



Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

EXAMINATIONS 2025/26

GUIDANCE FOR CANDIDATES & PARENTS/CARERS

Centre Numbers:

Winton Academy: 55161

Glenmoor Academy: 55123

Examinations Officer: Miss Menon

Telephone No: 01202 529738 Ext: 5118

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INTRODUCTION

It is the aim of Glenmoor and Winton Academies to make the examination experience as stress free and successful as possible for all candidates.

I hope that 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.

On the Academies' websites, under 'Exams – Exams Information', there are the following documents and posters. They contain very important information and outline the regulations in relation to examinations, completion of non-examined assessments and coursework. You must be aware of these regulations - **Please ensure you read these:**

[Information for candidates – written examinations](#)

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

[Information to candidates – coursework](#)

[Information to candidates – on-screen examinations](#)

[Information for candidates – social media](#)

[Unauthorised items poster](#)

[Warning to candidates](#)

Please also refer to the individual awarding bodies for their privacy notices.

The awarding bodies (or examination boards) set down strict criteria, which must be followed for the conduct of examinations, and the Academies are required to follow them precisely. You should therefore pay particular attention to these on the Academies website. In order for students to be appropriately prepared mock examinations will follow the same regulations and formality of external examinations.

The protection of personal data is taken very seriously. Candidates must understand that personal data will be processed by awarding bodies for various reasons including processing candidate's examination entries and results.

Please note that the awarding bodies (examination boards) may disclose personal data or sensitive data to trusted third parties including Universities and Colleges Admission Service (UCAS) in line with the provisions of the GDPR Act 2018.

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 – **Miss Menon** (office located by the ground floor lift in the Dan Ferris building)

The school telephone number is: **01202 529738**. In the event of examination queries the extension is 5118.

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY:

- All year 11 candidates will receive a personalised statement of entry in early March 2026. This will detail the examinations that you have been entered for including the subject and tier (if applicable). Some subjects only have one tier of entry, some have foundation or higher tiers. Please check that these are correct and if you have any queries with regard to the subjects or tiers you have been entered for, please see Miss Menon as soon as possible. If you are in year 10 sitting external examinations, this academic year you will be informed well in advance by your teacher of that subject.

PERSONALISED TIMETABLES:

- All candidates will receive a personalised timetable in mid-April 2026, indicating the days and times of each examination they will be sitting. Please check that these are correct. Some subjects only have one tier of entry; some have foundation or higher tiers. Unless otherwise specified, all morning examinations will start at 0900 hrs and all afternoon examinations will start at 1300 hrs.

EXAMINATION BOARDS

- The Academies use the following Examination Boards: AQA, Pearson, OCR, and Eduqas (WJEC).

CANDIDATE NAME:

- Candidates are entered under the name format of legal first name and legal surname e.g., Adam Smith. Please check that the name on the personalised timetable is your legal name so that all certificates are printed correctly, as there will be a charge for the reprinting of certificates by the examination boards. If your name has legally changed since you enrolled at the Academies you will need to email Miss Menon at kmenon@glenmoorandwinton.org.uk and bring in documentation to the admin department (located in GL08) to show your change in name i.e. deed poll papers/passport by Monday 15th June 2026. This is to ensure that your name change is processed by the Academies' systems and those of the awarding bodies by the required deadline. This will ensure that you are certificated in your correct legal name. If the spelling of your name on your statement of entry and timetable is incorrect, please see Miss Menon immediately.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on seating plans and examination attendance registers. Your candidate number is on your personalised timetable. **Please learn it.**

TIMETABLES

- Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only and this will be detailed along with your personalised timetables. You must check your individual timetable and see Miss Menon if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Menon immediately.

CONTACT NUMBERS

- Please check that the Academy has at least one up-to-date contact number for you.

SEATING PLANS

- Seating plans will be up on exam notice boards by the afternoon prior to each exam, this includes mock examinations. These are located on the Dan Ferris concourse opposite reception and on the notice boards further down the concourse close to the sports hall. It is the responsibility of candidates to ensure that they check their hall and seat number prior to each examination. Please

note: you will not necessarily be in the same room/seat for all examinations and therefore it is vital that you make time to check before each exam.

EQUIPMENT

- All equipment needed for each examination will be supplied by the Academies including calculators where these are permitted during an examination. Candidates are not permitted to bring their own calculators into examinations. Please check that the candidate card on your desk is correct and displays your photograph and details prior to the start of each examination. Please do not vandalise, destroy or remove this candidate card. This will be reported and taken seriously as it will mean the replacement and reissue of another candidate card, which in turn could potentially delay start/finish times of examinations for you **and** your fellow students.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Copies of the “Information for Candidates”, which are issued jointly by all the awarding bodies, are alongside this booklet on the Academies’ websites. There are also copies of these notices on the exam notice board which is located on the Dan Ferris concourse opposite Winton Academy reception. All candidates must read these carefully, in advance of all examinations, and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The Academies must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time and properly dressed. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. The exam board may also refuse to mark the paper. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full Academy uniform must be worn by all students attending examinations.
- Pens must be **BLACK** ink or ballpoint. No correction pens are allowed.
- For examinations where you will require a calculator (such as Mathematics, Science and Geography) the Academies will provide calculators. If a calculator is not already on your desk for an examination which permits the use of one, and you require one please put your hand up and request one from an invigilator. For examinations where calculators are permitted and provided, all candidates will be reminded to reset the calculator before the examination begins.
- Wristwatches are prohibited in exam rooms and cannot be worn or taken into the exam room in any capacity.
- Do not attempt to communicate with or distract other candidates. Any disruption from candidates will be dealt with in line with the Academies behaviour policy for mock examinations and in line with JCQ regulations for external examinations.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, you risk being disqualified from the examination.

- **MOBILE PHONES, IPODS, WATCHES (all types), MP3/4 PLAYERS** (or any other type of electronic communication or storage device) **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) or a wristwatch 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 examination board. No exceptions can be made.

The penalties will vary according to the type of offence and whether it is a wristwatch or a mobile phone, iPod, MP3/4 player or any other type of electronic communication or storage device but can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

- Water brought into the examination room must be in a clear non-disposable plastic bottle with all labels removed and this must be transparent and colourless. Only water is permitted in the exam room – no other drinks i.e., fizzy/juice drinks unless there is a medical reason (such as diabetes – if this applies to you please notify the examinations officer in advance of your first mock examination so we can keep this noted for future examinations and ensure all exam staff are aware).
- Examination desks are checked before and after each examination. Please **DO NOT** write on examination desks. This is regarded as vandalism, and you will be given a community service detention and asked to remove any graffiti and/or pay for any damage.
- **DO NOT** draw graffiti or write offensive comments on examination papers or examination cards – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the day, date, time, subject, unit/component and tier (if appropriate).
- Read all instructions carefully and number your answers clearly.
- Candidates **MUST** stay in the examination room until the end of the examination. 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 that you have completed your 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 these must be placed inside your answer booklet – please ensure that your name, candidate number, subject and paper number are on each additional piece of paper.
- 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.

- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Do not 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. 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

- Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- 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 ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

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. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer, which can be countersigned, by your doctor or nurse.
- 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 be completed.

Parents and candidates are reminded that the Academy will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the Academy.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

CONTINGENCY DAY

- Awarding bodies have designated **Wednesday 24th June 2026** as a 'contingency day' for examinations. This means that in the unlikely event that there is national or local disruption to a day of examinations in summer 2026, examinations could (as a last resort) be rescheduled. Year 11 candidates should keep themselves available up to and including the contingency date in case the contingency day needs to be utilised.

NOTIFICATION OF RESULTS

- Results will be available for collection on:

Thursday 20 August 2026 0930 hrs – 1130 hrs

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the Examinations Officer (Miss Menon) **before** results day. This consent must be made in advance in writing by the student themselves (and not a parent/carer). Any uncollected results will be posted to students' home address on the afternoon of results day (to your home address on record with the Academies at that time, therefore please ensure these details are updated, where required).
- Candidates will be informed of arrangements for GCSE results day prior to the end of the summer term in writing including details of date, times and location. On results day senior members of staff and the examination team will be present as and immediately after results are distributed and be on hand should you require support including information and advice on post results services such as clerical re-checks, reviews of marking, reviews of moderations and appeals, as well as advice and guidance regarding post-16 choices.
- No results will be given out by telephone under any circumstances.
- GCSE grades are awarded on a 9-1 grading scale and vocational qualifications are awarded at L1/2 Pass, Merit or Distinction.

PRESENTATION OF CERTIFICATES

- A presentation or collection evening will take place in late November 2026 when it is hoped that you will be able to attend to receive your certificates. Further information with regard to this will be sent out in letter format in September 2026.
- Candidates who are unable to attend the presentation evening will be able to collect their certificates from the Glenmoor Academy reception after the presentation evening where they will be held for the remainder of the academic year (only). Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- The Academy is only legally 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 as soon as possible thereafter and to keep them safely. Remember, further & higher education providers and future employers will require and request evidence of your qualifications – your certificates.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there is a clash on my timetable?

- The school will re-schedule papers internally (on the same day wherever possible) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, consult the Examinations Officer.

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

- Invigilators will ask you to check the examination paper in front of you, before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately. If you are unsure, it is better to ask (just in case!) than not to ask.

Q. What do I do if I forget my candidate number?

- Candidate numbers are printed on your candidate cards, which will be on your desk.

Q. What do I do if I forget the Academy centre number?

- The Centre Number is **Winton – 55161 Glenmoor - 55123**. It will be printed on your candidate card on your desk.

Q. What do I do if I have an accident or am ill before an examination?

- 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 laptop or 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, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I am late can I still sit the examination?

- Provided you are not more than 1 hour late, 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 examination room. You must not enter an examination room without permission after an examination has started. It may not be possible to allow you any extra time if you start the examination late and the exam board may refuse to mark your paper.

- You should also be aware that if you start the examination more than 1 hour after the published starting time, the school must inform the examination board who 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.

Q. What equipment should I bring for my examinations?

- All equipment for your examinations will be provided by the Academies.

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 candidates 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 candidate would normally be disqualified from the paper or the subject concerned.
- Bags, coats, and any other items not permitted in the exam room under examination regulations must be left in your locker. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination room.
- Wristwatches and mobile phones (or any other electronic communication device, e.g. iPod, headphones, iwatches, mp3/4 players) must **NOT** be brought into the examination room, even if they are turned off.

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, iwatches, mp3/4 players) is regarded as malpractice and is subject to severe penalty from the awarding bodies:

The penalties will vary according to the type of offence but can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in before entering the examination room. You are responsible for collecting it at the end of the examination.

Q. How do I know how long the examination is?

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

Q. Can I leave the examination early?

- It is a requirement of the examination boards that you must stay in the examination room until the end of the examination. It is not the Academies policy to allow candidates to leave the examination

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 goes?

- 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 examination?

- Only candidates with a medical pass will be allowed to leave the examination room.

Q. If I realise after leaving the exam hall that I have left a personal item on my desk i.e. water bottle or phone tag, can I return to the exam hall to get it?

- No, once you have left the exam hall you are not permitted to return to it as it goes against exam board regulations. See a teacher or an invigilator outside the hall, explain what you have forgotten and your seat number and they will check for you.

Q. If I have more than one examination on a day, can I get lunch at School?

- Yes, the canteen will be informed of afternoon examinations taking place where early lunch is required with approximate total numbers provided in order to accommodate those taking afternoon exams.

Q. Why do I need to check the details on the personalised timetable?

- The details on your personalised timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for school/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I do not get the grades, I need for sixth form education?

- Members of the Senior Leadership Team, teaching staff and the Examinations Officer will be present on results day to provide support and guidance, should you need it. If you feel strongly that it is necessary to make an enquiry about your result(s) you should first consult the Head of Subject or see Mr Hardy to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or stay the same. Reviews of marking requests must be submitted to the Examinations Officer by Tuesday 1 September 2026, with consent forms signed by the candidate in order to submit the request. If the Academies decide a review of marking should be submitted on your behalf (and you are happy with that) they will cover the cost. However, if they do not feel this is an appropriate course of action but you would still like a review of marking to be submitted on your behalf then you must still complete a candidate consent form and return it, along with submission of payment before the request can be submitted. If the grade were to change as a result of a review of marking the payment made would be immediately refunded to you/your parent or carer. A consent form must also be signed if an examination script is requested, either by yourself or by a teacher, for teaching purposes.