

Summer 2026 Examination Pack

***This pack contains important information about
your examinations.***

***Please read it carefully and keep it to refer to
during the exam season.***

***Please raise any concerns with your subject
teacher/tutor or the exams office as soon as possible.***

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Data Protection Notice – Relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications. This personal data, together with the examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared with the Academy Trust.

Examinations – Summer 2026

Responsibilities

The main Summer GCSE/GCSE/BTEC Exam season is timetabled to begin on Friday 29th April 2026 until Tuesday 23rd June 2026, with the whole day of Wednesday 24th June 2026 as the Contingency day

It is the school's responsibility

- To enter you for the right subjects, at a level appropriate to your ability
- To inform you in good time about the dates and venues of examinations and to resolve any exam “clashes” and provide supervision in isolation for a “clash”.
- To provide suitable accommodation for examinations so that you can work comfortably and without significant distractions. Normal school noise from other year groups is to be expected but will be managed to a minimum.
- To provide suitable supervision and invigilation during examinations, within the regulations laid down by the Exam Board Regulator JCQ
- To send your completed scripts to the examiners promptly so that your results are not delayed

In return the school has expectations of you.

Individual Exam Timetable with seating

Before examinations begin you will be issued with a timetable showing the dates and times of all your examinations, together with room and seat numbers. Check it carefully and contact the Exams Office if you have any queries or questions.

Read and remember your timetable, photograph it if possible, and keep it safe for the duration of your exams. You will be expected to know which exam room and which seat you are sitting in. Whole school candidate lists with rooms, and seat numbers, are displayed daily on the exams noticeboard near reception on A2.

On the day of an exam, it is your responsibility

- To arrive outside the exam room 15 minutes before the exam starts and to line up silently until the invigilator or teacher invites you to enter. You are under exam conditions from the moment you enter the exam room and must not communicate with other candidates in any way. Any form of misconduct or inappropriate behaviour will be reported to the exam board and could result in disqualification.
- You must not speak to anyone except the invigilator, do not do anything to distract the attention of other candidates. You must not fill in your details on the exam booklet until instructed.
- The correct school uniform must be worn to all examinations. No writing on hands, arms etc. and no watches, phones or jewellery
- If you arrive after the start time shown on the timetable you may not be allowed to take the exam.
- If you have a good reason for being late the school may allow you to join the other candidates, but the Exam Board may still refuse to mark your script.
- Candidates who arrive after the exam has finished will not be allowed to sit the paper.
- The school is under no obligation to telephone your home to find out where you are if you do not arrive for your exam.
- If there is a fire alarm students must remain seated and follow the instructions of their invigilator in the room. Students must remain silent and under exam conditions. The muster point for exam candidates in A Block or the main school Hall is the Plaza at the front of the school . For all other rooms please assemble outside of Farthing hall in front of the grass mound behind the Hall.
- To provide the materials you need for each exam paper, including pens (black NON erasable only), calculator, drawing materials, coloured pencils, ruler, protractor, etc. **Whilst we have a small supply of spares for breakages the school cannot provide replacements for forgotten equipment.** Tippex is not permitted.

Calculators Must be:	Calculators MUST NOT:
<ul style="list-style-type: none"> ▪ Of a size suitable for use on a desk. ▪ Either battery or solar powered. ▪ Free of lids, cases and covers which may have printed instructions or formulas. ▪ Have an adequate power supply. ▪ Be in working order. ▪ Clear of anything stored in the calculator memory. 	<ul style="list-style-type: none"> ▪ Be designed or adapted to offer; ▪ Language translators. ▪ Symbolic algebra manipulation. ▪ Symbolic differentiation or integration. ▪ Communication with other machines or the internet. ▪ Be borrowed from any other candidate during the examination ▪ Have retrievable information stored in them including; databanks, dictionaries, maths formulas, text.

- You should only take into the exam room the materials you need for that exam. You are only allowed to have clear pencil cases. No mascots or food of any type on the desk. You may have a clear bottle of unlabelled water. Essential medical testing equipment may be labelled and left with the invigilator
- Notes and text books are not allowed unless specifically advised by your subject teacher in advance of the exam.
- **You should not take any paper into the exam including timetables.**

- All Mobile phones, MP3/4 players or any other electronic devices and any type of watch (digital or analog)are not allowed in exam rooms under any circumstances. Please leave them at home. If a mobile phone sounds during an exam, it will be removed and the incident will be reported to the exam board.
- **Any candidate found with a phone may be disqualified from all examinations. This applies if you are found to have a mobile phone in your pocket, even if it is switched off.**
- No bags or coats/hoodies are allowed in any of the exam rooms. These are to be stored in your locker or in the bag drop area behind the sports hall.

At the end of an exam

You may only leave the exam room when you are given permission to do so by the invigilator.

- You will be expected to stay until the end of the examination, even if you have finished. **For Exams in the afternoon you will not be able to leave until at least 2:30pm.**
- Where several examinations are taking place in the same room, you may be asked to sit quietly until the candidates taking other papers have finished.
- If other students are sitting longer exams than yours, you must leave as quietly as possible.

It is your responsibility to make your own travel arrangements if an exam finishes after 3.15pm. The exam start and finish times are governed by the exam board regulations, we cannot guarantee that students will be finished in time to use school transport.

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If you are ill/absent on an exam day

- Please let the school know immediately

Ask someone to phone 01202 885233 and leave a message for the Exams Team or Email exams@queenelizabeths.com

- If you have visited a doctor or hospital, please provide the school with medical evidence of your stay or discharge document or a letter explaining your absence, within three days of the missed exam. Some Doctors are happy to provide you with this, some may charge. If you did not visit a medical professional you will need to complete a self-certification form that you can collect from the exams office.

The exam board may agree to award you a mark based on your performance in those parts of the assessment that you were able to complete as long as you have completed 25% or more of the overall examination. This is at the discretion of the exam board. You do not have the right to a mark.

Things to remember...

- You are expected to make all reasonable efforts to get to the exam on time. Going on holiday, oversleeping, missing the bus or misreading the timetable do not qualify you for special consideration.
- Some GPs will only give you a letter saying that you were too ill to sit an exam if you see them *on the actual day of the exam*.
- Applications for special consideration must reach the Exam Board within one week of the exam. Please visit/contact the exams office immediately if you miss your exam.

If you sit an exam but your performance is affected by illness, or by events beyond your control such as a bereavement in the family, the school can also apply for special consideration. You MUST visit/contact the exams office as soon as your exam is finished.

Points to remember...

- Extra marks awarded as special consideration are rarely more than 2% of the total available, and never more than 5%.
- Special consideration is only allowed for difficulties experienced on the day of the exam. Long-term illness or difficulties during the revision period do not qualify you for extra marks.
- Special consideration marks are awarded at the discretion of the exam board. You do not have the right to extra marks.

Invigilators

Invigilators are in the exam to make sure it runs smoothly and that the security and integrity of the examination is upheld. If you need to communicate with them please raise your hand and they will come and speak with you quietly.

Invigilators cannot explain any of the questions in an exam.

Please tell them if:

- You don't feel well during the exam, or need the bathroom.
- You need more paper to write your answers on.
- You have any sort of problem in the examination.
- You think you may have been given the wrong paper or the question paper is badly reproduced or is incomplete or if you think you have the wrong special exam arrangements (Access arrangements)

Results Information & What Next?

A Level results are issued on Thursday 13th August 2026, and GCSE are issued on Thursday 20th August 2026. You will be able to collect your results from the school reception on Results Day from 9am until midday. Your results cannot be given over the telephone; however they will be emailed to your QE Email address, and Parent/Guardian contacts later in the day.

If you wish someone else to collect your results please send the exams office written, signed permission, prior to results day.

If you are unhappy with your results

If you are unhappy with your results, please speak to your teachers about the best options for you. They will look at your marks and the grade boundaries. You might decide to see your exam paper, opt for a review, or re-sit your exam, here is an overview of what's available and when. Exam Boards charge for all Reviews of Results, (ROR's) – the fees vary but the exams office will have a list of fees and application forms for you to complete and they will also be included with your results slips.

Access to scripts – For GCSE exams you can request a *copy of the marked exam paper* to help you to decide whether to request a review of marking or a clerical check. The deadline has yet to be released and details will be in your results pack

Review of marking - Getting your paper reviewed is one option to consider. A review of marking could mean that you end up with the same or a lower mark, so your school/college will ask you for written consent before they request it on your behalf. The deadline has yet to be released and details will be in your results pack

- Only your exams officer can request the review on your behalf. Exam Boards can't accept requests from individual students or their parents, even if the school is closed.
- Exam Boards send the outcomes of reviews directly to schools and colleges and they'll pass them on to you
 - Your school/college may charge you an additional admin fee in addition to the review fee.
- Private candidates can access these services through the exams officer at the school/college where they took the exam.

How long does a review of marking take?

It's important you make your request as soon as possible. We understand how important your results are to you and aim to provide an outcome as quickly as possible. Here are the timescales for reviews of marking:

- Review of marking within 20 calendar days.
- A full guide to post-results services is available on the [JCQ website](#).

Re-sits

Maths and English GCSE resits are only offered in the Autumn series for students returning to QE 6th Form only.

Controlled assessment

- You can re-use your controlled assessment unit results when your work has been moderated and already used towards an award. This includes when you want to re-use these results from a single award towards a double award in the same subject.
- If you re-take your controlled assessment, the new mark must be used for your award even if it's lower than the original.
- You can't re-use unit results from a short course to aggregate to a full course.
- If you re-do your controlled assessment, please ask your teacher what task you should be doing.
- Please see [carry forward of marks](#) for more information.

Private candidates - Please note that QE School does not accept private candidates for exams.

If you want to re-sit as a private candidate, you'll need to check that the specification is available to private candidates (see individual exam board websites for information) and **find a school/college that accepts private candidates**. JCQ has a section [here](#) to help you find a school/college.

As a private candidate you are also likely to be charged entry fees even when you are carrying forward your controlled assessment and Speaking and Listening. This is because you will need to be 're-entered' for these units when you re-sit the written exam as the move to linear assessment means you need to be entered for all units in a series.

Appeals and complaints

Please speak to us about your concerns. Unless you are a private candidate you can't appeal directly, your head teacher or principal will need to submit an appeal on your behalf. And you can only appeal against the outcome of:

- an enquiry about results
- a special consideration adjustment
- a malpractice decision.
- You can find out more at <https://www.jcq.org.uk/exams-office/appeals/>

Certificate Collection

Your certificates will be sent directly to the school from the exam board. They will have arrived and been collated and be ready for collection after the Christmas holidays . They will be available for collection from the main school reception throughout January 2027. After that you will need to email exams@queenelizabeths.com to arrange a collection time.

If you would like someone else to collect them on your behalf, we require written permission authorising a named individual to do so. The student must complete this [Permission form](#) to inform the school of their chosen representative.

This is an exam board rule and applies to parents and siblings. Because of their value we cannot post certificates, they are in excess of £60 per certificate to replace.

Please note we are only required to keep certificates for 12 months from date of printing by the exam boards. After this date they are either securely destroyed or returned to the awarding body.