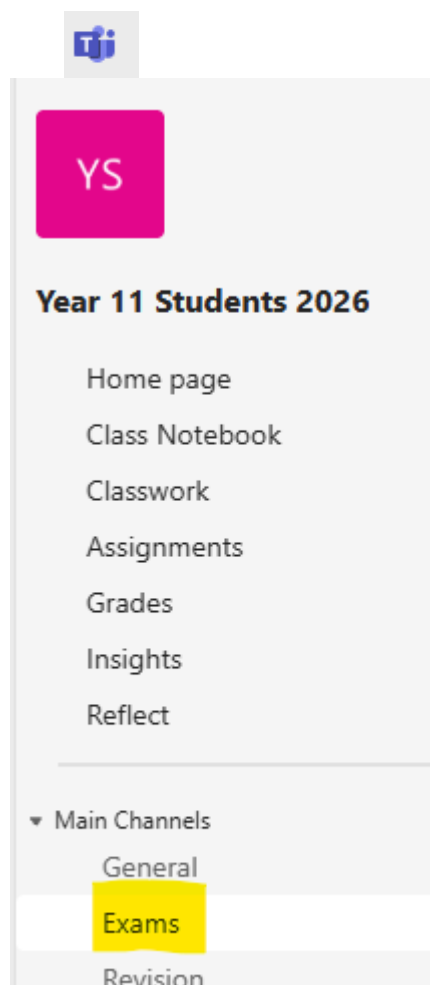




Crispin School

GCSE Examinations

Exam Responsibilities for Students



All students to keep an eye on Teams
nay important information.



Year 11 'Exams Channel' (as above) for

All students **Crispin School emails** will be live until December 2027.

This is our way of communicating to Year 11 Leavers with things like results, review of markings, certificates and the Celebration Evening late November.

Please make sure you regularly check your Crispin School email account.

GCSE Exams start on Wednesday 5th May and run until Friday 18th June.

The National Contingency day is Wednesday 23rd June. It is important that you are available until Wednesday 23rd June to ensure you can sit all your exams.

Results Day is on Thursday 19th August and students can collect their results in school between 10am and 11am.

Please remember that no-one else can collect your results on that day. If you are unable to collect you **MUST** let the Exams Officer know. A request from the student to the exams officer must be made to gain authorisation for a nominated person to collect or to request results to be emailed.

Information for candidates

Coursework assessments

Effective from 1 September 2026

This document tells you about some things that you **must** and **must not do** when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, **you must ask your teacher.**

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedia's, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – you **cannot copy** it and claim it as your own work

The regulations state that: ‘the work which you submit for assessment must be your own’;

‘you must not copy from someone else or allow another candidate to copy from you’.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called ‘referencing’. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference must show the name of the AI tool used and should show the date the content was generated. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027

Where AI has been used, your reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2027.

You should also reference the sources used by the AI tool in generating the content.

You must retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This must be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used. You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must meet the deadlines** that your teacher gives you. Remember:

- Your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. **You must always** keep your coursework secure and confidential whilst you are preparing it; **do not share it** with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions – this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying. **You must not write inappropriate, offensive or obscene material.**

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.

CONDUCT IN THE EXAM ROOM

You must be silent at all times when you are in the exam room. This includes from when you enter to when you leave.

If you need assistance, put your hand up and wait for an Invigilator to attend to you.

If you finish the exam early, you will NOT be allowed to leave as this will disturb other candidates.

Listen to the invigilator and do exactly what you are asked to do.

Tell the invigilator at once:

- If you think you have not been given the right question paper or all the materials listed on the front of the paper
Or
- If the question paper is incomplete or badly printed.

Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.

Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.

Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

If the Exams Officer is dissatisfied with your behaviour you will be removed and collected by a senior member of staff. You must remain silent throughout this process.

If there is an emergency or an alarm sounds please remain seated and silent and follow the instructions given by the Invigilator.

EQUIPMENT

You must provide all you own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. **You must bring your equipment in a totally clear plastic bag or totally transparent pencil case.**

The following equipment should be brought to **EVERY** exam:

- ♦ 2 pens — black only
- ♦ 2 HB pencils
- ♦ Ruler (marked with millimetres)
- ♦ Pencil sharpener
- ♦ Rubber
- ♦ For certain exams you will also need:
- ♦ Compasses
- ♦ Protractor
- ♦ Calculator — lid removed, new batteries fitted
- ♦ Highlighters

You are NOT allowed to use correcting fluid or pens. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

EXAM PROCEDURES

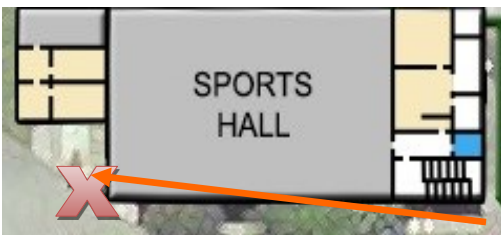
IT IS UP TO YOU TO MAKE SURE THAT:

You check your **timetable** to make sure you don't miss an exam



You check your **seat number** **before** you go into the exam

You **arrive** at your exam room **15 minutes** before the start of the exam



All belongings, except those needed for the exam, are left in the lock up



If you have **water** it must be in a **see through bottle with no labels, words or patterns on it .**

NO FOOD



No talking once you enter the exam room



No mobile phones, ear phones, smart glasses or any other devices



Bring 2 black pens and any other equipment needed in a totally transparent / no words or patterns **see through pencil case**

No watches to be worn in the exam room.

AFTER THE EXAM - LEAVE IN SILENCE

Mobile phone scanners



This mobile phone detection scanner is provided by the National Association of Examinations Officers (NAEO) in partnership with The Exams Office to support centres in maintaining the integrity and security of examinations.

The scanner is primarily designed to detect mobile phones but can also identify other unauthorised metal objects that candidates may attempt to bring into an examination room. The scanner is intended to supplement, not replace, existing centre procedures for preventing and detecting unauthorised items during examinations. It acts as an additional deterrent by reducing the opportunity for candidates to conceal mobile phones or other prohibited metal objects.

The scanner may also be used where there are reasonable grounds, in accordance with the centre's procedures, to suspect that a candidate is carrying an unauthorised metal object.

The scanner is intended to support centres in deterring and detecting the possession of unauthorised mobile phones and other prohibited metal objects. It does not identify the specific item that has been detected and should not, on its own, be regarded as evidence of malpractice.

The use of the scanner should always respect the dignity and privacy of candidates and should form part of the centre's wider arrangements for safeguarding, examination security and the prevention of malpractice.

CALCULATORS

- ♦ Calculators may be used in an exam unless prohibited by the exam board.
- ♦ You will be advised on the day of the exam if it is a non-calculator paper.
- ♦ **You must bring your own calculator and clear the memory.**
- ♦ The exam boards do not make allowances for calculator failure or operational mistakes. **You** are responsible for making sure your calculator works properly.
- ♦ Your calculator must be of a size suitable for use on a desk.

Calculators must not:

- ♦ Have alphabetic keys
- ♦ Be programmable
- ♦ Have noisy keys which would disturb others
- ♦ Have a permanent memory
- ♦ Use magnetic card input

You **must not** bring calculator cases, lids, covers or instruction leaflets into the exam room. You **must** know how to reset your calculator.

WATER & DRINKS

You are allowed to take into the **exam room a drink of water in a totally clear transparent plastic bottle with the label removed. No food is allowed unless for medical reasons where prior approval is granted.**

You will NOT be allowed to leave the room to refill a bottle of water, and invigilators cannot do this for you.

IF THERE IS A PROBLEM DURING THE EXAM

You must inform the Invigilator as soon as possible so that they are able to make adjustments if required during the exam itself. Once the exam ends, it's too late to do anything about it.

END OF THE EXAM

The invigilators will collect your exam papers before you leave the exam room. Absolute silence **MUST** be maintained during this time.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

You will be dismissed from the exam row by row.

You must remain silent until you are outside the building.

SPECIAL CONSIDERATION

Special consideration can only be applied if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavements, injury or illness (you will need a doctor's note). If after the exam you think you have a good reason for applying for Special Consideration you will need to contact the Exams Officer, Mrs Wilson, within 3 days of the exam.

TIMETABLE CLASHES

If you have any clashes (more than one exam taking place at the same time), arrangements will be made for you to take the subjects one after the other. If this happens to you, you will be supervised by an invigilator at all times when you are not in the exam.

If you notice a clash on your timetable which has not been resolved you must tell Mrs Wilson immediately.

CLASH SUPERVISION

You will be informed in advance if you have any clash arrangements. During clash supervision you will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone or any other communication device.

If you need to be supervised over lunch time you will need to bring a packed lunch.

APPEALS

After you have received your results there is a short period of time where we can apply to have a review of the marking on your papers, if you were close to the next grade boundary.

We will inform you on results day if any of your grades meet our criteria and it's up to you to decide if you want to go ahead with it. Full details will be given nearer the time including instructions for appeals that you may wish to pay for. All appeals must be supported by the school. Only a small amount of grades are increased every year and you must be aware that in very rare occasions grades can do down.

Full details will be available on the website and with your results pack.

Information for candidates

Written examinations

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, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

5.

- 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 into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.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 15 minutes** before the start of each 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 equipment which you need for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

You may use a calculator unless you are told otherwise.

1. If you use a calculator:
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it, and make sure it is in exam mode;
 - remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - **do not** bring into the exam room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spell checker 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 hand it in with your answers.

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:**
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - 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.
2. 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.
3. **Do not leave the exam room until told to do so by the invigilator.**
4. **Do not take** from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

MALPRACTICE

Malpractice or Cheating means doing anything that is against the rules stated on the 'Notice to Candidates' to be found at the end of this booklet.

This includes:

- ♦ Being in possession of a mobile phone (whether it is switched on or off), or other prohibited electronic equipment, such as calculators with stored memory, pagers, electronic organisers, music players and ear phones.
- ♦ Using unauthorised aids.
- ♦ Communicating with other candidates in any way.
- ♦ Disruptive behaviour in an exam room
- ♦ Copying from other candidates.

If you are caught cheating in an exam, you **WILL** be reported to the Exam Board.

Penalties for cheating can include disqualification from taking any exam for up to 5 years.

MALPRACTICE INVESTIGATIONS

Senior staff will investigate all allegations of malpractice therefore you must not:

- ♦ Try to prevent other students from providing information requested by senior staff
- ♦ Post rumours on social websites – you may put your own or others results at risk

You must:

- ♦ Inform teachers of any improper behaviour by fellow students – failure to do so may put your own or others results at risk.
- ♦ Tell the truth about what you have seen or heard.

MOBILE PHONE MALPRACTICE

If your mobile phone or any other device is not in your possession but is active, i.e. ringing in your bag, you will receive a WARNING LETTER from the exam board.

If your mobile phone or any other device is in your possession even though it is switched off, you will receive ZERO marks for your paper.

If you use your mobile phone or any other device, you will be DISQUALIFIED from the subject by the exam board and possibly every other exam for up to 5 years!

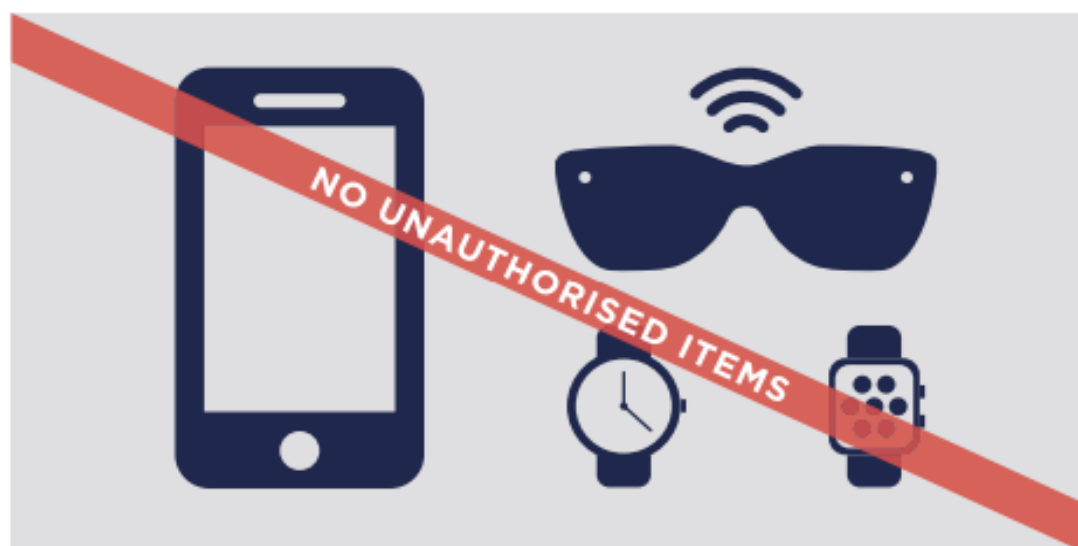
This is the most common form of malpractice and is so easily preventable. Get into good habits. Turn you phone off and store it safely in your bag at the beginning of each exam.



DON'T
STOP
UNTIL
YOU'RE
PROUD

**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.

Appendix 3

Warning to candidates



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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.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

Personal data, freedom of information and copyright Personal data

The delivery of examinations and assessments involves centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the UK GDPR and the Data Protection Act 2018 or law relating to personal data in any jurisdiction in which the awarding body or centre are operating.

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.

Student Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ('Student Materials'). The copyright in any Assessment Materials created by a candidate belongs to the candidate.

Each centre must ensure that candidates are informed that, by submitting Student Materials for assessment, the awarding body is entitled to use those Student Materials to the extent necessary to give effect to the assessment, qualification and regulatory framework for example for moderation and quality assurance and teacher / examiner training.

You will find further information about this in the awarding bodies' full Privacy Notice (see [links above](#)) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or [centre](#) with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. [Ofqual](#) in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see [links on page one](#)) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see [links on](#)

page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

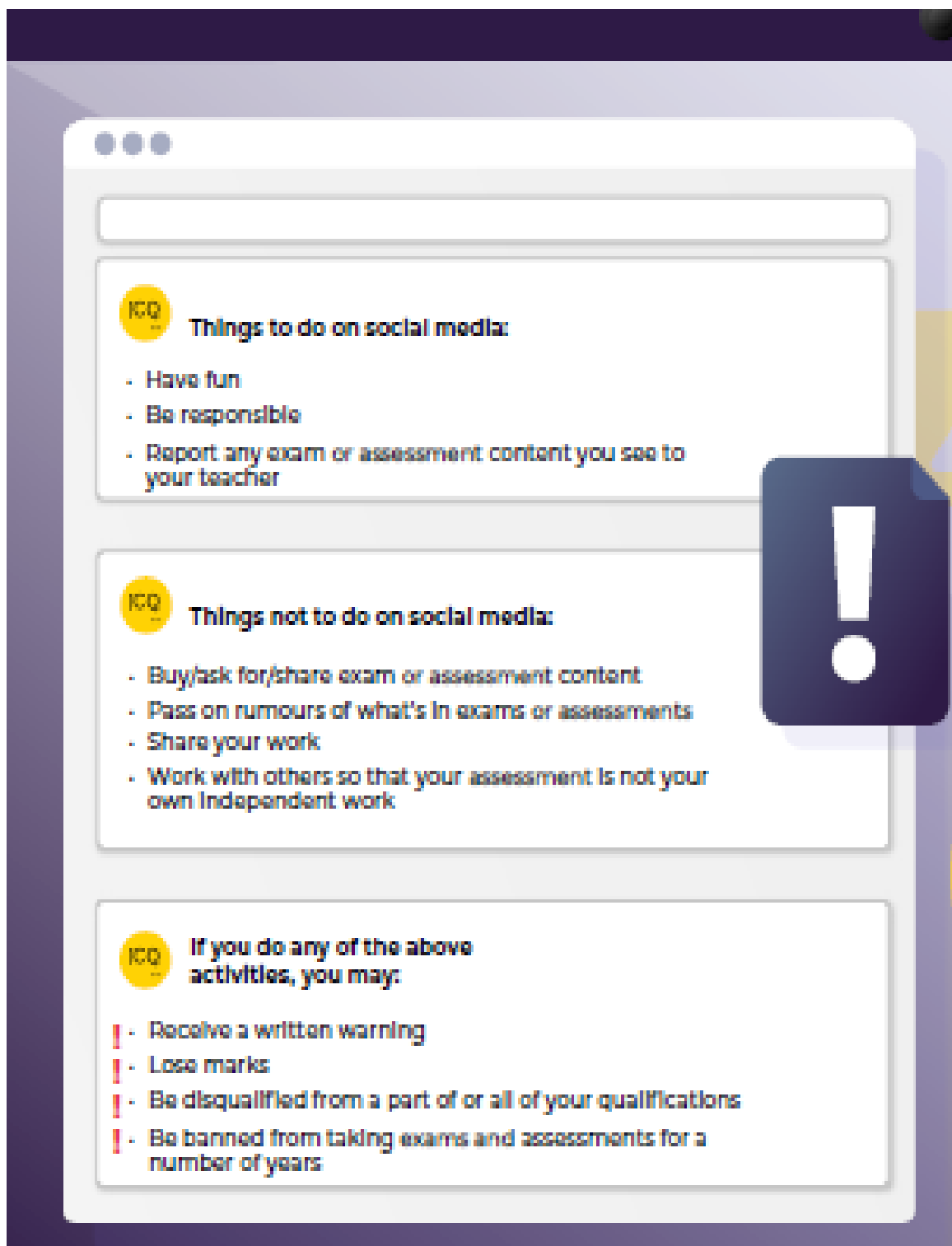
Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

While we like to share our experiences online, when it comes to exams, 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





ICQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

ICQ Things not to do on social media:

- Buy/sell 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

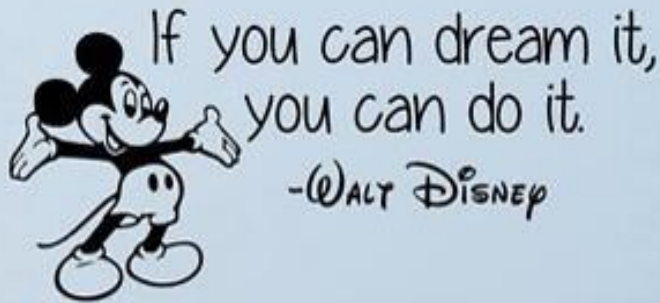
ICQ If you do any of the above activities, you may:

- ! • 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

INSPIRATIONAL QUOTES

"There are no secrets to success. It is the result of preparation, hard work and learning from failure." ~ General Colin Powell

**PUSH YOURSELF
BECAUSE, NO ONE
ELSE IS GOING
TO DO IT FOR YOU.**



Sometimes the questions are complicated and the answers are simple.



"I'm not telling you it's going to be easy, I'm telling you it's going to be worth it."

— Art Williams

"YOU'RE NEVER A LOSER TIL YOU QUIT TRYING."
~ ANONYMOUS

**"Never give in. Never give in.
Never, never, never, never."**

Winston Churchill

"You may never know what results come of your action, but if you do nothing there will be no result."

- Mahatma Gandhi



WHAT YOU DO TODAY CAN IMPROVE ALL YOUR TOMORROWS.

RALPH MARSTON

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

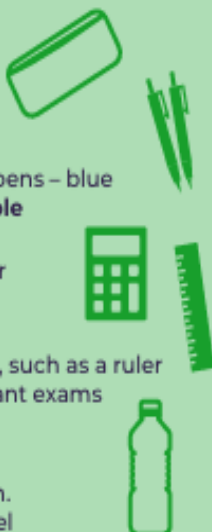
What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.



Announcement

Exam Information - Contingency Day 2027

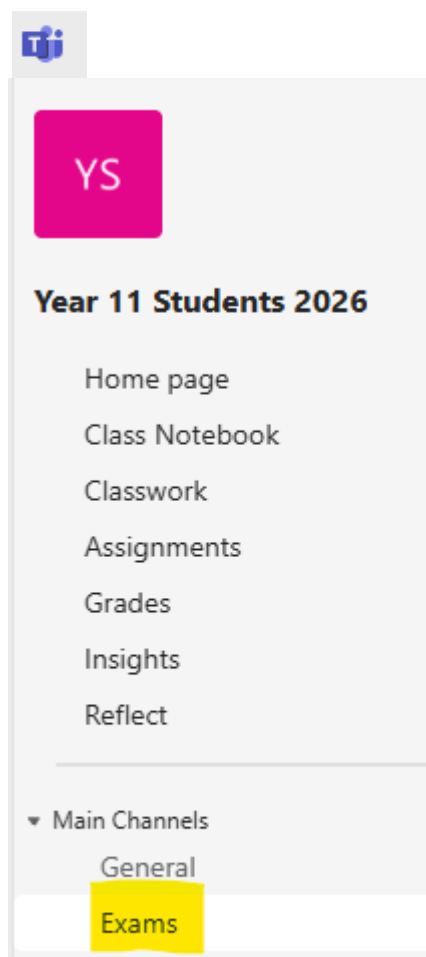
For all parents of students sitting exams this year...

The summer examination series will commence on **Wednesday 5th May until Friday 18th June** with some vocational exams taking place before. A copy of the provisional exam timetable has been published on the school website.

In line with the Department for Education (DfE) and Ofqual, awarding bodies have designated **Wednesday 23rd June as a 'contingency day' for examinations**. This is an additional day at the end of the exam period which will only be used in the event of major or national disruption to exams, in which case it is possible that exam dates could be rescheduled up to and including the contingency day. **It is important that your child is available until Wednesday 23rd June to ensure they can sit all their exams.**

Results will be issued to students on **Thursday 19th August**.

Further details regarding the arrangements will be available closer to the time.



All students to keep an eye on Teams



Year 11 'Exams Channel' (as above) for

any important information.

All students **Crispin School emails** will be live until December 2027.

This is our way of communicating to Year 11 Leavers with things like results, review of markings, certificates and the Celebration Evening late November.

Please make sure you regularly check your Crispin School email account.

GCSE Exams start on Wednesday 5th May and run until Friday 18th June.

The National Contingency day is Wednesday 23rd June. It is important that you are available until Wednesday 23rd June to ensure you can sit all your exams.

Results Day is on Thursday 19th August and students can collect their results in school between 10am and 11am.

Please remember that no-one else can collect your results on that day. If you are unable to collect you **MUST** let the Exams Officer know. A request from the student to the exams officer must be made to gain authorisation for a nominated person to collect or to request results to be emailed.



Exams Officer

Mrs J Wilson

Exams Assistant

Mrs N Popham

exams@crispinschool.co.uk

Notice boards—outside tower block & first floor tower block

<https://www.crispinschool.co.uk/Learning/Exams-Information/>

<https://www.jcq.org.uk/>