Reigate School

GCSE Guide

2026 – 2027

INTRODUCTION

This booklet has been produced in order to make the examination experience as stress-free and successful as possible. Hopefully you and your parents/carers will find it informative and helpful. Please read it through carefully and discuss it with your parents/carers so everyone involved are aware of the examination regulations and procedures to follow in the event of any problems occurring.

The awarding bodies and the Joint Council for Qualifications (JCQ) have strict criteria that have to be followed for the conduct of examinations and non-examination assessments, and Reigate School must follow them precisely. Therefore, please pay particular attention to the Notices to Candidates that are included in this booklet.

If there are any questions that this booklet does not answer or if there is anything you do not understand, PLEASE ASK.

Please remember, we are here to help.

GOOD LUCK!

Head of Year – Miss McGuire

Exams Officer - Mrs Calder

NON-EXAMINATION ASSESSMENTS

Non-examination regulations

A copy of the JCQ regulations "Information for Candidates – Non-examination Assessments" and the "Information for Candidates – Coursework Assessments" which are issued by all the examining boards, are reproduced in this booklet.

Candidate Declaration

All candidates must sign a declaration to confirm that the work they submit for assessment is their own unaided work. Awarding bodies will issue documentation for this purpose. If there is anything that you do not understand, you must ask your subject teacher.

Malpractice

Candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow candidates to copy their work;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources, passing them off as your own – **THIS IS PLAGARISM**.
- submit work that has been word processed by another person unless agreed as part of your Access Arrangement.

Malpractice Penalties

If a breach of the regulations is discovered and malpractice is found by the awarding body after the candidate has signed the declaration, the awarding body will apply one of the following penalties:

- the piece of work will be awarded zero marks;
- the candidate will be disqualified from that unit/component for that examination series;
- the candidate will be disqualified from the whole subject for that examination series;
- the candidate will be disqualified from all subjects and barred from re-entering for a period of time.

REMEMBER, JCQ REGULATIONS STATE;

"the work which you submit for assessment **must** be your own**".**

"you **must not** copy from someone else or allow another candidate to copy from you**".**

EXTERNAL EXAMINATIONS

BEFORE THE EXAMINATIONS

Statements of Entry

- Candidates receive statements of entry in March. You must check these statements of entry very carefully. Some subjects only have one tier of entry, some have Foundation or Higher tiers. **IT IS YOUR RESPONSIBILITY TO KNOW FOR WHICH TIER YOU HAVE BEEN ENTERED.** If you are unsure, please ask your subject teacher.
- All personal details (date of birth, spelling of names) must be carefully checked for accuracy especially if they have changed since you started school as these are the details that will appear on your certificates. It is costly to change details once the certificates have been awarded.

Examination Boards

- Reigate School uses the following examination boards: AQA, Cambridge OCR, Pearson (Edexcel) and WJEC (EDUQAS)

Candidate Number

- Each candidate has a four digit number which is shown on your statement of entry. This is the number you enter on all examination papers. There will be a name card on your desk for all examinations which includes your candidate number and the school's centre number (64240). **YOU MUST USE YOUR LEGAL NAME**.

Contact Details

- Please ensure we have your correct address. We may have to post home details for exam information or results.

Timetables

- The summer GCSE timetable is available on the school website. Go to Our School - Examinations. **Please note the date for the JCQ contingency day. All candidates must be available up until and on these dates.**
- Some candidates may have a clash where two subjects are timetabled at the same time. It is the awarding bodies who set the dates and times of the examinations. Reigate School will make special timetable arrangements for these candidates and inform them directly.

Exam Times

- Morning exams will start at 9am and afternoon exams will start at 1pm unless you are told otherwise. Please check the timetable and your statement of entry and make sure you are aware of the start time for all your examinations. Please note that for afternoon exams that are less that 1hr 30m long, you will have to stay under exam conditions until 2.30pm. Seating plans are shared in advance of each exam.

Equipment

- Make sure you have the correct equipment before your examinations. Candidates are expected to provide black pen, pencil, rubber, ruler and calculator. There are a limited number of equipment packs available at Student Services.

DURING THE EXAMINATIONS

Examination Regulations

- A copy of the JCQ Regulations "Information for Candidates for Written Examinations" which is issued jointly by all the examination boards, is reproduced in this booklet. **All candidates must read this carefully and note that to break any of the examination rules and regulations could lead to disqualification**. Reigate School must report any breach of regulations to the awarding body.

Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, appropriately dressed in full school uniform and with the right equipment.
- Candidates should arrive 15 minutes prior to the start of their examination.
- Candidates who arrive late may still be admitted at Reigate School's discretion.

Whilst in the Examination Room

- All equipment must be in a see-through pencil case or bag.
- Pens must be black ink or ballpoint. No eraser or correction pens are allowed.
- Calculators must be free of lids and instructions and make sure the batteries are new.
- Examination regulations are very strict regarding items that can be brought into the examination room. If you break these rules, you will be disqualified from the examination.
- Mobile phones **MUST BE SWITCHED OFF AND IN YOUR BAG**. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is switched off) it will be removed from

you and a report made to the appropriate exam boards which will result in disqualification.

- **No watches of any kind are allowed in the exam room**.
- Water bottles must be see-through, free from logos and have any labels removed.
- Any sweets must be free of packaging and in a see-through bag.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination boards may refuse to mark your paper.
- Check you have the correct paper. Check the date, subject, paper and tier of entry.
- Listen carefully to the instructions and notices read out before the examination starts, there may be amendments to the exam paper that you need to know about.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room under exam conditions until released. If you have finished your paper, use any remaining time to check your answers and that you have completed your details correctly.
- At the end of the examination all work will be collected by the invigilators before you leave the room. Remember to cross through any work that you do not want to be marked. If you have used additional sheets, ask for a tag to fasten them together. All work must be handed in. Absolute silence must be maintained during this time. You are under exam conditions until you have left the room. You will be released row by row in silence and please show consideration for other candidates in other exam rooms who may still be working.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If evacuation is required, you will be asked to leave in silence and in the order in which you are seated. Leave everything on your desk and you will be escorted to the MUGA. You must not communicate with anyone during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full time for the examination.

Invigilators

- The school invigilators are members of the school staff. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Please note that invigilators cannot discuss the examination paper with you or read and explain any questions.
- Any candidates who are disruptive or behave in an unacceptable manner may be removed from the exam room and subject to penalty from the examination boards.

Absence from Examinations

- If you experience difficulties during the examination period (illness, injury or personal problems) inform your Head of Year or the Exams Officer as soon as possible so they can help you.

- In exceptional circumstances candidates may be awarded special consideration for illness during or absence from any part of an examination. This is a token award (maximum 5%) awarded by the examination bodies in recognition that a candidate was disadvantaged AT THE TIME of the examination. Medical or other appropriate evidence MUST be produced by the candidate/parent/carer as soon as possible in order for an application to be made.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Notification of Results

Results will be available for collection on Thursday 19th August 2027 10.00am – 11.30am

- If you wish for any other person (including family members) to collect your results on your behalf, please provide your written authorisation which can be sent to the exams office prior to results day or brought in on the day. The designated person **MUST** provide photographic identification. **Results cannot be emailed or given over the telephone.**
- Any results not collected will be posted home first class on results day.
- You will be able to view your results online from 11 a.m. on Thursday 19th August via the Arbor student portal/app by clicking on My Items and selecting My Exams.

Certificates

- Certificates are received by school in November. You will be informed when you can come in to collect your certificates which you will be required to sign for. Please remember to bring in photographic identification. If you wish for any other person (including family member) to collect your certificates on your behalf, you must give them your written authorisation and they will be required to show photographic identification.

FREQUENTLY ASKED QUESTIONS

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

A. The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will sit one paper then have a break during which they will be supervised and must not have communication with other candidates or have access to their mobile phone or smart watch. Then they will sit the second paper.

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

A. The invigilators will ask you to check before the exam starts. If you think something is wrong put you hand up and tell the invigilator immediately.

Q. **What do I do if I forget my candidate/exam number?**

A. The candidate numbers are printed on your name card which will be on your exam desk.

Q. **What do I do if I forget the school centre number?**

A. The school centre number is 64240. It will be clearly displayed in all examination rooms and is also printed on your name card which will be on your exam desk.

Q. **What do I do if I have an accident or am ill before the exam?**

A. Let the school know as soon as possible so we can help and advise you. You may need to obtain medical evidence (from your GP or hospital) so we can apply for special consideration if appropriate.

Q. **If I miss the examination, can I take it on another day?**

A. No. Timetables are set by the exam boards, and you must attend on that given day and time.

Q. **What equipment should I bring for my exams?**

A. You should bring at least two black pens, pencil, rubber, ruler and calculator. For some examinations coloured pencils may be used. You are responsible for providing your own equipment. There will be packs available at Student Services. You must not attempt to borrow equipment from any other candidate during the examination.

Q. **What items are <u>not</u> allowed into the examination room?**

A. Bags and coats must be left in the storage trolleys. Do not bring any valuables into school when sitting your exams. Mobile phones/Smart watches etc., must be switched off and in your bag. **No watches of any kind are allowed in the exam**

room. No electronic communication, storage device, iPod, mp3, airpods or headphones are allowed in the exam room. Being in possession of these items is considered cheating and is subject to severe penalty from the awarding bodies.

Q. **What do I do if the fire alarm sounds?**

A. Don't Panic. The invigilators will tell you what to do. If you have to evacuate the exam room, close your paper, leave everything on your desk and vacate the room in silence. Follow the instructions of the invigilators and do not attempt to communicate with any other candidates.