



Blue Coat

Church of England School
& Music College

Examinations Handbook 2025

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1. Introduction

Blue Coat School is committed to ensuring that all candidates are fully briefed on the exam and assessment process in place and are aware of the required JCQ awarding body instructions and information for candidates.

All information relating to exams at Blue Coat can be found on the website www.bluecoatschool.com/students/exams.

2. Purpose of the Examinations Handbook

- To outline the pattern and process for external exams.
- To ensure candidates are provided with all relevant information about their exams and assessments.
- To ensure copies of relevant JCQ information for candidates documents and posters are provided.
- To provide candidates with information regarding Appeals, Enquires About Results and Re-sits.
- To outline the process regarding collection of results and certificates.

3. Mock Examinations

Mock Exams are to be held as follows:

Year 10 - June 2025

Year 11 - December 2024 and February 2025

Year 12 - June 2025

Year 13 - December 2024

These mocks will be run exactly as if they are the actual GCSE/GCE exams and is a chance for all candidates to experience multiple exams in one day. We will be adhering to all the normal exam rules as detailed in this booklet.

4. Summer Exam Season

The exam season is scheduled to **start May 2025 and will run until June 2025.** **In addition, there are contingency day's (June 2025) arranged by JCQ which** would be used if a sustained national or local disruption should arise during the main exam season. All candidates must ensure that they are available to attend any exams that have been rearranged **up to and including** these dates. **The contingency day is 25th June 2025.**

Candidates will be issued firstly with a statement of entry. This will detail all subjects & exams that they will be entered for & the name that will be printed on the issued certificates. It is important that candidates check this information carefully and must inform the Exams Office if there are any errors or omissions. If they do not and there is an error, they may not be entered for an exam or there may be a cost to have certificates corrected once issued.

Candidates will then be issued with an individual exam timetable, which will show all timetabled exams as shown below:

Individual Candidate Timetable

Season : Summer 2019

Centre Number : 20412

Name :

Year : 11

Candidate Number

Reg Group :

UCI :

ULN :

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Mon 13 May	1:00PM	AQA	GCSE/9FC	8062MA	Religious Studies A Option MA	8062/13	Religious Studies A P1	0h 00m	Sports Hall	G10
Tue 14 May	1:00PM	AQA	GCSE/9D	8464F	Combined Sci. Trilogy Tier F	8464/ B/1F	Combined Sci Trilogy Biology P1F	1h 15m	Sports Hall	B2
Wed 15 May	1:00PM	EDEXL/GCSE	GCSE/9FC	1ET0	English Literature	1ET0 01	Shak.esp. & Post 1914 Lit.	1h 45m	Sports Hall	H11
Thu 16 May	9:00AM	AQA	GCSE/9D	8464F	Combined Sci. Trilogy Tier F	8464/ C/1F	Combined Sci Trilogy Chemistry P1F	1h 15m	Sports Hall	B2

Date & Start Time

Length & Seat Number

5. Exam clashes

Candidates can have more than two exams in a session. The rule is that candidates can sit up to 3 hours of exams in one sitting and up to 6 hours in total over one day for A-Level (Post 16) exams and up to 5 ½ for GCSE exams. We will of course try to ensure that candidates get a short toilet break and a chance to stretch their legs but we will have to be strict on time, so candidates need to prepare, bring water with them and have a hearty breakfast.

If candidates have any clashes that require formal supervision arrangements to be implemented, these will be detailed in a letter attached to the issued timetable. If candidates have any questions regarding supervision, please speak to the Exams Office.

6. Where you will take your exams

This timetable will show the dates and times of a candidate's written exams. It will also detail the location and seat number for each exam (which can be different for every exam).

7. What time your exams will start and finish

Exams start at 9am and 1.30pm. There are some exceptions, so candidates must make sure they check the start times carefully. Exam start times appear on the left-hand side of the issued timetable, please do not get this confused with the duration (length of the exam). For a morning exam, candidates are expected to be registered by their tutor before going to their exam room. Please arrive at your exam room at least 20 minutes before the exam start time.

8. Supervision during your exams

All exams will be supervised by a team of invigilators. They will have all been trained to ensure that all exams are conducted correctly and to adhere to the strict rules as directed by JCQ awarding bodies.

9. Exam conditions

Candidates are under exam conditions from the moment they enter an exam room until they are given permission to leave by an invigilator.

10. Where your personal belongings will be stored during your exam

Candidates must leave all bags and coats in the designated area as follows before entering the exam room.

You will be asked to hand in mobile phones before the start of the Exam and these will be stored in locked cases and held within the Exam department securely until the end of the day.

Sports Hall – outside in old changing room area

Smaller rooms – designated area as shown to candidates by invigilator

11. During exams

CANDIDATES MUST:

- Hand in Mobile phones at the start of the Exam before entering the bag drop areas. They will be stored in Locked cabinets until the end of the day.
- Arrive at their exam room at least 20 minutes before the exam begins.
- Candidates must listen to and follow the instructions of the invigilators at all times in the exam room.
- Make sure they bring **ALL** the equipment they need.
- Wear full school uniform.
- Sit in the seat they have been allocated, sitting in the wrong seat may mean be given the wrong examination paper.
- Write in **BLACK** ink.
- Write their name, centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheets they use.
- Do all work, including rough work, on examination stationery unless otherwise stated.
- Write their answers in the designated sections of the answer booklet.
- Neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner.
- Do any rough work for multiple choice papers in the question book.

CANDIDATES MUST NOT:

- Have a phone, watch (including smart watches) or any other electronic device on their person. Everything must be switched off and in their bag.
- Use any correcting pens, fluid or tape.
- Use erasable pens.
- Use highlighter pens in their answers (although they may use them to highlight questions, words or phrases within the question paper or question/answer booklet. They may also use a highlighter pen to highlight extracts in any resource material provided).
- Use Gel pens or any pens that aren't black.
- Use blotting paper.
- Communicate with anyone, other than invigilators, once they have entered the exam room. This includes non-verbal communication.
- Write on desks.
- Draw on the exam paper (guns, slogans or tags etc.) or write any offensive language. The exam boards could disqualify papers that have been defaced.

During any exam that is less than 1½ hours in length, candidates will not be permitted toilet breaks unless they have a pass.

12. Where you will sit in the exam room

Candidates must know their seat number before entering an exam room. Seating plans will be displayed outside the main rooms. Candidates must also know their 4-digit candidate number as this needs to be written on all exam papers. Candidates will be able to find both numbers on their exam timetable.

13. How your identity is confirmed in the exam room

A photo ID card will be placed on their desk prior to the start of the exam. If a candidate believes that they have the wrong ID card on their desk, they need to inform an invigilator prior to the exam starting.

14. What equipment you need to bring to your exams

Candidates are expected to bring the correct equipment to all their exams, including calculators, pencils, rulers etc relevant to the exam. We will however have equipment on candidate desks should they need to use it. All papers are to be completed in black ink only & if candidates are using a pencil case then it must be clear. Any exam paper specific equipment/book will be provided as specified by the awarding body.

If candidates need a set text or book for an exam, they are expected to bring a clean copy with them (no notes or pages marked in anyway, including use of post-it notes). If it has been lost, then candidates must contact their teacher about this BEFORE the exam date.

For A Level Music and Language exams, you will need to bring along your own headphones for the listening papers. These will need to be wired headphones not wireless.

15. What you should not bring into the exam room

Candidates must ensure that they have left their mobile phone (switched off) & any watch outside of the exam room. Candidates must also ensure that they have no unauthorised material (such as written notes). If candidates realise that they have any such items on them prior to the start of the exam, they must ensure that these are handed in to an invigilator.

If candidates have long hair or religious headwear that covers their ears, invigilators will ask to check that candidates are not wearing any earphones. This can either be done in private or in the exam room.

16. Use of calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;● be borrowed from another candidate during an examination for any reason;*● have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

17. Food and drink in exam rooms

Candidates may bring a clear bottle of water, with the label removed, into the exam room. Reusable water bottles are permitted but these must still be see through and have no writing on them. No other food or drink will be allowed.

18. What you should wear for your exams

Post 16 candidates must dress as they would for all lessons, therefore no hats, gloves, scarves, or hooded tops. All other candidates will need to wear full school uniform for all external exams.

19. What to do if you arrive late for an exam or are unwell

Candidates (or parent/carer) must contact the school ASAP if they think they will be late for an exam or unable to attend due to illness. The Exams Office will need to know:

- Your name
- Your year group
- The exam you will be late for

School Number – 024 76223542 ext 1124

On arrival, go to main reception, who will contact the Exams Office to escort you to your exam room.

If candidates are ill and miss a paper, they will not receive any marks for that paper and may get a lower overall grade. If candidates can possibly attend, we can seat them in an isolated room and after the exam we would be able to submit a doctor's note as part of the special consideration process (see section 22).

20. What happens in the event of an emergency

Invigilators will advise candidates of what to do in case of an emergency. If there is an evacuation, candidates must not communicate with any other candidates whilst out of the exam room unless otherwise advised by an invigilator or member of school staff.

21. Candidates with access arrangements

Candidates will already have been advised of any access arrangements that have been put into place for them. If candidates have any queries over access arrangements, please speak to **Mrs Earle** who is based in the **HUB**.

22. Special Consideration

Special consideration can only be applied for if a candidate has been fully prepared for the examination and has covered the whole course but performance in the examination or in the production of a controlled assessment/coursework is materially affected by adverse circumstances beyond their control. These include:

- Temporary illness or accident/injury at the time of the assessment
- Bereavement at the time of the assessment
- Domestic crisis at the time of the assessment
- Serious disturbance during the examination

The exam boards' maximum allowance for a special consideration case is 5% and this is only offered in the worst cases (e.g. death of an immediate family member on the day of the exam). In most cases applying for special consideration is not the best way to deal with an issue affecting exam preparation and performance.

If candidates do wish to submit a special consideration request, please let the Exams Office know as soon as possible as we only have a very limited window of time in which we can apply for special consideration (up to 7 days after a candidate's last examination).

23. Results

Candidates can collect their results from school (there will be signs displayed on the day to direct candidates to the correct location).

A Level/Level 3 qualifications: Thursday 14th August 2025

GCSE/Level 1/2 qualifications: Thursday 21st

August 2025

Staff will be available to help with any queries regarding results on the day and exact timings will be provided nearer the time.

24. Post-results services

On results days, there will be information available from the Exams Office regarding the post-result options available, costs involved and the relevant deadlines. Post-results requests will be not processed without a correctly completed form and the correct payment.

25. Certificates

The exam boards can take approximately 3 months (from results day) to print and dispatch certificates to us. All candidates will be advised of how certificates will be distributed.

If candidates are unable to collect certificates at this time and are no longer at Blue Coat, they will need to come to the main reception with photo ID.

Please note that we will only keep certificates for a period of 24 months from the date of issue. Any certificates that are not collected during this period will be securely destroyed or returned to the relevant exam board. If certificates are lost or they are not collected within 24 months, candidates will need to contact the exam boards directly to arrange for replacements/certified statement of results and there may be a charge for this.

26. Internal appeals, complaints and appeals procedures

All information regarding our appeals & complaints procedure can be located on the website.

27. Important documents to read

On the main school website, candidates will find uploaded the following JCQ documents & Blue Coat exam procedures & policies. All candidates must ensure that they read and take note of all these documents.

- **JCQ Information for candidates – coursework**

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.

- **JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking any reformed GCE & GCSE qualifications that contain elements of non-examination assessment.

- **JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s).

- **JCQ Information for candidates – written exams**

You **must** read this information before you undertake any externally assessed written exams.

- **JCQ Information for candidates – Privacy Notice**

You **must** read this information as it informs you how the *“JCQ awarding bodies will process your personal data.”*

- **JCQ Information for candidates – social media**

You **must** read this information to help you stay within examination/assessment regulations when using social media.

- **JCQ No Unauthorised Items poster**

This poster will be displayed outside each exam room. You **must** note that *“Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”*

- **JCQ Warning to Candidates poster**

This document is available on the school website. This poster will be displayed outside each exam room. You **must** note all the warnings.

- **Access Arrangement policy**
- **Emergency Evacuation procedure**
- **Exam Contingency policy**
- **Exam policy**
- **Internal Appeals Procedure**
- **Non-Examination Assessment policy**
- **Special Consideration policy**
- **Word Processor policy**