

Exam Procedures

Student Guide 2026-27

Exam Entry Information

Please note all exam documentation will be in your Legal Name

Legal Name	
Preferred Name	
Date of Birth	
Candidate Number	
Centre Number	31300

Important Contacts

Tutor Group	
Progress Leader	
College Leader	
Examinations Officer	Mr Boatright-Greene

All information contained in this booklet is correct as of 1 October 2026. Students and parents/carers will be notified of material changes. The current version will be available through the School website.

Important Contact Information

Contact Name	Location	Contact Information
Exam Absence – URGENT	Admin Office - Attendance Officer	01789 416 621
Exams Office	G10	examsanddata@stratfordschool.co.uk
24 Hour Student Absence Line	Admin Office - Attendance Officer	01789 209 296 attendance@stratfordschool.co.uk
Attendance Support Room (ASR)	G20	01789 416 676
School Reception		01789 268 051 (non-exam issues only)
Bromcom Student Portal & School email account		helpdesk@stratfordschool.co.uk

School Website – Exam & Results Information

There is a designated section of the school website which shares a host of important exam related information relating to internal and external exam timetables, post results services, internal appeals, certificates, etc. It can be found in the 'Information – Examinations & Results' section of the school website.

Please use this resource when looking for exam related information:

www.stratforduponavonschool.com/examsandresults

Exam Related Communication

We will share important exam messages directly with students via their school email account, uploads of reports and timetables to their Bromcom Student Portal account. It is vital students check their accounts regularly to ensure they are fully prepared for exams.

If help is needed to access either a school email, TEAMS or Bromcom Student Portal account, students should contact helpdesk@stratfordschool.co.uk

Alternatively, please visit the school website for information on how to access online resources.
www.stratforduponavonschool.com/homeworking

Contents

The aim of this guide is to help you throughout the assessment and exam period by explaining the procedures and answering some of the questions you may have. Please read each section carefully, and if you are still unsure about anything, please ask **YOUR FORM TUTOR, PROGRESS LEADER, COLLEGE LEADER, EXAMINATIONS OFFICER OR ANY OTHER MEMBER OF THE SCHOOL TEAM**, for help.

1. General Information

- a. Conduct
- b. Exam Entries
- c. Coursework & Non-Examination Assessment
- d. Access Arrangements
- e. Materials and Equipment
- f. Malpractice

2. Exam Dates and Timetables

- a. Exam Dates
- b. Contingency Day
- c. Entry Report / Statement of Entry
- d. Exam Timetables

3. Exam Day

- a. Exam Start Times
- b. Exam Rooms and Seating
- c. Candidate Numbers

4. Exam Absence

- a. Illness
- b. Special Consideration
- c. Unexplained Absence
- d. Late Arrival to Exams

5. Emergency Procedures

- a. School Closure
- b. Emergency Evacuation

6. Results

- a. Results Day
- b. Enrolment at Stratford upon Avon Sixth Form
- c. Post-Results Services

7. Certificates

8. Exam Check List

9. Appendices

- | | |
|---|--|
| i. JCQ Information to Candidates – written exams | v. JCQ Information for Candidates – AI (Artificial Intelligence and assessments) |
| ii. JCQ Information to Candidates – non-examination assessments | vi. JCQ Information to Candidates – Social Media |
| iii. JCQ Information to Candidates – coursework | vii. JCQ Warning to Candidates poster |
| iv. JCQ Information to Candidates – on-screen examinations | viii. JCQ Unauthorised Items poster |
| | ix. JCQ AI Poster for Students |

1. General Information

Conduct

At Stratford upon Avon School, we expect the highest standards of behaviour from every student during internal and external examinations and assessments. All examinations are conducted in accordance with current JCQ regulations and the requirements of the relevant awarding organisation.

All students must be polite to, and co-operate with, invigilators. The invigilation team are there to help you and ensure the smooth running of exams.

Any alleged, suspected or actual malpractice or serious misconduct will be dealt with under the School's examination policies and, where required, reported to the relevant awarding organisation. Sanctions are decided by the awarding organisation and can include loss of marks or disqualification.

Dress Code

KS4 - School uniform dress code **MUST** be adhered to at all times.

KS5 - Smart business wear **MUST** be adhered to at all times.

Graffiti

You must not write offensive, obscene or inappropriate comments or drawings on examination papers or assessment material. This may be treated as malpractice.

You must not deface your candidate card or any examination documentation.

You must not write on the exam desks. This is regarded as vandalism, and you will be asked to pay for any damage.

Exam Entries

Your teachers will tell the Exams Office which examinations and assessments you need to be entered for. Entries will be made in line with awarding-organisation deadlines and, once available, will be shown through your Bromcom Student Portal. You must check your entries carefully. If anything is missing or incorrect, contact the Exams Office immediately at examsanddata@stratfordschool.co.uk from your school email account.

Coursework & Non-Examination Assessment Marks

For relevant coursework and non-examination assessments (NEA), your subject teacher will tell you your centre-assessed mark/grade in writing before it is submitted to the awarding organisation. The mark/grade is provisional and may change through moderation or other awarding-organisation quality assurance. If you believe the School's published marking/review procedure has not been followed, the Internal Appeals Procedures explain the route and deadline for requesting a review.

Access Arrangements

Access arrangements are awarded by the School only where the current JCQ criteria and evidence requirements are met and the arrangement reflects your normal way of working. A diagnosis, EHCP, privately commissioned assessment or parent/carer request does not automatically mean an arrangement can be awarded.

If you think support is missing or incorrect, raise this with the School in good time. At the start of an examination, check that you have the access arrangement(s) you expect and tell an invigilator immediately if something is wrong.

Equipment

It is essential that you know what is and is not allowed in the examination room. The checklist below summarises the main rules. If you are unsure whether something is permitted, ask the Examinations Officer or an invigilator before the examination starts.

Check your pockets before every examination. Bring only the stationery and equipment you need and do not keep any unauthorised item on or near you.

Before an examination starts, staff may carry out proportionate checks to help make sure the regulations are being followed. These may include checks for mobile phones, watches, smart devices, smart glasses and other unauthorised electronic equipment.

Equipment Check List

The items below are **NOT ALLOWED** in any exam room. It is not an exhaustive list so bring only what is needed for each exam – to be sure, **empty your pockets of everything else!**

	Bags & Coats Bags and coats are not allowed in the exam room. Store them where staff direct you before entering the examination room.
	Equipment You are responsible for bringing the equipment required for your paper. The School cannot guarantee spare calculators or specialist equipment. • Use black ink or black ballpoint pen unless the paper instructs otherwise. • Pencil cases must be transparent. • Do not use correcting pens, correction fluid/tape, erasable pens or gel pens in your answers. • Highlighters may be used on questions or source material where appropriate, but not in your answers.
	Mobile Phones / Smart Devices / Electronic Devices Mobile phones, smart glasses, tablets, MP3/4 players, earphones/earbuds (including AirPods), data-storage or web-enabled devices and other smart devices must not be in your possession during the examination. If you still have an unauthorised device before the examination begins, hand it to staff immediately and switch it off or put it on silent mode as instructed. Approved hearing aids/cochlear implant processors are managed separately.
	Watches Watches of any kind – analogue, digital or smart – must not be brought into the examination room. A clock showing the actual time will be visible.
	Food, Drink & Medication You may bring one clear, colourless bottle of water (maximum 500ml), with all labels removed and a sports cap as required by School procedure. Food, chewing gum, medication or an alternative drink is only permitted where an agreed medical arrangement is in place. Contact the Exams Office in advance wherever possible.
	Paperwork Do not bring loose paper, revision notes, planners, diaries or other unauthorised written material into the examination room. If you need a tissue or additional examination paper, raise your hand and ask an invigilator. Do not remove examination stationery, rough work, question papers or other examination material unless an invigilator expressly tells you that you may do so.
	Calculators Where calculators are permitted, you are responsible for making sure yours complies with the regulations and is working properly. • Clear anything stored in the memory and put the calculator into exam mode where applicable. • Remove any case, lid or cover as instructed; no printed instructions/formulae may be available. • The calculator must not provide prohibited communication, internet access, stored text/formulae, symbolic algebra or other prohibited facilities. • Do not bring operating instructions or prepared programs into the room.
Bring the equipment you need for your examination. You must not borrow equipment from another candidate during an examination.	

Malpractice

Breaking examination or assessment regulations may constitute malpractice.

The School must report alleged, suspected or actual malpractice to the relevant awarding organisation where the published rules require it. This includes incidents during written/on-screen examinations and concerns arising from coursework, NEA or other assessed work after the relevant authentication/reporting point.

To protect yourself from accidental malpractice, you must read the current JCQ candidate information relevant to your assessments. The links are included at the end of this booklet:

- JCQ Information for Candidates – Written examinations
- JCQ Information for Candidates – Non-examination assessments
- JCQ Information for Candidates – Coursework assessments
- JCQ Information for Candidates – AI (Artificial Intelligence and assessments)
- JCQ Information for Candidates – On-screen examinations
- JCQ Information for Candidates – Social Media
- JCQ Warning to Candidates poster
- JCQ Unauthorised Items poster
- JCQ AI Poster for Students

You must understand the rules for every type of assessment you complete, including coursework, NEA, practical/performance assessments, written examinations and on-screen examinations. A breach can affect marks, grades or qualifications.

The current JCQ candidate information is also available through the Examinations & Results section of the School website and directly from the JCQ Information for Candidates pages.

Awarding-organisation privacy information is available through links from the School website:

<https://www.stratforduponavonschool.com/examsandresults> (Key JCQ Documentation & Privacy Policies section)

The Use of AI and Plagiarism

Submitting work that is not your own, plagiarism, unacknowledged AI-generated material, inappropriate use of AI or sharing live assessment material can constitute malpractice.

If you use information from the internet, AI tools or other sources in work where this is permitted, you must follow the assessment rules and acknowledge/reference the source correctly. Where AI is used, current JCQ guidance requires you to identify the tool, keep a non-editable record of the prompt(s) and generated content (for example screenshots), and explain how you used it.

Do not share live coursework/NEA or assessment material with other candidates or on social media. Your teacher will explain subject-specific requirements; if you are unsure what is permitted, ask before using AI or another external source.

Key Rules when taking written exams

Please make sure you are clear on the key rules below.

- Formal examination conditions begin when you enter the designated examination facility and continue until you have left the exam venue.
- Talking is not allowed at any time.
- Do not turn or make contact, or attempt to make contact with another candidate(s).
- Follow ALL instructions given by invigilators. Before the examination starts, check that the access arrangement(s) you expect are in place and raise your hand immediately if something is wrong. These arrangements will be on your candidate card.
- Do not write anything or open the question paper until you are told to do so. This includes completing the front of your answer booklet.
- Write only where the examination paper or answer booklet permits. Do not write on yourself, clothing, desks or equipment, and do not add offensive or inappropriate comments/drawings.
- Do not bring, or have on your person, any unauthorised materials, equipment or devices.
- Bags and coats are NOT allowed in exam rooms.
- School uniform (KS4) / Sixth Form Dress Code (KS5) must be worn for every exam/assessment.
- Food and drink are not allowed other than permitted water or an agreed medical exception. Medication/medical equipment should be arranged with the Exams Office in advance wherever possible.
- If you need help, feel unwell, need more paper or think something is wrong with your examination/access arrangement, raise your hand and wait for an invigilator. Stop writing immediately when instructed.
- Do not remove examination stationery, rough work, question papers or other examination material from the room unless an invigilator specifically permits it.
- When leaving the exam room, **you MUST remain silent** until you have left the building so as not to disturb or distract other students still working.

The list above is not exhaustive. You **MUST** read the JCQ Candidate Information provided in the Appendices to ensure **YOU** are aware of all the rules and regulations when taking written exams and assessments.

Any alleged or suspected breach will be dealt with under the School's examination procedures and reported to the awarding organisation where required.

2. Exam Dates and Timetables

Exam Dates - The dates of summer external exams are set by the exams boards and usually take place during May and June each year.

Contingency Dates - JCQ and the awarding organisations designate contingency arrangements for the summer examination series so that examinations can be rescheduled nationally or locally if there is significant disruption. You must remain available up to and including the published contingency day, even if your personal timetable appears to finish earlier.

Summer 2027 contingency day: Wednesday 23 June 2027.

Entry Report / Statement of Entry

You will receive an Entry Report/Statement of Entry showing the examinations for which you are entered. Your examination information will also be available through Bromcom. This is an important final check of your personal details, subjects, components and tiers.

When you are issued with your Entry Report, please read it thoroughly. This is a final check to ensure that you are entered for the correct exams and tiers, and your personal details are accurate. **YOU MUST CHECK IT VERY CAREFULLY.**

Personal Details

Check the spelling of your name and date of birth as this will appear on your certificates. This will be your LEGAL name e.g. Joseph rather than Joe.

Exam Units - Please check the subjects and tiers for which you are entered.

If **anything** is incorrect or not as you expect, you must notify the Exams Office (G10) **IMMEDIATELY** by emailing examsanddata@stratfordschool.co.uk from your school email account.

Exam Timetables

Provisional timetables for internal examinations and the Summer 2027 external examination series will be published through the School's Examinations & Results information once available:

<https://www.stratforduponavonschool.com/examsandresults> (Examination & Assessment Timetables section)

Timetable Variations

Examination timetable clashes can occasionally occur during the external examination series.

If two or more examinations are scheduled in the same session, the Exams Office will advise you of the order in which the examinations must be taken and any supervision arrangements that will apply. Where the total duration of the examinations, including any approved extra time and/or supervised rest breaks, exceeds three hours, one examination may be moved to the alternative session on the same day in accordance with JCQ regulations. Students must remain under the required supervision between examinations. Where three or more examinations are scheduled on the same day and the combined duration reaches the threshold set by JCQ, the Exams Office will discuss the available options and arrangements with the student.

Please note that the published examination timetable cannot be altered to accommodate holidays, weddings, personal commitments, employment, work experience placements, school trips or events, transport arrangements, or sporting commitments below international level.

A final personalised timetable, showing your examination room and seat allocation, will be issued once all clashes and rooming arrangements have been resolved. The most up-to-date version will also be available via the **Bromcom Student Portal**.

3. Exam Day

Exam Start Times

It is your responsibility to know when your exams are taking place and to arrive in good time with the correct equipment. Please be aware of the start time for all of your exams, both internal mock and external exams.

Internal Exams: Usually, two sessions within the school day – please refer to your timetable for start times.

External Exams: Morning and afternoon sessions – please refer to your timetable for start times. Depending on the duration of the exams some may finish beyond the school day.

Preparatory Sessions

Before the Summer 2027 external examination series, preparatory briefings/sessions will be arranged. Details will be shared through teaching staff and School communications.

Exam Rooms and seating

Your individual timetable is the authoritative source for the room in which you must sit each paper.

Main Exam Venues

SH	Sports Hall	Line up next to your seating row letter, at the Tennis Courts.
GYM	School Gym	
G84	PE Classroom	
G85	PE Classroom	
G86	PE Classroom	
Other	Main School	Wait in the corridor outside the room, not the Tennis Courts.

Seating lists will be displayed in the examination information areas – along the ground floor corridor. **CHECK BEFORE EVERY EXAMINATION** because room or seat changes can be made at short notice.

Ensure you are in the correct place at least **15 minutes before** the exam start time.

Toilet Breaks

You should use the toilet before entering the examination room. If you need to leave temporarily during an examination, raise your hand. You must be accompanied by a member of centre staff and remain under examination conditions. You must not access a phone, notes, bag or any other unauthorised material. Routine toilet breaks do not automatically receive compensatory time.

Candidate Numbers

You will be given a unique four-digit candidate number. Use the details on your candidate card to complete the required information on every answer booklet/sheet when instructed. The School centre number is 31300. Use your **legal name** and sign the paper where the awarding organisation requires a signature.

Check that your candidate details are complete and correct before the script is collected.

Example of a candidate card:
This is where you will find your 4 digit candidate number which must be written on every exam paper.

Legal Name:		
Candidate No:	1234	
Centre No:	31300	
Please ensure you sign your exam paper where required to do so.		
ACCESS ARRANGMENT INFORMATION		

4. Exam Absence

All students must sit every exam listed on their timetable.

If you are unable to attend an examination, you or your parent/carer **MUST** contact the School immediately so the Exams Office can establish the circumstances and advise what evidence, if any, is needed. Do not delay contacting us while trying to obtain a medical note.

Attendance Officer: **01789 416 621**

The Attendance Office will notify the Examinations Officer immediately.

For any other case contact the **24 Hour Student Absence Line:** **01789 209 296**

Illness

Absence through illness - If absence is caused by illness or another serious circumstance, the Exams Office will consider the current JCQ/awarding-organisation rules and tell you what supporting evidence or self-certification is required. A doctor's note is not automatically required in every case, and completion of any form does not guarantee Special Consideration.

If you are unwell but believe you may still be able to sit the examination, contact the Exams Office before the start so appropriate support can be considered. Do not attend if it would be unsafe or medically inappropriate to do so.

Illness during an exam - If you feel unwell on your exam day, please speak with the Examinations Officer before the exam starts. If you feel unwell during your exam you must raise your hand to attract the attention of an Invigilator who will assist you.

Special Consideration

Special Consideration is a post-assessment adjustment for a candidate who is temporarily disadvantaged by illness, injury or another event outside their control at the time of an assessment. It is separate from Access Arrangements and **cannot compensate for long-term preparation difficulties** or an absence that does not meet the published criteria.

Tell the Exams Officer as soon as possible if you believe a serious **temporary** circumstance affected you. The School decides whether the published criteria are met and, where appropriate, submits the application by the current awarding-organisation deadline. Supporting evidence may be requested. The School cannot promise that an application will be accepted or that a particular adjustment will be made. The School is not informed of what level of adjustment is awarded.

Unexplained Absence

If you miss an external examination, the result will depend on the qualification rules and whether the required assessment has been completed. Special Consideration is not available simply because a timetable was misread, you went to the wrong place, or an examination conflicted with a holiday or other personal arrangement. Any recovery of avoidable entry costs is considered under the School's Examination Fees, Charges & Remissions Policy; it is not an automatic charge for every absence.

Late Arrival to Exams

If you are late, go immediately to the Attendance Support Room and follow staff instructions. If you know in advance that you will be late, a parent/carer should contact the School immediately. Until you arrive, do not access examination-related information or communicate with candidates who may already have taken the paper. Admission after the start is at the School's discretion. If admitted, you will receive the missed pre-examination instructions and the full working time for the paper.

Late and Very Late Arrival / Finishing Early

For an examination lasting one hour or more, arrival more than one hour after the awarding organisation's published start time is classed as very late; for a paper lasting less than one hour, arrival after the published finishing time is very late. If you are **very late** and are admitted, the School must report this and the awarding organisation **may decide not to accept your script**. Do not assume you may leave an examination early: remain seated until an invigilator gives permission and use any spare time to check your work.

If you have extra time, you are entitled to use the full allowance. If you finish before the end of that entitlement, raise your hand and follow the invigilator's instructions. Any early departure is managed under the School's policy and JCQ supervision/security requirements; **you must never an examination leave without permission.**

5. Emergency Procedures

School Closure

If the School site is affected by severe weather, fire, loss of utilities or another disruption, do not assume that an examination has been cancelled. The School will communicate confirmed arrangements through the website and normal School communication channels. Where national or significant local disruption affects the examination series, JCQ contingency arrangements may be used.

The School's Examination Contingency Plan and current candidate information are available through the Examinations & Results section of the website:

<https://www.stratforduponavonschool.com/examsandresults> (Exams Office Open Hours & Contact Details section)

Emergency Evacuation

If an emergency alarm or evacuation instruction is given during an examination, stop writing immediately and follow the invigilator's instructions. Depending on the room and the emergency, you may be told to remain where you are or to evacuate using the validated route.

- Leave your question paper, script and belongings as instructed. Do not take a phone or other unauthorised item with you.
- Remain silent and stay with the examination group. You continue to be under examination conditions during the interruption.

The invigilators will account for candidates and record the interruption. If it is safe and appropriate to resume, you will receive the remaining working time for the examination. The Exams Office will consider any required awarding-organisation report or Special Consideration application afterwards.

Lock Down

In the unlikely event of a lockdown, follow the invigilator's instructions and the School's current lockdown procedure immediately. **Remain silent and do not use a phone or other device**. The response may vary depending on the nature and location of the incident, so do not rely on a pre-set action from a previous year.

When the all-clear is given, the Exams Officer and senior staff will decide, with awarding-organisation advice where necessary, whether and how the examination can resume. Any disruption and candidate disadvantage will be recorded and followed up.

6. Results

Results Day

Results will be issued on the nationally designated results days:

GCE / AS / A Level / Level 3:

Thursday 12 August 2027

GCSE / Level 1 & Level 2:

Thursday 19 August 2027

Details of how Summer 2027 results will be issued, including collection/access times and any postal arrangements, will be confirmed during the summer term. Teaching, Careers/Sixth Form and Exams Office staff will be available on the relevant results days to provide support.

Results must be released to the candidate before they are shared with anyone else. If you would like a parent/carer or another person to collect results on your behalf, you must give the School written or emailed authorisation in **advance** and the nominated person will be asked for **photo identification**.

Results will not be given over the telephone or email. Do not rely on a personal email address unless the School has specifically confirmed an authorised results process using it.

During the Summer Term, students will be asked to provide a personal email address. This will enable the school to contact them directly regarding results, certificates, and any post-results services or enquiries after they leave school.

Entering Stratford upon Avon Sixth Form

The enrolment process for Stratford upon Avon School Sixth Form will be published during the summer term. If you meet the entry requirements, you must ensure you have followed the correct process to submit your completed enrolment form to Sixth Form.

If you do not meet the entry requirements the Careers Team at school will be able to discuss the options available to you. Details as to how to arrange this will be shared when results are issued.

Enrolling at another institution

If you are continuing your education elsewhere, then you must familiarise yourself with their enrolment procedure.

Resit Examinations

Stratford upon Avon School does not offer a November GCSE resit examination series. For students wishing to retake GCSE or A Level qualifications, the next available opportunity will normally be the following summer examination series.

Applications for resit entries will only be accepted from candidates who have been enrolled at Stratford upon Avon School and have sat examinations at the school within the previous 12 months. The school is unable to accept entries from external or private candidates.

Please note: Resit opportunities are not available for all subjects or qualifications. Students should contact the Exams Office for the most up-to-date information on the qualifications and examination series available for resit.

7. Post-Results Services

Following the publication of examination results, awarding organisations offer a range of Post-Results Services (PRS) for students who wish to have aspects of their results reviewed or to access their examination scripts. These services include:

- **Clerical Re-check** - A clerical re-check confirms that all sections of an examination paper have been marked, that marks have been correctly totalled, and that the final mark has been accurately recorded and processed. This service does not involve a review of the quality of the marking.
- **Review of Marking** - A Review of Marking involves a senior examiner checking that the original marking was applied correctly and consistently in line with the published mark scheme. Following a review, marks and grades may increase, decrease, or remain unchanged.
- **Access to Scripts (ATS)** - Access to Scripts enables students to obtain a copy of their marked examination script. This can help students understand their performance, support future learning, or assist in deciding whether to request a Review of Marking.

Full details of the Post-Results Services available can be found on the school website:

<https://www.stratforduponavonschool.com/examsandresults> (Post-Results Services section)

Summer 2027 fees, internal deadlines and request forms will be published before Results Day. Please note that the school's deadlines are earlier than the awarding organisations' deadlines to allow sufficient time for requests to be checked and submitted.

Students should read the published guidance carefully and ensure that the correct form and any applicable fee are submitted before the school's internal deadline.

Important: For Clerical Re-checks and Reviews of Marking, marks and grades can go down, stay the same, or go up. Requests can only be submitted once the **candidate has provided their own written consent after results have been issued**. A parent/carer **cannot** provide this consent on the candidate's behalf. Any refund of fees is subject to the awarding organisation's published rules and is not automatically granted if a mark or grade changes.

Applications received after the school's published internal deadline will not be processed.

Access to Scripts (ATS)

There are two routes available for requesting examination scripts:

A. Centre / Teaching & Learning Copy - Following the release of results, students may provide written consent for an authorised member of teaching staff to access their script for teaching and learning purposes and/or to help determine whether a Review of Marking may be appropriate. The script is provided directly to authorised staff and is not automatically issued to the student. There is no charge for this service.

B. Candidate Copy - Students may request their own copy of a marked examination script for a specific paper or component. The current school charge is £3 per paper, and the script will be issued directly to the student.

Please note that consent for Access to Scripts is separate from consent for a Clerical Re-check or Review of Marking. Requesting a script does not extend any Post-Results Service deadline.

Coursework Collection - Art

Assessed Art coursework must be retained by the school until examination results have been published and the relevant Post-Results Services and appeals periods have closed.

Students wishing to retain their Art coursework should arrange collection from the Art Department before **1 February 2028**.

Due to the volume of work stored by the school, any coursework that has not been collected by this date may be disposed of in accordance with departmental procedures and awarding organisation regulations.

8. Certificates

Your examination certificates are valuable legal documents and proof of your academic achievements. They may be required by employers, universities, colleges, apprenticeship providers, and other organisations throughout your life. It is therefore important that you collect them promptly and keep them in a safe and secure location.

Details of when and how certificates can be collected will be published on the School website and communicated to candidates, parents and carers by email. For students continuing at Stratford upon Avon School, collection arrangements may also be shared through Sixth Form and tutor communications.

Please collect your certificates as soon as possible and check all personal details carefully. If you believe there is an error on a certificate, you should contact the Exams Office immediately. Corrections requested at a later date may incur fees charged by the awarding organisation.

If you are unable to collect your certificates in person, you may authorise another individual to collect them on your behalf. This authorisation must be provided by you in writing or from an identifiable email account. The authorised collector may be required to present photographic identification before the certificates can be released.

The School will retain unclaimed certificates for a **minimum of 12 months**. After this period, certificates may be securely destroyed or returned to the relevant awarding organisation in accordance with School policy. If you subsequently require proof of your qualifications and no longer hold your original certificates, you will normally need to apply directly to the relevant awarding organisation for a replacement document or a certified statement of results. Awarding organisations usually charge a fee for this service.

Important: Original certificates can be difficult and costly to replace. Students are strongly advised to keep their certificates in a secure place and to retain them for future education, employment, and training applications.

9. Exam Check List

To help ensure that your examinations run smoothly, please use the following checklist:

- **Check your examination entries carefully.** When you receive your entry information, ensure that your legal name, date of birth, subjects, examination components and tier entries are correct. Notify the Exams Office immediately if any details are incorrect.
- **Know your examination timetable.** Make sure you know the date and start time of every examination and remain available until the end of the examination series, including the Summer 2027 contingency day on Wednesday 23 June 2027.
- **Keep your timetable safe.** However, do not bring any unauthorised notes, revision materials or loose papers into the examination room.
- **Check seating arrangements.** Review the published seating lists before each examination so that you know your room and seat number.
- **Leave prohibited items outside the examination room.** Mobile phones, smart watches, smart glasses, tablets, headphones, earbuds (including AirPods), and any web-enabled or data-storage devices must not be in your possession during an examination unless specifically permitted as part of an approved access arrangement.
- **Store personal belongings as instructed.** Bags, coats and other belongings must be left in the designated area before entering the examination room.
- **Bring the correct equipment.** Ensure you have black pens and any other required equipment for your examination. Where calculators are permitted, they should be cleared of stored data and set to examination mode where applicable.
- **Arrive in good time.** Report to the correct waiting area at least 15 minutes before the scheduled start time and check for any last-minute room or seating changes.
- **Complete examination paperwork correctly.** When instructed, write your legal name, candidate number and centre number (31300) on all answer booklets and examination materials, and sign where required.
- **Check your access arrangements.** If you are entitled to approved access arrangements, ensure they are in place before the examination begins and notify an invigilator immediately if there is a problem.
- **Listen to and follow instructions.** Always comply with the instructions given by invigilators and examination staff before, during and after the examination.

Remember: Good preparation, punctuality and attention to examination regulations will help ensure that your examinations run smoothly and that no avoidable issues affect your performance.

10. Appendices

Use the links below to view the current JCQ candidate information online.

Please ensure that you have **read** and **understood** all the JCQ information in the links below:

- i. JCQ Information for Candidates – Written examinations
[JCQ Information to Candidates – written exams](#)
- ii. JCQ Information for Candidates – Non-examination assessments
[JCQ Information to Candidates – non-examination assessments](#)
- iii. JCQ Information for Candidates – Coursework assessments
[JCQ Information to Candidates – coursework](#)
- iv. JCQ Information for Candidates – On-screen examinations
[JCQ Information to Candidates – on-screen tests](#)
- v. JCQ Information for Candidates – AI (Artificial Intelligence and assessments)
[JCQ Information for Candidates – AI](#)
- vi. JCQ Information for Candidates – Social Media
[JCQ Information to Candidates – Social Media](#)
- vii. JCQ Warning to Candidates poster
[JCQ Warning to Candidates poster](#)
- viii. JCQ Unauthorised Items poster
[JCQ Unauthorised Items poster](#)
- ix. JCQ AI Poster for Students
[JCQ AI Poster for Students](#)