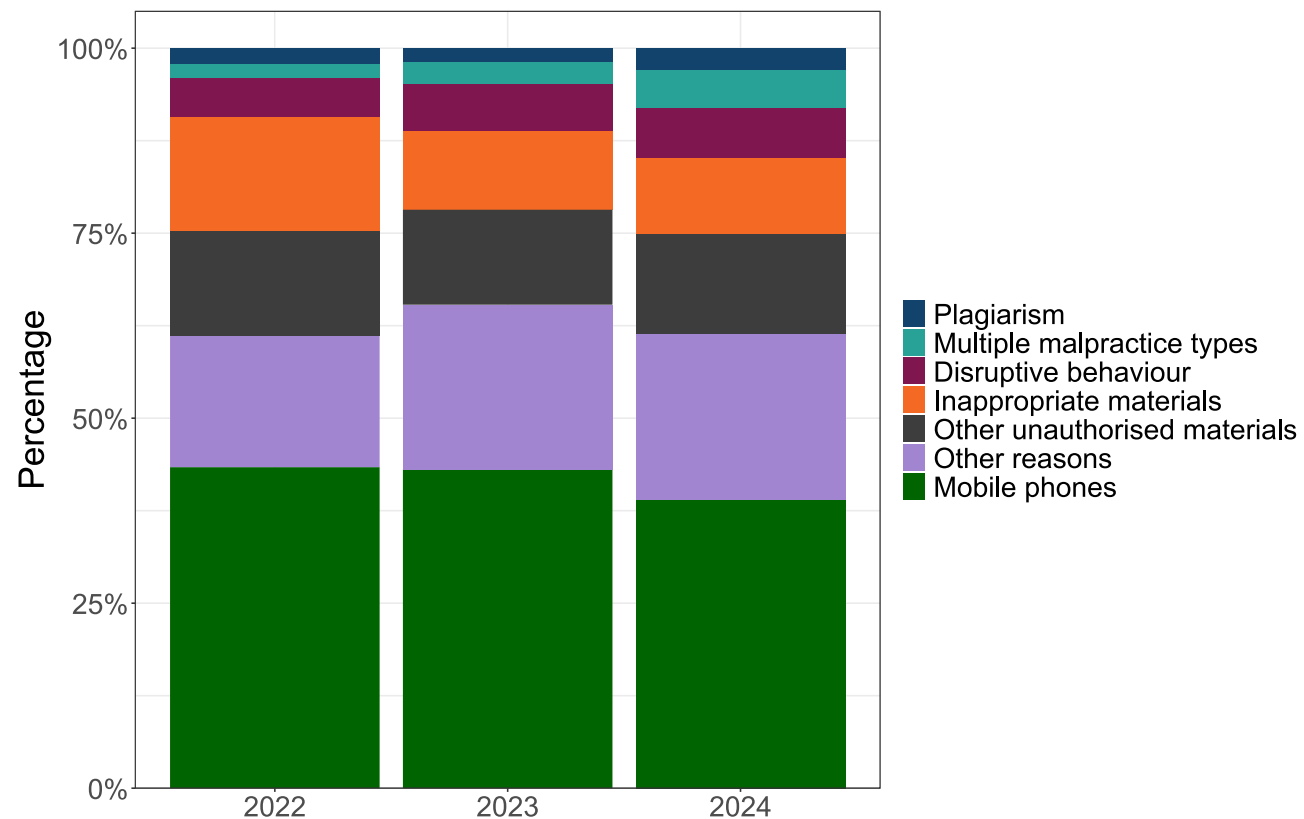
Official Statistics

## Malpractice in GCSE, AS and A level: summer 2024 exam series

Published 12 December 2024

A range of malpractice cases were recorded, with **41.4%** involving mobile phones.

## Malpractice





# Leaving the exam room

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- Students are **not permitted to leave the exam room.** Students are only permitted to use the toilet if there is an emergency, or the student has a **medical note**. If there is a need to use the toilet, students must raise their hand to request the attention of an invigilator.
- If you finish before the end of the exam and you want to leave early, you will **not be allowed to leave until the actual finishing time.** Students that refuse to follow this instruction will be penalised as this is **malpractice.** **Parents will be charged for the failed exam.**




# Leaving the exam room: Extra time candidates



- If you have been granted extra time and you finish before the end of your extra time you will not be allowed to leave until the end of your extra time. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams

OR

- If you have been granted extra time and you finish before the end of your extra time and you want to leave early, you will only be able to leave **after you have signed to confirm that it is your decision to leave the exam room** and that you cannot return for this exam. If you do not use your full extra time on a regular basis, you could possibly lose this arrangement for your remaining exams

**BENTON PARK SCHOOL**  
*"Creating a climate for great learning, success and opportunity"*

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**Declaration of Exam Termination – Extra Time Candidates**

You have been awarded 25% extra time in your exams due to a difference in speed of working. You are entitled to use all this additional time at the end of the exam without a break (unless you have supervised rest breaks as part of your access arrangements).

It is not mandatory that you stay in the exam room for the entire 25% extra time, you may leave at any time once the exam has finished; this is at your discretion. Please be aware, once you have handed your script to the invigilator and left the exam room you cannot resume the exam or make any changes to your work.

*Signature of this declaration indicates that I understand the choice to leave the exam room was my own, I cannot make re-enter the exam room or make any changes to my work now that I have terminated the examination:*

Exam title: \_\_\_\_\_

Published finish time: \_\_\_\_\_

Extra time finish time: \_\_\_\_\_

Candidate finish time: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Results

- A Level results day takes place on Thursday 14th August between **10am and 12pm.**
- Members of staff will be on hand to support students at this time.



# Reviewing your exam results: The options

- **Service 1: A clerical re-check. This includes a check that:**
  - all parts of your script (your answers) have been marked
  - marks have been totalled and recorded correctly
- **Service 2: Review of marking. This includes:**
  - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
  - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- **Service 3: Review of moderation. This applies to non-examination assessments and coursework and includes:**
  - a review of the original moderation and sample of candidates' work to ensure that the assessment criteria was applied fairly, reliably and consistently (this service is not available to individual candidates)
- **Access to scripts**



## Requesting a post-results service

- **Students need to submit any request for a review of exam results to the exams officer by Friday 5<sup>th</sup> September 2025.**
- **Staff will be on hand on results to day support any requests.**