



**Bishop Challoner**  
Catholic Secondary School

# **Summer Examinations (GCSE/Vocational)**

**2025/2026**

**Information for Students**

## INTRODUCTION

It is the aim of Bishop Challoner School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Bishop Challoner School is required to follow them precisely. You should therefore, pay particular attention to the Warning to Candidates and Unauthorised Items posters that are included in this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mrs A Higgins** email [exams@bcs.hants.sch.uk](mailto:exams@bcs.hants.sch.uk) or ask at the office to see her in Person.

Or

Deputy Headteacher: **Miss MacDonald** email [elspeth.macdonald@bcs.hants.sch.uk](mailto:elspeth.macdonald@bcs.hants.sch.uk)

The school telephone number is: **01256 462661**

Remember – we are here to help.

**GOOD LUCK!**

## **BEFORE THE EXAMINATIONS**

### **EXAMINATION BOARDS**

- The School uses the following Examination Boards: AQA, Pearson Edexcel, OCR and WJEC (Eduqas).

### **CANDIDATE NAME:**

- Candidates are entered under the name format of (Legal) First Name + Middle Initial(s) + (Legal) Surname, e.g. Adam J Smith.

### **CANDIDATE NUMBER:**

- Every candidate has a four-digit candidate number which you will need when completing the details on the front of your examination papers. Your candidate number is included on your personal exam timetable. It will also be included on the candidate card on your exam desk, along with the Centre Number 58417.

### **UCI:**

- In addition to a candidate number, every candidate must have a Unique Candidate Identifier (twelve numbers followed by one letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (58417) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it. The UCI number is not required on examination papers.

### **TIMETABLES**

- The school's GCSE/CNAT/VCert exam calendar was issued earlier this year and is available on the school website. Your personal exam timetable will show your own specific timetabled examinations with details of date, time, and duration of each exam. Check it carefully. If you think that something is wrong, see Mrs Higgins in the Exams Office as soon as possible.

### **EXAM CONTINGENCY DAYS**

- The Summer 2026 exam series will include a "Contingency" exam day, which will be on Wednesday 24 June 2026. This has been designated by the Joint Council for Qualifications and the examination boards to be used in the event of "national or significant local disruption to examinations" during the June 2026 exam series. This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24 June 2026 inclusive.
- Non-attendance in any exam rescheduled for the Contingency Day will result in a mark of zero for that paper. This has been specified by JCQ and the Exam Boards and is outside the control of the school.

### **CONTACT NUMBERS**

- Parents should use the Arbor Parent App to check that the school has at least one up-to-date contact number.

## EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.




# 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.

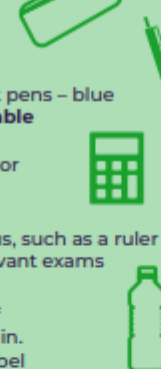
### Before sitting your exams, ensure you know:

- 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. AirPods, 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.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2025

## C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in its memory;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

## DURING THE EXAMINATIONS

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and they must arrive at school on time for registration, in full school uniform and with the correct equipment. Morning exams start promptly at 9.30am, afternoon exams commence at 1.00pm. Candidates must wait quietly outside the exam room until invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but your work may not be marked. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** must be worn by all candidates.

### EXAMINATION REGULATIONS

- “Information for Candidates”, which is issued jointly by all the Examining Boards, can be found at <https://www.jcq.org.uk/exams-office/information-for-candidates/> and on our website. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The school **must and will** report any breach of regulations to the Awarding Body.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs). If you break these rules, you will be reported and the Exam Board may disqualify you from the examination.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens should be black ink or ballpoint. No ink erasers or correction pens are allowed. For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- **MOBILE TELEPHONES AND WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, watch or any type of potential technological/web enabled source of information, is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**
- Please make sure that any watch alarms are turned off and placed in your bag. **THEY MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**
- No food or drink (except a small bottle of water with the label removed) is allowed in the examination rooms.
- Do not attempt to communicate with or distract other candidates at any point during the Exam. Exam conditions commence as soon as you walk into the Exam Room and end only when you have been dismissed and left the Exam Room.

## THE EXAMINATION

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments or corrections to the exam paper that you need to know about
- **Check you have the correct question paper** – check the subject, paper and tier of entry. Put your hand up if you think you don't have the correct paper, and an Invigilator will assist you.
- Ensure you complete the details on the front page of your exam booklet fully and correctly. You **must** use your legal name, as it is written on your candidate card, which will be on your desk. Don't forget to add your signature.
- Do not remove your candidate card from your desk. Do not write on your candidate card.
- Do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- Read all instructions carefully and number your answers clearly.
- Ensure you write your answers inside the areas shown on the exam paper. If you cannot fit your answer in this space, put up your hand and ask for extra paper.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- You will **not** be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and to check that you have completed your personal details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must **not** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working. Please return any borrowed equipment to an Invigilator.
- If the **fire alarm** or **lockdown alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation/lockdown – you are still under exam conditions. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. **They are members of Staff.** Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- A senior member of staff will normally be present at the start of an examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.
- **Please note that invigilators cannot discuss the examination paper with you or read or explain the questions.**
- Students who are disruptive or behave in an unacceptable manner will be warned by invigilators, failure to follow instruction will mean the Candidate will be removed from the examination room by an invigilator or a member of the Senior Leadership Team. Their conduct will be reported to the Examinations Officer who has no option but to report to the exam board. The exam board may decide to penalise them, which could include disqualification.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must have been completed.
- Parents and candidates are reminded that **the school will require payment of entry fees** (usually approximately £50.00 per unit) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.

## AFTER THE EXAMINATIONS

### BOOK RETURN DAY

All text books, school equipment, library books issued to you must be returned to school by Friday 12 June 2026. You will be provided with the arrangements for returning these items.

### NOTIFICATION OF RESULTS

**Thursday 20 August 2026  
from 10.00 am to 12.00 noon  
(timing TBC)**

- Results will be available for collection on:
- Results will not be given to anyone other than the candidate, unless prior authorisation received in writing from the candidate.
- Candidates who do not collect their results on Thursday 20 August can receive their results via the Education Record app. This must be downloaded by the Student, before 12 June so that the School can complete the verification process for the student.
- **No results will be given out by telephone under any circumstances.**

### POST RESULTS

- If you need post-results advice, Bishop Challoner teaching staff will be available on Results Day. They can give you advice on whether it is advisable to request a remark. Further details on this can be found in the FAQs in this booklet.
- Bishop Challoner School does **not** enter former students for re-sits in November or at any other examination session. If you need to re-sit an examination, you should speak to the staff at the further education college you will attend.

### PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November/December which it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate (unless authorised in writing by the candidate) and they will not be sent through the post.
- Bishop Challoner School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Presentation Evening or asap following Presentation Evening.
- Certificates are the verified method for proving candidates results and may be required by Further Education Establishments and future Employers. Therefore it is important that the Candidate collects them and keeps them safe.

## FREQUENTLY ASKED QUESTIONS

### Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. **If you think something is wrong put your hand up and tell the invigilator immediately.**

### Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are on the candidate card on your desk.

### Q. What do I do if I forget the school Centre Number?

- The Centre Number is **58417**. It will be displayed clearly in the examination rooms and on the candidate card on your desk.

### Q. What do I do if I have an accident or I am ill before the exam?

- Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or a domestic crisis. The Examinations Officer must be informed immediately so that the necessary paperwork can be sent to the board (within 7 days of the last exam session) and the candidate will be required to provide evidence to support the application.

### Q. What do I do if I feel ill during the exam?

- Put up your hand and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam. If you feel this may have affected your performance, speak to the Examinations Officer.

### Q. If I'm late can I still sit the examination?

- Provided you are **not more than 1 hour late** after the **published starting time of papers** which is 9.00 a.m. for morning exams and 1.30 p.m. for afternoon exams, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink **only**).
- For Science you need 2 x **HB** pencils.
- For Mathematics pencils **must** be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor/angle measurer.
- **You are responsible for providing your own equipment for examinations.** You must **not** attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators. They will be stored in a locked container outside the Sports Hall. Do not bring any valuables into school with you when you attend for an examination.
- Make sure any notes are removed from your pockets and stored in your bag.
- No food or drink (except for a small bottle of water, with the labels removed) is allowed in the exam room.
- Mobile telephones, all watches and any technologically enabled device must **not** be brought into the exam room even if they are turned off.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, watch, MP3 player, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time. If the phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- **All** mobile phones should be switched off, placed in your Yondr pouch, and stored in your bag. Watches must be stored in your bag or handed in to one of the invigilators **before** you enter the examination room. They will be put in a plastic tub, which will be stored in the locked container. You are responsible for collecting yours at the end of the exam.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also printed on the question paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- The short answer is **'No'**. It is a requirement of the Exam Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). **It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.** A candidate may **not** leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm or lockdown alerts goes off?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room **in silence**. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

- **If it is absolutely necessary.** Put up your hand. You will be escorted by an invigilator and you will not be allowed any extra time. You may not go to the toilet in the first 30 minutes and last 15 minutes of the exam, unless you have a medical issue.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Students who have examinations may obtain lunch in The Refectory in the usual way or bring a packed lunch. The Refectory will be open early for year 11s on days when there is an afternoon exam.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together in a different room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. What do I do if I don't get the grades I need for college?**

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice about requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by **Thursday 10 September 2026** at the latest. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. A review of marking can be expensive - the cost in September 2024 was between £44 and £66 per unit/paper (depending upon the board) – and, last year only 1% of review of markings resulted in an increase in Grade.

**Q. What information will the Awarding Bodies hold about me?**

- Please refer to :

<https://www.aqa.org.uk/privacy-notice/student-privacy-notice>

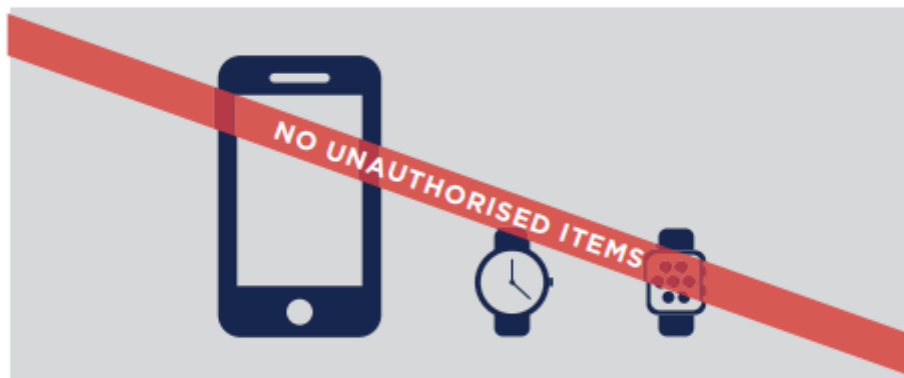
<https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf>

<https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/#:~:text=That%20means%20that%20we%20may,school%20or%20centre%20of%20learning.>

<https://www.wjec.co.uk/home/privacy-policy/>

## **NO MOBILE PHONES NO WATCHES**

**NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

## Warning to candidates



 AQA	 City & Guilds	 CEA	 NCFE	 OCR	 Pearson	 WJEC
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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, only speak to an invigilator.

**The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

# Have you got the Education Record app yet?

**1** Download app

**2** Get your record

**3** Receive your results

**4** Share your record

