



**May/June 2026**

**Year 12 and 13 AS/A-Level Examinations  
Important Information for  
Candidates and Parents**

**Name.....**

**Centre Number 23332**

**Candidate Number .....**

## Introduction

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This short guide will provide you with important information for during the exams and once exam results have been published. The information is tailored to the context of LCS.

Your exams start on 11<sup>th</sup> May and you must remain available to take exams until 24<sup>th</sup> June.

For more information, please visit [https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/IFC-Written\\_Examinations\\_2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/IFC-Written_Examinations_2025_FINAL.pdf)

## Before the exams

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- Check your statement of entry carefully.
- If you think there is a mistake see Mrs Jupp, Mr Archer or Mr Buchanan.
- Transfer the dates of your exams to your homework diary, wall planner, calendar etc. Note carefully whether your exams are in the morning or afternoon.
- Make sure your parents have a copy of your exam timetable.
- Your form teacher will collect your mobile phone number and your parents' contact numbers in case we need to ring you on the day of an exam.

## Exam Clashes

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- There are always some clash exams every year. There is nothing for you to worry about.
- If you have two exams scheduled for the same morning or afternoon you will receive extra details of when you will sit each exam.
- If you believe you have a clash and you do not receive any extra details please see Mrs Jupp or Mr Buchanan.
- In general, you will do the longer exam first. You will be allowed a supervised break, then you will sit the other exam. During this supervised break you cannot talk to students who have taken the exam you have yet to do, you cannot use your mobile phone and you cannot access the internet. You **will not** be able to revise in this short break.
- If your clash exams total more than three hours in one session you will sit one in the morning and one in the afternoon. You **will** be able to revise in this supervised break.
- Sometimes you will sit a 'clash' exam before all the other candidates and sometimes after; you will be supervised over a break or lunchtime until your next exam.
- You will need to bring your own food and a drink. You will be allowed to go to the toilet between exams.

Please familiarise yourself with the JCQ official regulations documents on our school website.

<https://www.littleover.derby.sch.uk/parents/exams>

## On the Day

### Dates, times and places

- Turn up on time.
- Morning exams will start at 8.45am and afternoon exams at 1.45pm, but you need to be at school earlier than this.
- AS and A Level candidates should meet in S5, at 8.15am and 1.15pm. You will be registered and mobile phones, watches etc will be collected in while you are in S block.
- Most exams are in the Sports Hall.
- Occasionally, if there are lots of exams and too many candidates for the Sports Hall, exams are also held in the Main Hall or in classrooms.
- Candidates with concessions will receive their own individual timetable indicating their room for each exam.

### What to bring.

- Your stationery needs to be in a clear pencil case or plastic bag.
- You will need: 3 black pens, pencils, ruler, eraser, pencil sharpener, angle measurer, compasses, and calculator (with new or spare batteries if required).
- Make sure you have plenty of pens and pencils.
- Make sure you know which exams you need a calculator for (not just Maths!)
- Bring tissues if you have cold or hay fever.
- Do NOT bring: Tipp-ex or other correcting fluids, gel pens, blue pens.
- Do NOT bring your calculator lid or box.
- You are NOT allowed your calculator instructions.
- You must clear the memory on programmable calculators.
- You are NOT allowed to have your wrist watch with you in the exam room.

### Water and sweets

- For longer exams you may wish to bring bottled water and sweets.
- Bottled water should have a sports cap.
- You must take the label off your water bottle.
- Sweets should have no packaging or wrappers. Bring them loose in a transparent bag.

Please see the infographic on page 11 of this document for further details.

### **What to wear.**

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- You should wear normal school uniform i.e. smart office wear
- The temperature in the Sports Hall can vary, depending on the time of day and the number of candidates.
- Make sure you have a dark coloured jumper or jacket in case it is cool.
- Please bring a rain jacket or umbrella if rain is forecast.
- You will be asked to leave your coat at the back of the exam room. You are not allowed to have your coat on the back of your chair.
- You are NOT allowed to wear a watch (or have a watch on your person in the exam room). There will be large digital clocks on display at the front of the Sports Hall and analogue clocks in other rooms.

### **Mobile phones and other technology.**

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- Mobile phones, airpods/earphones/earbuds, iPods, Smart Watches, Watches, MP3, MP4 players, Smartglasses etc are NOT allowed in the exam room.
- Such items should be handed into the Sixth Form staff in S block before you go to the exam room.
- Handing in and collecting mobile phones & watches is time consuming. Make sure you arrive in plenty of time and be patient at the end of the exam when collecting your belongings.
- The school cannot accept any responsibility for the safekeeping of your belongings.
- Candidates found to be taking their mobile phone or any other technology into the exam room could be disqualified from all their examinations. This means you would get a grade U in every subject, not just the subject where you had your phone etc with you.

### **The start of the exam**

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- The Sixth Form staff will register you in S block and take you to the exam room.
- You should be silent as soon as you enter the examination room.
- Take your coat off and take your clear pencil case out of your bag before you enter the Sports Hall (or another exam room).
- You will be told where to leave your bag and coat and which rows to sit in.
- Sit at the desk with your candidate number on it.
- Check you have the correct question paper in front of you.
- Fill in the front page when you are told to do so. (The centre number will always be on display at the front of the exam room; you need to know your candidate number, it is OK to have it written on a small piece of card in your pencil case).
- Read the rubric (instructions) on the front page carefully, so you know how many questions to answer.
- Listen carefully when the invigilators, exams officers or teachers give out instructions.
- Put your hand up if you have any questions. Do not call out.

### **During the exam.**

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- If you have any questions put your hand up to ask an invigilator.
- The invigilator cannot explain questions or words to you, but they could show you where to write an answer if it is unclear.
- Face the front at all times. Do NOT look around. Do NOT communicate with any other candidates. Do NOT smile or make facial expressions at any other candidates.
- Check you have answered all the questions. There may be questions on the back page. Most exams will print 'END OF QUESTIONS' after the last question. Always turn over to check if there are any more questions. Some exam boards leave blank pages in the middle of the question paper.
- If you finish early, check your answers through very carefully and check you have answered the correct number of questions in each section.
- You are NOT allowed to leave an exam early. All candidates will stay in the exam room for the full length of the examination.

### **At the end of the exam.**

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- You must remain silent.
- The invigilators will collect in all the scripts and examination materials.
- You will be dismissed a few rows at a time. Collect any belongings in silence as quickly as possible.
- You should leave the examination room in silence; there may be other longer exams still running.
- Move well away from the Sports Hall before you talk.
- Collect your mobile phone from S block.

### **If you are LATE.**

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- You should arrive at S block by, 8.15am and 1.15pm.
- If you are very late (more than one hour) we HAVE TO inform the examination board and they may decide NOT to mark your paper and your result would be a U (ungraded).
- If you are not present at the start of the examination we will ring you and/or your parents to check if you have set off or if you have forgotten the exam. You should then get to school as quickly as is safely possible and go straight to the exam room.
- The chief invigilator or exams officer will meet you at the door, establish why you are late and decide if you should sit the exam in the normal room or whether you should be taken to a different room.
- You must arrive within one hour of the published start time of the exam.
- DO NOT PANIC. You will be allowed the full length of time for the exam.
- If you arrive after the published finish time for an exam you may NOT be allowed to take the exam.

### **If you are ILL on the day of an exam.**

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- You must make every effort to attend for the examination as normal because you will NOT get another opportunity to take the examination.
- You or a parent should phone school on 01332 513219 and leave a message for the attention of the exams officer (Mrs Jupp), Mr Archer or Mr Buchanan (from 7.00am) on the day of the exam. We will contact you to discuss arrangements, such as whether you need to sit the examination in a separate room or a different seat in the Sports Hall.
- We will make the invigilators aware of your illness, and if necessary, you will be allowed short toilet breaks or rest breaks. The invigilator will mark on your script each time you leave the room and for how long. Extra time will be added on at the end of the exam so you get the full amount of time to complete the examination.
- If you feel your illness has affected your performance in the examination you must bring a doctor's note to Mrs Jupp, Mr Archer or Mr Buchanan within 3 days of the examination so we can apply for a special consideration (though you are not guaranteed to get this).

### **If you feel ill during an examination.**

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- Put up your hand to speak to an invigilator.
- If necessary you will be allowed toilet breaks or rest breaks.
- You will be allowed the full-time allowance to complete the examination.
- If you feel your performance has been affected you must bring a doctor's note to Mrs Jupp, Mr Archer or Mr Buchanan within 3 days of the exam.

### **Special Consideration**

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- If there is an issue which affects your performance in an exam, make sure that you report this as soon as possible to Mrs Jupp, Mr Archer or Mr Buchanan.
- The school may apply to the exam board for special consideration to be given to your exam paper.

For more information about the Special Consideration, please visit <https://www.jcq.org.uk/knowledge-hub/a-guide-to-the-special-consideration-process-2/>

### **Failure to attend an examination.**

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- You MUST attend all the examinations that appear on your Statement of Entry.
- JCQ provide very few reasons for missing an examination which can be found here: <https://www.jcq.org.uk/knowledge-hub/a-guide-to-the-special-consideration-process-2/>
- If you fail to turn up for an examination a teacher will ring you to check you know about the exam.
- If you DO NOT attend an examination you will be charged the full cost of the entry fees for that subject (not just the component missed). This could be £60 - £100 (except for cases of severe illness).
- The school will not release your examination results in August until this has been paid.

### **Malpractice**

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- The expectations for conduct in examinations are set by JCQ.
- Any instances of malpractice will be reported to the exam boards.
- Examples include: communication with other students, use of prohibited items, falsification of identity, copying another candidate's work.

### **Returning your textbooks**

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- Year 13 students should bring in their textbooks on the day of their last exam for each subject and hand them in, in S5 before the exam.

## After the exams

### Results Days

- A Level results will be released on Thursday 13<sup>th</sup> August 2026 at 8.00am in S5
- AS results for Year 12 students will be released on Thursday 13<sup>th</sup> August 2026 at 10.00am via Go4Schools.
- In the results envelope, you will be provided with a statement of results on LCS headed paper, a breakdown of component marks for OCR, AQA, Eduqas examinations, a grade boundaries summary and information about post-results services. Results envelopes with a detailed breakdown of marks can be collected from school reception or the exams officer by arrangement.
- Mr Archer, Mr D'Elia and Mrs Senior will be available to offer advice.
- If you are away from home on your results day you can view your results by logging on to Go4Schools. A Level results will be visible from 10am on 13<sup>th</sup> August.
- If you wish to have a close family member collect your results, please write a signed letter to Mrs Jupp or Mr Buchanan, explaining who will collect your results and their relationship to you. They will need to bring proof of identity on the day.
- We cannot give out results over the telephone or via email.
- If you have any questions about interpreting your Statement of Results, or if you think a result is missing speak to a senior member of staff on Results Day.

### Post Results Service.

From results day onwards, there will be a member of senior staff and the examinations officer available to provide information on post-results services, including proximity to grade boundaries. They will not offer opinions. Be aware that marks can go up, down, or stay the same, and this will represent your final mark. You may access the Exam Boards' Post Results Service, which includes:

- Clerical check - checking the adding up of marks on each page and other clerical processes.
- Review of Marking (Re-mark of a unit) – a different examiner will check the marking of the original marker. If they agree that the original mark could reasonably have been given the mark remains the same.
- Priority Review of Marking (Priority Re-mark of a unit) – for Year 13 students only whose place at university may be affected by the grade achieved in one subject or unit.
- Access to scripts – this service will allow you to see a copy of your exam script.
- Appeal – following an unsuccessful review of marking, the centre can submit an appeal if unsatisfied the exam board has not followed correct procedures or not interpreted the mark scheme correctly.

More details can be found in the 'Post results Appeals Procedures and Special Consideration/Access Arrangements Policy' available in the Exams section of the school website.

All the Post Result Services are only available through the school and ALL incur a charge, payable by the candidate and have strict deadlines.

***Further details for post results services will be provided on results day.***

- ***Please see the flow chart on page 10 of this document. This explains the process in more detail. It refers to exams in 2025; an updated version will be provided in your results envelope on results day once it has been updated by JCQ.***

## Examination Certificates

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- The Statement of Results that you receive on Results Day is provisional.
- Universities, colleges etc only accept this Statement of Results if it is printed on school letter-headed paper.
- Your Examination Certificate is your only official proof of your final exam results.
- You will receive your certificate at the Year 13 Reunion in December.
- Any certificates not collected on this evening will remain in school for you to collect.
- You should ring reception and give 24 hours' notice of your intention to collect a certificate so it can be left at reception ready for you. You will be asked to sign for it.
- A friend or member of your family can collect your certificate for you if we receive a signed letter from you.
- Certificates will NOT be posted out. It is your responsibility to collect it or have it collected on your behalf.
- Any certificates not collected after a year may be destroyed in line with the Joint Qualifications Council's guidelines.
- You must keep your certificate in a safe place.
- It is not possible to get replacement certificate, though exam boards will issue a Certified Statement of Results. You will need to contact the individual examination boards with details of your centre number, candidate number, the year of your examinations and the subjects taken. There is a charge for this. You should note that this process also takes some time.
- We cannot give out examination results over the telephone.



Post-Results Services, Summer 2025

Deciding what to do after you've got your A/AS Level or GCSE results

**1. Exam board reviews of results**

**Review of marking:** exam boards review their marking to ensure your work was marked accurately in line with the mark scheme

**Review of moderation:** exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

**Clerical re-check:** exam boards re-check that all marks have been included and added up correctly

**2. Appeal**

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

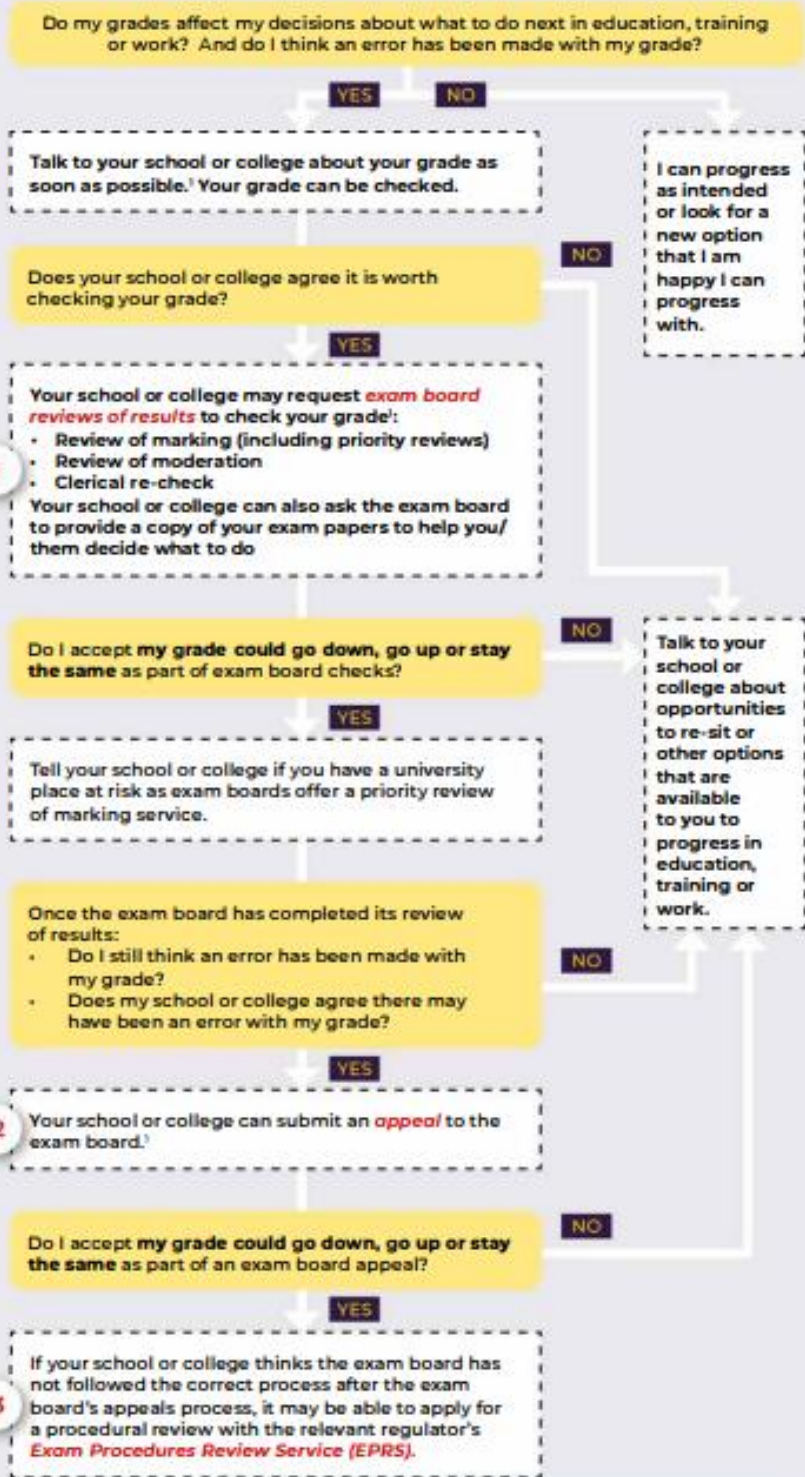
*Please note, appeals are not the first step in checking your grade.*

**3. Exam Procedures Review Service (EPRS)**

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.



<sup>1</sup> If you are a private candidate, you can apply directly to your exam board for a review of your result and an appeal. If not, you must talk to your school or college and they will contact the exam board as needed.








## 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 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 

### 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.

### 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)

### 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.

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