

REDBORNE UPPER SCHOOL & COMMUNITY COLLEGE

EXAMINATION INFORMATION SUMMER 2026

 Questions matter	 City & Guilds	 Rewarding Learning	 NCFE	 Delivered by Cambridge and RSA	 Pearson	 WJEC
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March 2026

Dear Students, Parents and Carers

Final examination timetables for summer 2026 have now been issued. **These replace all previous copies of entries issued.**

Yr9/10/11 students should have received theirs via their form tutors. Yr12 and Yr13 students need to collect theirs from the exam office.

This timetable is individual to you and confirms the exact start time for each of your exams, the rooms in which you will be sitting and your seat number. Do not assume your exam start time will be the same as your friends, as it may not.

Practical exams/MFL speaking exams do not all appear on this timetable and you should liaise with your teachers for the dates/timings of these.

If you previously had an examination clash, this has now been resolved, so please remember your lunchtime/supervision arrangements.

Should you have any queries or concerns regarding your timetable please come and see me ASAP in the exam office, do not leave it until the day of your exam.

The JCQ has set the following date as the "Exam Contingency Day" this year:

- ***Wednesday 24th June ALL DAY***

All students must remain available up to and including Wednesday 24th June, in case of local or national disruption during the summer exam series.

Finally, may I take this opportunity to wish you all the very best of luck for your forthcoming exams.

Kind regards,

Mrs. Nunn
Examinations Officer
01525 842610

REDBORNE ARRANGEMENTS FOR SUMMER 2026 EXAMS

General Information

- Morning exams start at 9.00 am and afternoon exams at 1.30 pm, **unless your timetable says otherwise so, please check it carefully.**
- All students in Years 9/10/11 are expected to be in **FULL SCHOOL UNIFORM** for all exams.
- For exam locations check your individual timetable or the registers that will be displayed daily on the exam notice board near the Maths corridor. Where to go for your exams:
 - Sports Hall - wait near the car park behind the Sports Hall
 - Connolly Hall, Rooms 35,36,37 - wait on the paved area near North School canteen
 - Exam Mobile - wait outside the mobile
 - Rooms 4,11,12,13,14,14a - wait in South School Canteen
 - Middle House – wait outside the main door
 - Mary Hayes Room, Croft Centre or Drama Studio – please go straight into the rooms
- Arrive at least 10 minutes before the start time of your exam, as late arrivals can cause disruption and delays to other students. If you are more than 1 hour late, you may still sit the exam but the exam board may not accept or mark your paper. For exams lasting less than 1 hour, if you arrive after the published finish time you will not be allowed to sit the exam.
- It is your responsibility to get yourself to and from school - remember that exams do not always start exactly on time and that it can take a long time to collect in all the answer scripts so do not rely on catching the bus for exams scheduled to finish after 3.00 p.m.
- Go to the toilet before every exam, to go during the exam an invigilator must accompany you.

Prohibited items and rules

- You must not take into the exam room: notes, air pods, earphones/earbuds, iPod, Mobile phone, MP3/4 or similar device, a watch, smart glasses or any other smart device. They **MUST ideally be left at home or placed in a locker.** Possession of unauthorised items or a mobile phone ringing/vibrating/making a noise in your bag is a serious offence and will be reported as potential malpractice to the exam board. This could result in disqualification from your exam, the overall qualification or all the exams taken in the summer series.
- You may take a **clear** plastic bottle of water into the exam room with you, with the label removed.
- Remember that the exam rules apply from the moment you enter the exam room until you are outside it after the exam. The exam does NOT finish when you hand in your answer paper.
- Please familiarise yourself with the **JCQ Information for candidates** included in this booklet.

At the end of the exam

- You will not be allowed to leave the exam room until the exam is finished. If you finish early, you should sit quietly facing the front.
- When instructed to leave the exam room please ensure you leave in silence so as not to disturb other candidates who may still be working.

In the event of an emergency

- In the event of an emergency during the exam, you will be asked to stop writing and close your answer booklet/question paper. You will then evacuate the exam room in silence following the invigilators instructions.

ILLNESS AND MISSING AN EXAM

- If you are unwell on the day of the exam, your parent or carer must telephone 01525-842610 or email Mrs Nunn on donna.nunn@redborne.com explaining the circumstances as soon as possible.
- If you are absent for an exam, you may still be awarded a grade if you have already completed the majority of the course.
- If you miss an exam for any reason there is nothing that can be done, you cannot sit it at a later time or

date. Whilst we will try to contact you if we know you are missing, it is your responsibility to know when your exams are.

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4. You **must not** take into the exam room any unauthorised material, including: (a) notes; (b) earphones or earbuds (e.g. Air Pods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods); (c) watches. Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
5. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6. **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
7. You **must not** write inappropriate, obscene or offensive material.
8. If you leave the exam room, unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
9. **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other permitted equipment for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc., unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
 - a) make sure it works properly; check that the batteries are working properly;
 - b) clear anything stored in its memory;
 - c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - d) **Do not** bring into the exam room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - b) the question paper is incomplete or badly printed;
 - c) you think you have not been given the expected access arrangement(s).
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
 - a) you have a problem and are not sure what you should do;
 - b) you do not feel well;
 - c) You need more paper.
3. **You must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
2. **Do not** leave the exam room until told to do so by the invigilator.
3. **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Produced on behalf of:



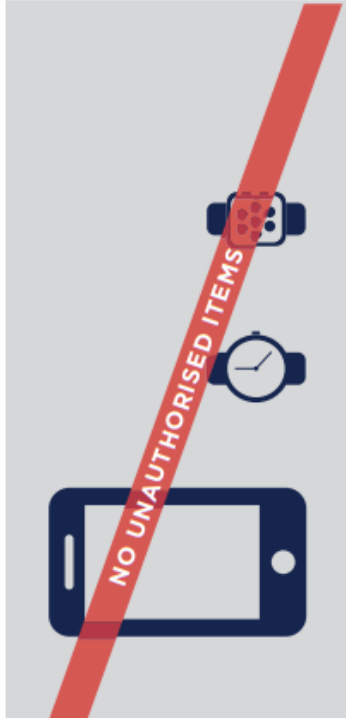
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Warning to candidates

All pens, pencils and basic exam equipment must be in a clear plastic bottle. Pack everything you need for each night before the exam including necessary resources. Equipment must be taken through the entrance.

AQA		City & Guilds		CCEA		NCFE		OCR		Pearson		WJEC	
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NO MOBILE PHONES
NO WATCHES
TECHNOLOGICAL OR WEB-ENABLED
ENTIAL SOURCES OF INFORMATION



ion of unauthorised items, such as a mobile phone
y watch, is a serious offence and could result in
SQUALIFICATION
your examination and your overall qualification.

oster must be displayed in a prominent place outside each examination room.

TOP TIPS

Before the Exam

- Make sure that you understand your exam timetable. If you think something is missing, speak to Mrs Nunn in the Exams Office.
- Arrive at least 10 minutes before your exam starts.

- Ensure to eat and have a drink before the exam.

- Bring water to drink in clear plastic bottle.

- Pack everything you need for each night before the exam including necessary resources.

- Equipment must be taken through the entrance.

- Equipment must include: black pencil, rubber, calculator, ruler, protractor, compass, highlighter.



1 You **must** be on time for all your examinations.

2 **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3 You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4 You **must** follow the instructions of the invigilator.

5 You **must not** sit an examination in the name of another candidate.

6 You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7 If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each examination room. This may be a hard copy or a printed version of an image of the poster projected onto a wall or screen for all candidates to see.



listen to the invigilator and follow their instructions. They will tell you when you can begin writing.

- You must not talk in the exam room. If you have a question, raise your hand and wait for the invigilator to come to you.
- Check you have been given the correct exam paper particularly for tiered subjects.
- Always read the instructions on the front of the question paper and/or answer booklet when instructed to do so.
- Take your time to read each question carefully before answering. Use a highlighter to highlight key words.
- Look out for command words – for example: analyse, compare, describe, explain – these will help you determine what is being asked.
- Use the allocated marks as a rough guide for how much time to spend on each answer.
- If you cannot answer a question, move onto the next one and come back to it later.
- Allow time to check your work before the end.
- The invigilator will tell you when the exam is finished; you must put down your pen and close your question paper/answer booklet.

After the Exam

Breathe and relax.

Well done!

STUDY LEAVE

- Yr11: Thursday 14th May P3
- Yr13: Friday 15th May P3

REDBORNE RESULTS DAY

You can obtain your results:

1. In Person

A LEVEL: Thursday 13th August 2026 from 8am-10am in the Connolly Hall, thereafter until 3pm from the Exams Office.

GCSE: Thursday 20th August 2026 from 8.30-10am in the Connolly Hall, thereafter until 3pm from the Exams Office.

2. By Proxy

If you are unable to collect your results in person, you can ask a relative or friend to collect on your behalf.

You should ensure they have a signed letter from you giving them permission to collect on your behalf.

Photographic ID will be required upon collection if not a current student at the school.

3. By Post

If you require your results to be posted home, please leave, an A5 size stamped addressed envelope with the Exams Office prior to breaking up for the summer.

POST RESULTS SERVICES

We hope that you will be very happy with your results but if you are not, the following post-result services will be available to you:

- Clerical re-check
- Post-results review of marking
- Access to scripts
- Post-results review of moderation.

All details of how to apply will be included in your results envelope in August.

EXAM CERTIFICATES

Summer 2026 exam certificates will be available for collection from the Exams Office from **Tuesday 1st December 2026.**

If you are unable to collect your certificates in person and would like someone else to collect on your behalf, you should ensure that they have a letter from you giving them permission to collect them on your behalf.

Look after your certificates and keep them safe, as we will not be able to replace them for you.