



**May/June 2026  
GCSE 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 1<sup>st</sup> May and you must remain available to take exams until 24<sup>th</sup> June.

For more information, please visit [https://www.icq.org.uk/wp-content/uploads/sites/2/2025/09/IFC-Written\\_Examinations\\_2025\\_FINAL.pdf](https://www.icq.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 or Mr Buchanan.
- Transfer the dates of your exams to your homework diary, wall planner, calendar etc. Set reminders on your phone if you have one. Note carefully whether your exams are in the morning or afternoon.
- Make sure your parents have a copy of your exam timetable.
- We 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.



## Study Leave and Revision Lessons

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- You will be on full Study Leave from Monday 1<sup>st</sup> June 2026.
- Before this time, between Monday 11<sup>th</sup> May and Friday 22<sup>nd</sup> May, you will have a blended period of school and study leave. You will attend school until 1pm on every day during this period, completing exams or attending normal lessons. At 1pm, you may leave site between 1pm and 1.20pm via the Pastures Hill gate, or remain on site to conduct revision in the classroom you have timetabled for that time.
- If you have lessons in a subject where the exam content is complete, you will be permitted to conduct revision for other subjects. Please plan your days carefully.
- The first BTEC exams are on Friday 1<sup>st</sup> May 2026.
- The first GCSE exams are on Thursday 7<sup>th</sup> May 2026.
- You may, of course, email your teachers if you have any questions while you are on study leave, or you can drop in to see your teachers, but we cannot guarantee they will always be available.

## Study Rooms.

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- If you wish to work in school instead of at home, there will be a Study Room you can go to.
  - Before Friday 22<sup>nd</sup> May – go to your timetabled lesson during Period 5.
  - From Monday 1<sup>st</sup> June – there will be allocated study rooms.
- If you wish to remain in school between morning and afternoon exams you should go to the Study Room.
- You should not wander around school as this can disturb other lessons.
- If you are using the Study Room you should bring some revision that you can get on with quietly. The Study Room will not always be a computer room.
- You should plan revision to conduct in school which is not reliant on ICT.

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, you need to be waiting outside your exam room at 8.30am.
- Afternoon exams start at 1.45pm, you need to be outside your exam room at 1.30pm.
- Most exams are in the Sports Hall.
- Language Listening exams, one of the Media exams and the Music exam will be in the Main Hall or E block.
- 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 a 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 may need to enable 'exam mode'.
- You are NOT allowed to wear a watch, or to have it in your pocket or on your exam desk.

### 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 12 of this document for further details.



## What to wear

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- You should wear normal school uniform, including school shoes.
- The temperature in the Sports Hall can vary, depending on the time of day and the number of candidates.
- Make sure you have your black sweatshirt in case it is cool.
- If it is wet at the start of an exam you will be allowed to gather in the Sports Hall corridors and changing rooms, but you should bring a coat and/or umbrella so you keep dry on your way to school.
- If you bring a coat, you will be asked to leave it at the back of the exam room with your bag.
- You are NOT allowed to wear a watch (or have a watch on your person in the exam room). There will be large digital and analogue 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 invigilators before you enter the exam room. They will be kept in a plastic bag and you will be given a numbered ticket for your item.
- Hand in your ticket at the end of the exam to collect your phone.
- Handing in and collecting mobile phones is time consuming. Make sure you arrive in plenty of time and be patient at the end of the exam when collecting your belongings. Consider if you really need to bring your mobile phone or other technology to the exam. There is often a long queue to have these returned.
- The school cannot accept any responsibility for the safekeeping of your items.
- Candidates found to be taking their mobile phone or any other technology into the exam room could be disqualified from all their examinations.

## **The start of the exam**

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- As soon as you arrive outside of the Sports Hall or your exam room, hand in your mobile phone, watch etc
- The invigilators will hold up placards detailing the subject, tier and a range of candidate numbers. Stand by the invigilator for your tier and candidate number.
- You will be called into the exam room a few at a time.
- 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 (check the subject and tier)
- 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.
- 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.
- If you require additional space for an answer, look carefully to see if there are continuation pages in your answer booklet, or ask an invigilator for a separate continuation booklet. Do not write in spaces outside of lines as these will not be marked.

### **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 your bags and coats 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 the invigilators (usually by the tennis court gates).
- Be aware that exams can finish beyond the school end time of 3pm. Take this into consideration in making arrangements for getting home.

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

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- You should make every effort to arrive on time at 8.30am and 1.30pm.
- If you are late, you may still be permitted to take the exam.
- 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, a member of teaching/senior staff or the 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 will 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) 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 or Mrs 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 or Mr Buchanan within 3 days of the exam so that a decision regarding special consideration can take place (see below).

### **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, disruptive behaviour.

### **Returning your textbooks**

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- Year 11 students should hand in any textbooks that are not required for revision whilst still at school. Full study leave from Monday 1<sup>st</sup> June may be revoked if resources are not returned.
- Any textbooks used during the revision period should be brought to school on the day of your last exam for that subject and left with teachers at the start of the exam.
- There will be a final opportunity to return any outstanding books, along with your locker key and completed leavers form, after your last Physics exam, on Monday 15<sup>th</sup> June 2026.

### **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 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/>



## After the exams

### Results Days

- GCSE results will be released on Thursday 20<sup>th</sup> August 2026 at 9.00am in the Main Hall.
- 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.
- LCS senior members of staff and the examinations officer will be available to provide support and advice on the day and subsequent days – these will be provided in your results envelope.
- LCS Sixth Form staff will be available to process enrolment forms and careers teachers and other senior staff will be present to assist any student requiring advice.
- If you are away from home on your results day you can view your results by logging on to Go4Schools from 10am. Results envelopes with a detailed breakdown of marks can be collected from school reception or the exams officer by arrangement.
- If you wish to have a close family member collect your results, please write a signed letter to the exams officer Mrs Jupp, 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 Services

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:

1. Clerical check - checking the adding up of marks on each page and other clerical processes.
2. Review of Marking – 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.
3. Priority Review of Marking – for Year 13 students only whose place at university may be affected by the grade achieved in one subject or unit.
4. Access to scripts – this service will allow you to see a copy of your exam script.
5. 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 11 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.
- 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 either at an assembly for those enrolled at LCS Sixth Form, or by invitation to collect at a specific time from December.
- Any certificates not collected on this evening will remain in school for one year 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 and they bring proof of identity with them.
- 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 a 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 2026

### Deciding what to do after you've got your results

#### 1. Awarding body reviews of results

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

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

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

#### 2. Appeals

Your school or college can only request an appeal after the awarding body 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 awarding body has done after they have completed the appeal hearing.

The EPRS will look at whether the awarding body 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 awarding body to look at your appeal again if they think the awarding body made a mistake.

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

Do my grades affect my decisions about what to do next in education, training or work? And do I think an error has been made with my grade?

YES

NO

Talk to your school or college about your grade as soon as possible.<sup>1</sup> Your grade can be checked.

Does your school or college agree it is worth checking your grade?

YES

NO

I can progress as intended or look for a new option that I am happy I can progress with.

1

Your school or college may request a review of results to check your grade<sup>1</sup>:

- Review of marking (including priority reviews)
- Review of moderation
- Clerical re-check

Your school or college can also ask the awarding body to provide a copy of your exam papers to help you/ them decide what to do

Do I accept my grade could go down, go up or stay the same as part of a review of results?

YES

NO

Tell your school or college if you have a university place at risk as awarding bodies offer a priority review of marking service.

Once the awarding body has completed its review of results:

- Do I still think an error has been made with my grade?
- Does my school or college agree there may have been an error with my grade?

YES

NO

Talk to your school or college about opportunities to re-sit or other options that are available to you to progress in education, training or work.

2

Your school or college can submit an **appeal** to the awarding body.<sup>1</sup>

Do I accept my grade could go down, go up or stay the same as part of an appeal?

YES

NO

3

If your school or college thinks the awarding body has not followed the correct process after the appeals process, it may be able to apply for a procedural review with the relevant regulator's **Exam Procedures Review Service (EPRS)**.

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

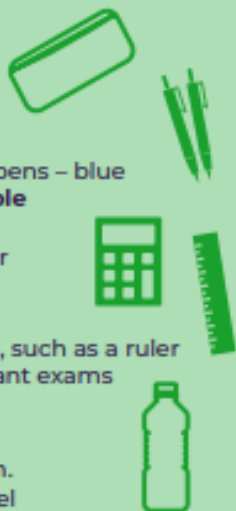
### What you cannot take into your exams:

- ☐ 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.



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