



MacIntyre Academies
Discovery Academy

Exam Guidance for Pupils and Parents/Carers for 2025-2026

The enclosed information is relevant to all pupils taking G.C.S.E, Functional Skills, Edexcel Award and BTEC assessments in the 2025-2026 academic year.

Contents

Introduction		3
Malpractice		4
Timetabled Exams		4
Contingency Dates		4
Where you will sit your exams		5
Exam start and finish times		5
Who supervises exams?		5
The Exam room and Exam Conditions		5
Exam Equipment		6
What you must not bring in to an exams room		6
Food and Drink in the exam room		7
What to do if you are late for an exam		7
What to do if you are unwell on the day of an exam		7
Special Consideration		8
Unauthorised absence from an exam		8
Access Arrangements (AA's)		8
Results		8
What name is used on your entry paperwork for exams?		9
Appendices		
JCQ Information for Candidates – Written Exams	Appendix 1	11 – 17
JCQ Information for Candidates – Non Examination Assessment	Appendix 2	18 – 23
JCQ Information for Candidates – On Screen Tests	Appendix 3	24 - 30
JCQ Information for Candidates – Social Media	Appendix 4	31
AI Poster for Students		32
JCQ Preparing for Exams document	Appendix 6	33
Post results Services form example	Appendix 7	34 - 36
Preferred Name permission form	Appendix 8	37

Introduction

At Discovery, we know that the time leading up to exams can be very stressful, and we would like to reassure you as much as possible about the process. We hope that giving you this information early will give you plenty of time to ask any questions you have or seek any reassurance that you need. Hopefully, this booklet will be helpful to you and your parents/carers.

We have included all of the guidelines that have to be followed to comply with national regulations for exams, and also what to do if there are any problems on an exam day. The JCQ (the Joint Council for Qualifications) set down very strict guidelines that we must follow in school, and that you must follow as a candidate, so it is important that you and your parents/carers also understand what the regulations are and what will happen if the rules aren't followed. At the back of this booklet are several documents that are produced by the JCQ each year, on behalf of all of the awarding bodies, which tells the school how to conduct exams and what the current rules are – please pay particular attention to these and make sure you understand what is written in them.

If you or your parents/carers have any queries or need any help or advice before, during or after exams, please call the school or email discoveryexams@macintyreacademies.org .

Good Luck!

Malpractice

Malpractice is any action that breaches any of the regulations relating to an exam or non-examination assessment (such as portfolio/ coursework) The JCQ produces extensive guides as to what constitutes malpractice, several of which are included with this document as appendices - all JCQ guidance can also be found on their website www.jcq.org.uk under the 'Exams Office' heading and will also be made available on the Exams section of the Discovery Academy website. Some examples of malpractice are bringing unauthorised items or material into an exam room, breaching exam conditions and exchanging, obtaining, receiving, or passing on information which could be examination related. It is important that you read the 'Information for Candidates' documents titled: Written Examinations, Non-Examination Assessment, On Screen Tests and Social Media as these documents will give you lots of useful information. Any alleged or suspected instances of malpractice will need to be investigated and reported to the relevant awarding body. Examples of sanctions that may be awarded for instances of malpractice are included in the JCQ Suspected Malpractice: Policies and Procedures booklet which is again on their website and the school's.

Timetabled exams

You will be entered for your G.C.S.E and BTEC subjects by the subject lead. Entries are made in February for GCSE's, you will receive your personal exam timetable around March showing you when you will sit exams for each subject – please check this carefully to make sure that all the subjects you are expecting to see are there. If there are any queries, please contact your class team who can check your timetable with the subject lead and Exams Officer. G.C.S.E exams sit in the summer series, which will take place in May and June 2026. BTEC entries are made in October and exams sit in January and February (resits are possible during the summer while GCSE's are also taking place) If you are sitting any BTEC exams you will be told by your class team. Functional Skills exams in Maths and English take place throughout the year and are arranged by staff at Discovery – again your class team will let you know when these are taking place. At the back of this booklet are the following guides produced by JCQ: Information for Candidates – Written Exams, Information for Candidates – Non Examination Assessment, Information for Candidates – On Screen Tests, Information for Candidates – Social Media, Privacy Notice, Preparing for Exams document and the Exam room posters showing unauthorised items – these documents will help you to understand the exams process and how to avoid malpractice. You can also find these on the school website and the JCQ website.

Contingency dates

Every year during the summer exams series, dates are allocated as contingency dates. These are for if any exams need to be moved by the awarding bodies (not by the school or a candidate) in the event of a national or significant local disruption. For this Academic year the contingency date is 24/6/26—even though you may not have an exam on this date at the beginning of the exam series, it is advisable to keep this date clear as the school may use them for Functional Skills or ICDL assessments.

Where you will sit your exams

All of your GCSE, ICDL, BTEC and Functional Skills exams will be taken at Discovery Academy, with the main exam room being the Sports Hall. Sometimes, we use smaller offices or a classroom if there aren't many candidates for the exam. Rooming for exams is usually arranged in April before exams start in May, and this will be shared with you via your class team. We run two series of mock exams during the year so that you can experience how the exam series works before the live exams happen – mock exams usually take place in Oct/Nov and Feb/Mar.

Exam start and finish times

The morning exam session at Discovery starts at 09:15 am, and the afternoon session at 13:00 pm. Members of SLT and class teams will collect you and accompany you to your designated exam room.

Who supervises exams?

Exams are supervised by trained invigilators to make sure that all candidates are ok and following regulations. There are also lots of regulations that the invigilators themselves must follow to make sure that an exam has taken place fairly. At Discovery, we use our HLTA's, TA's and sometimes SLT as invigilators, so the faces in the exam room will always be familiar to you.

The Exam room and Exam Conditions

Once you have walked to the exam room with SLT/Class staff and the other candidates, you will wait outside until the room has been checked by the Exams officer. Outside the room you will see a seating plan so you can check where your desk is – you will keep the same desk for all of your exams – and the exam room posters (as shown at the back of this booklet) You will be invited in to the exam room to sit at your desk, and you are under exam conditions from when you enter the room until you have finished and are given permission to leave the exam room. Exam conditions mean:

- That you must remain quiet and not attempt to communicate or distract any other candidate in the room – if you do, this must be reported to the awarding body.
- You must not open your exam paper until you are told to do so by the invigilator or Exams officer – again this must be reported to the awarding body if you do.
- You must listen to the instructions being given by the invigilator or Exams officer – completing the front of your exam paper when told to do.

In the exam room, a white board will display the date, the centre number, the subject of the exam and the start and finish times of the exam. On your desk, you will see a card showing your name, the centre number and your candidate number – this information will help you with completing the front of your exam paper. Once you have finished your exam paper and have read through your answers, you will need to raise your hand and wait for an invigilator to come to you. Once the invigilator gives permission, you will be able to quietly leave the exam room – you must leave behind the question paper, your answer paper, any other booklets you have been given, any stationery supplied by school and your candidate card. Please do not try to communicate with anyone other than the invigilator as you leave the room – you will be informed of where to go after your exam on the day by your class team.

Exam Equipment

The school will provide all of the equipment – including calculators and dictionaries – that you will need. However, we know that you may have a preferred pen or your own equipment that you would rather use – this is absolutely fine! Please just make sure that it is taken in to the exam room in a **clear** pencil case so that invigilators can easily see what is inside. If you would prefer to use your own equipment, you will need the following:

- A clear pencil case
- At least 2 black biro/ballpoint pens (they must be black!) Not erasable pens.
- 2 pencils and a sharpener
- A pencil eraser
- A highlighter (you can only use these on the question paper to highlight key words)
- A 30 cm ruler

- Pair of compasses
- A protractor
- Set squares

We will always have spares, so please don't worry about anything running out as we will be able to provide you with an alternative.

What you must not bring into an exams room

The rules on what can go in to an exam room are very strict, so if in doubt – leave it behind in class or at Reception where it will be kept securely for you. You cannot take the following into the exam room:

- Your mobile phone
- A watch (including digital, analogue or smart watches)
- Any device capable of connecting to the internet
- An iPod or MP3/4 player (unless it has been awarded as an access arrangement and is a device provided by school)
- Air pods or earphones/ear buds
- Smart glasses
- Any other smart devices
- Notes or paper for 'doodling' on
- A pencil case/water bottle/snack packaging that isn't transparent

If you realise that you have any of the above items as you arrive at the exam room, give them to an invigilator straight away and they will keep them at the front of the exam room for you. If you are found to have any of these things once the exam starts, even if by mistake or you didn't intend to use them, it can be reported as malpractice and you may be subject to a penalty or disqualification.

Food and Drink in the exam room

We do allow drinks (preferably water in case of spillages) and small snacks in the exam room. School will provide bottled water in a clear plastic bottle with the label removed. If you wish to bring your own drinks bottle in to an exam room it must be completely transparent and ideally clear – it will need to be shown to an invigilator when you arrive at the exam room.

We allow small snacks, again these must be provided in a clear container or wrapper – i.e. a transparent clip lock box or food bag. This applies even if the snack is shop bought and clearly still sealed, such as the small tubs of Pringles – it would still need to be transferred to a clear container to be allowed in the exam room.

What to do if you are late for an exam

If you are late arriving, you will still be able to sit the paper and you will still be allowed the full time for the exam. As soon as you know that you will be late to an exam, please contact the school and ask them to let the Exams Officer or a member of SLT know. A member of staff will meet you in Reception and will take you to the exam room as soon as you feel that you are ready. Please enter the exams room as calmly and quietly as possible to avoid disturbing the students already sitting.

Although you will be allowed to sit the full exam if you are late, if you are more than an hour late we do have to inform the awarding body and they will then decide if they wish to apply a late arrival penalty, such as removing marks or not marking the paper at all. To make sure this doesn't happen to you, please try and make sure you are on time for all exams.

What to do if you are unwell on the day of an exam

Please contact school as soon as possible to let us know! There are arrangements that we can make to help you take your exam if you are able to. It is best to try and get to school to attempt the exam where possible.

If you are ill and unable to attend for a Functional skills exam, you have 5 days after the original date to take the exam, or we can re-book the assessment for a later date. If you can't attend a BTEC exam, you would need to take the exam the next time it was available, which is normally in the summer with GCSE exams. Unfortunately, there is no flexibility with GCSE exams if you cannot sit them. Special Consideration can potentially be applied for by the school, as long as the absence is seen to be genuine and you have completed one other paper for the subject – you may be required to provide medical evidence to support any SC applications.

If you are feeling unwell on the day of an exam but think you can come in to attempt the paper, then school staff will do their best to make sure you feel comfortable in doing so. Where you have an illness that is contagious, you may be moved in to a different space to take your exam to protect both yourself and other students. Again, Special Consideration can be applied for on the basis of being disadvantaged by illness. Special Considerations are explained further below.

Special Consideration

Special Consideration is a post exam adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very 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 actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Exams Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Unauthorised absence from an exam

If you are absent from an exam session without providing a genuine reason, then you will be marked absent and will achieve no marks for that paper. Special Considerations cannot be applied in the case of an unauthorised absence.

Access Arrangements (AA's)

Some students are entitled to adjustments to make sure they have an equal chance of completing the exam papers. You will be asked to complete activities in school to assess your need for AA's– if the activities, along with information on how you would normally work in a classroom environment from your class team, show that you would benefit from AA's you will need to give permission for the SENCo and Exams Officer to apply on your behalf. You will be informed of any AA's awarded to you by your class team.

Results

Functional skills exams – we receive these results back from the boards within 28 days of the exam (but it is normally sooner) The exams officer will pass these results to the subject lead as soon as they come in.

BTEC – results for exams taken in Jan are normally received in February, and again will be passed on via subject leads.

G.C.S.E results – Results day for this Academic Year is Thursday 20st August 2026. All students who are due to receive results on this date will be invited to school to collect their results and to chat to members of SLT and the upper school staff.

Students who cannot attend to collect their results will need to send their written permission to the Exams Officer to release the results to a parent/carer if they are collecting on their behalf. If you need your results emailing to you, then again you will need to send written confirmation (an email is fine) and an email address to send the results to, to the Exams Officer.

If you need any advice about any of your results, you will be able to discuss this with the subject lead/SLT on results day if they relate to GCSE's. All other results can be discussed as they are released. Information on post results services (review of marking, appeals etc) is attached as appendices and will also be re-issued closer to exam time – last year's document is attached as new guidance has not yet been released.

What name is used on your entry paperwork for exams?

At Discovery, students are registered for exams using their legal name (as shown on their birth certificate) as qualification certificates are also a legal document – having documents in different names can cause issues for future education providers/employers to match records for individuals. Below is guidance from JCQ, as printed in their booklet 'General Regulations for Approved Centres' at section 5.6:

Candidates should be entered under names that can be verified against suitable identification such as a birth certificate, a driver's licence or a passport to prevent problems in the future. For example, if a candidate needs to confirm their results to a third party or obtain a replacement certificate. Whilst the centre is best placed to understand the candidate's circumstances and make an informed decision, a candidate should only be entered under alternative names in exceptional circumstances.

16

As stated, exam entries can be made in preferred names in exceptional circumstances. If you wish to use a preferred name for your entries and later decide to change the name shown on your certificates, there will be a charge to have them replaced, and as mentioned before there may be complications when matching your qualifications with your I.D documentation. If you wish for your exam entries to be made in a preferred name rather than a legal name, a form has been included in the appendices. Please could both you and your parent/carer sign the form and return it to the Exams Officer.

If your entries are made in your legal name, and you change your name by deed poll in the future, awarding bodies will replace your certificates in your new name and currently there is no charge for this service – please note that this might change!



MacIntyre Academies
Discovery Academy

EXAMPLE FORM Post Results Services Information for Candidates June 2024

We hope that you are pleased with the results that you have received today, and that all of your hard work has paid off. Please read the following information which outlines what to do if you are unhappy with your results.

In the first instance, please talk to staff members and if you feel there has been a problem with the marking of your paper there are several options available. There are costs involved with this that you will need to discuss with your parent/carer and you will need to sign the attached consent form for the centre to act on your behalf. Once your concerns have been discussed with members of staff, a decision will be made as to whether the Centre will cover the cost of the post results service, or if it is more appropriate for you to cover the cost.

It is important that you know that your marks **can go down** as well as up during a review of marks, and if your marks are changed up or down there will not be a fee to pay.

What post results services are available?

Review of Results (RoR's)

- Service 1 – Clerical re-check – this service provides the following checks: that all parts of the script have been marked, the marks have been totalled correctly and that all marks have been recorded. **This does not include a re-mark of the paper.**
- Service 2 – Review of Marking - This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: an administrative error; a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.
- Service 3 Review of Moderation - This is a review of the original moderation of non-examination assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently. Please note that if your centre's internally assessed marks (coursework or non examination assessment) have been accepted without change by an awarding body, this service will not be available.

Access to Scripts (ATS)

For GCSE qualifications, the awarding bodies will provide copies of the candidate's script online to the Exams Officer. If you have taken a BTEC Level 1 / 2 First qualification, then Pearson Edexcel will provide a photocopy of the original script. For the centre to be able to request your exam script, we will need your permission to make the request. Scripts can be requested for the following reasons:

- To support an application for a RoR – you would be able to look at the script with a staff member to help you decide whether to request a RoR.
- To be used for teaching and learning – if you would like your script to be used in this way, you can give permission for the script to be used with OR without your personal details in a classroom situation.

The below table sets out the deadline for applications to awarding bodies for Post Results Services, and any relevant charges.

Post-results service	Deadline (Final date for requesting)	AQA Fees per unit	Pearson Fees per unit	WJEC/Eduqas Fees per unit
RoR Service 1 (Clerical re-check)	26th September 2024	£9.05 (per unit/Component)	£12.50 (per unit/component)	£11
ROR Service 2 (Review of marking)	26th September 2024	£42 (includes reviewed script)	£44.50 – GCSE and BTEC £51.70 for Edexcel Award	£40
RoR Service 3 (Review of moderation of internally assessed coursework)	26th September 2024	£252.20 (per unit/component)	£247.80 (per unit/component for up to 5 students)	£32 per candidate in original sample
Access to Script to support review of marking (original or photocopy)	26th September 2024	No fee	No fee	No fee
Access to Script – post review of marking photocopy	28th September 2024	No fee	£13.80	No fee

Appeals

Each awarding body has an appeals process which is available after receiving the outcome of a review of results. More information can be found at <http://www.jcq.org.uk/exams-office/appeals> and should be considered alongside the centre's Appeals Policy if you are considering requesting an appeal. Charges for appeals are below:

Post-results services: request, consent and payment form Summer 2024

	Application Deadline Stage 1	Application Deadline Stage 2	Stage 1 – Preliminary Appeal	Stage 2 – Appeal hearing
AQA Cost per unit	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£124.90	£214.05
Pearson Cost per unit	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£140	£180
WJEC/Eduqas	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£120	£200

To request a Review of Results (RoR) service and/or an Access to Scripts (ATS) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. Please return to the Exams Officer once completed.

Candidate number		Candidate name		Candidate email	
Awarding Body	Qualification level and Subject title			Paper code	Service required
					Fee
					£
					£

Post-results service	<p>RoR Candidate consent</p> <p>By signing here, I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.</p> <p>Signature:</p> <p>Date:</p>
RoR Service 1 (Clerical re-check)	
RoR Service 1 with an ATS copy of re-checked script	
RoR Service 2 (Review of marking)	
RoR Service 2 with an ATS copy of reviewed script	
RoR Service 3 (Review of moderation)	
Access to Scripts	<p>ATS Candidate consent</p> <p>By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.</p> <p>Signature:</p> <p>Date:</p>
ATS Copy of script to support review of marking	
ATS Copy of script to support teaching and learning	



MacIntyre Academies
Discovery Academy

To whom it may concern,

I have read the 'Exam Guidance for Pupils and Parents' Carers for 2024-2025', and wish for my exam entries to be made in my preferred name, rather than my legal name as it appears on my birth certificate and other legal documentation.

I understand the implications that at a later date this could make linking my records difficult for Higher Education providers and employers. I also understand that there may be a cost to have my certificates re-issued in another name.

My legal names are:

Forename: _____

Surname: _____

I wish for my exam entries to be made using the following preferred name (s):

Forename: _____

Surname: _____

I have discussed this decision with my parent(s)/Carer(s) and we have signed below to confirm this:

Student signature: _____

Parent/Carer:

Print name: _____

Signature: _____