

ST MICHAEL'S CATHOLIC SCHOOL
EXAM INFORMATION FOR CANDIDATES
2025/2026



INTRODUCTION

It is the aim of St Michaels catholic school is to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems.

The Joint Council for Qualifications (JCQ) and the awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and this school is required to follow them precisely. You should therefore, read the information to candidate notices.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any questions that have not been addressed, please ask.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: Jocelyn Watson

Email Address: exams@stmichaelscs.org

The school telephone number is: 01494 535196

The Exam Mobile number: 07851 252076

The exam boards for 2025/2026

Please see below the list of exam boards and exams for this year, on their websites you will find useful information regarding the subject and past papers.

<https://www.aqa.org.uk/>

<https://qualifications.pearson.com/en/about-us/qualification-brands/edexcel.html>

<https://www.ocr.org.uk/>

<https://www.educas.co.uk/>



KS5 Examination Boards 2024 - 2026 Year 12 and Year 13

Subject	Board	Specification Number
Art and Design	Edexcel	9AD0
Biology	AQA	7402
Business	Edexcel	9BS0
Business BTEC	Edexcel	601/7155/5
Chemistry	AQA	7405
Computer Science	OCR	H446
Criminology	WJEC	4543QD
English Language	OCR	H470
English Literature	AQA	7717
EPQ	AQA	7993
Geography	AQA	7037
History	Edexcel	9H10 – Route G 1G (Germany) 2G.1 (Italy) 34.2 (Public Health) Entry code: G4
Health and Social Care BTEC	Edexcel	360GH
ICT	Edexcel BTEC	31761H
Law	AQA	7162 (1/2/3A)
Core Maths (Mathematical Studies)	AQA	1350 (1/2A)
Maths	Edexcel	9MA0
Media	AQA	7572
PE	AQA	7582
Philosophy & Ethics	OCR	H573
Physics	AQA	7408 (1/2/3A Astrophysics and Medical Physics)
Product Design- 3D Design	Edexcel	9TD0
Psychology	AQA	7182
Sport BTEC	Edexcel	180 GLH
Sociology	AQA	7192

Joint Council for Qualifications (JCQ) Information for Candidates documents for 2025/2026. These documents have been written to help you as you do your GCSEs, A Levels, Cambridge Nationals and BTECs.

Please read these carefully and make sure you understand the rules you must follow when:

- You are sitting **any** internal exam or assessment
- You are sitting **any** public examination
- You are taking part in a non-examination assessment and/or producing a piece of coursework **that will contribute towards the final grade you achieve in that subject** (this includes BTEC units and external assessments).

The information for Candidate documents have been sent to you on class charts but you can also find them on our school website or directly on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Information for candidates

Coursework assessments

Effective from 1 September 2025

Information for candidates

Written examinations

With effect from 1 September 2025

Information for candidates

On-screen tests

With effect from 1 September 2025

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Not following the rules is considered malpractice. As a JCQ centre running examinations, St Michaels Catholic School must follow the rules and will report any malpractice that occurs in public examinations and assessments.

BEFORE THE EXAMINATIONS

All students sit their external examinations in specified venues. These could be the Main Hall or held in designated classrooms. Whatever the venue, public examination rules apply to everybody in the room. These rules are displayed both inside and outside each examination venue.

GCE & GCSE External Examination Dates

Exams start on the common timetable: Thursday 7th May 2026– Tuesday 23rd June 2026

Contingency day: Wednesday 24th All day.

Please note some BTEC exams, language speaking exams and practical exams will run from April 2026. Dates will be provided to you on your student timetables and from subject teachers.

Examination Noticeboard

The examination noticeboard is in the corridor in the canteen. All information concerning examinations (both internal and external) is displayed on this noticeboard including timetables. It is up to you to check this noticeboard each day to ensure that you are up to date with all examination information concerning rooms, dates and starting times.

Some examination information can also be found in the Examinations section of the school website but you should always use the noticeboard as the first point of reference as the website information is not updated on a daily basis.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on your examination paper. It will be on your exam timetable. Please remember it.

Statement of Entry

For the summer series you will receive a statement of entry around January 2026. **Please check it carefully.** Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your certificates. Examination Boards now charge for any amendments made once certificates are awarded. Please check that all exams you are scheduled to sit in the June 2026 are on there.

If there is an error please see The Exams Office immediately.

Timetables

You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of the examination. This will be sent to you to your school email address. **Please check it carefully.**

Seating Plans

Candidates are usually seated in candidate number order. A seating plan will be displayed outside the examination venue 30 minutes prior to the start of each examination.

Examination Clashes

When you have two or more examinations that are timetabled at the same time on the same day; this is referred to as an 'examination clash'. The Exams Office will have worked out in advance the order in which you will need to sit the examinations and will notify you. If you think there is a clash on your timetable that has not been resolved, please see The Exams Office immediately.

In some cases, you may need to have a supervised break/lunch when you have an examination clash. In this case you will need to be kept isolated from other students so that information cannot be passed between students about the papers.

During a supervised break/lunch you can:

- read
- revise **from hard copy notes only** (use of all electronic equipment is not allowed)
- talk to other students in the designated room (quietly)
- eat or drink
- move around the supervised area
- visit the toilet (supervised).

During a supervised break/lunch, you may **not**:

- leave the designated room or area except to visit the toilet (supervised)
- use or have in your possession a mobile phone or any other electronic equipment
- go to your locker except to collect your lunch
- go to the school canteen (you must bring a packed lunch and drink with you)
- talk to anybody outside the designated supervision area
- talk to any other student (apart from those sharing the supervised break/lunch) on the way to or before you enter the next examination venue.

All students are considered to be under examination conditions while they take their supervised break/lunch.

Overnight supervision

If you have three lengthy examinations scheduled for the same day you may need to have a supervised overnight break.

JCQ Instruction for conducting examinations paragraph 8 gives additional information on when this may be considered depending on if the candidate is entered for GCE's or GCSE's. This happens rarely and should only be applied as a last resort when all other options have been exhausted, but if it is necessary then your parents/carers will be contacted in advance.

Under normal circumstances parents/carers will need to guarantee in writing that you will not contact any person who may have seen the examination paper, use the telephone (mobile or landline), use of the internet or social

media or go outside your home unescorted. It also extends to television and radio, which could report key details of the day's examinations.

You will need to be collected from the examination venue at a designated time by your parents/carer and brought back to the examination venue the next morning

Pencil Case

Please ensure you have all the items you need for your exam prior to the exam, if you need any equipment please speak to your head of year of the exams office.

- Clear Pencil Case
- Black Biro Pens – No gel or ink pens or blue pens
- HB pencil
- Sharpener
- Ruler
- Maths Set
- Scientific Calculator
- Rubber
- Highlighter – for highlighting text only
- Clear Water bottle – no large than 500ml, cannot be a coloured clear bottle

DURING THE EXAMINATIONS

Examination Regulations

All candidates must read the 'Information to Candidates' .Breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the Examination Board, including any attempt to communicate with or distract other candidates.

You must follow the invigilators instructions.

You must not bring in any unauthorised items into the examination room. Warning to candidate posters and unauthorised item posters are displayed outside each examination room. <https://www.jcq.org.uk/exams-office/exam-room-posters/>

You are reminded outside and again in the invigilators instructions.

Do not start to fill in your Name, Candidate Number and Centre Number until you are told to do so by the Invigilator.

Candidates are reminded that disobeying the instructions of invigilators will result in malpractice with will be reported to the relevant examination board.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates **must arrive 30 minutes prior to the start time** of their examination.

Please arrive via the canteen and ensure you sign in with a member of staff, you will then have your exam briefing with the relevant subject teacher.

- **Morning examinations start at 9 am**
- **Afternoon examinations start at 1.30 pm**

Arriving late for an examination is disruptive to the other candidates. Sometimes late arrival may be caused by unforeseen circumstance. If this should happen, you should telephone the school immediately on 01494 535196 opt 2 for Aylesbury or on the exam mobile 07851252076 and leave your name and a message that you may be late for your examination.

You will not be allowed entry to an examination if you arrive later than 10 am for the morning session or 2.30 pm for the afternoon session.

Full school uniform must be worn by Year 11 students. Sixth form students must be dressed in accordance with the sixth form uniform policy.

Transport

Examinations do vary in length so you may not be able to finish at the normal time the school day finishes. Please check the timetable and ensure you have made arrangements to get home at the alternative time.

Problems/Queries

If you have problems or queries relating to examinations, please see Mrs Watson or Mr Emmett as soon as possible – do not leave it until the morning of the examination. Mrs Watson can be found in the Examination Office 1/06 which is located in Raphel first floor near the staff room.

Special Consideration for External Examinations

Every year we receive a number of requests for Special Consideration from parents of students taking public examinations.

In the case of illness, the school will support requests for sudden and serious conditions that apply on the day of the examination only, it is recommended that medical evidence is provided to support the application of special consideration to the relevant exam board.

In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for

All requests must be received by the school within 5 days of the examination so it can be submitted to the Examination Board within their deadline of 7 days from the date of the examination.

In all case, please speak to the exams officer Mrs Watson.

AFTER THE EXAMINATIONS

Summer Examinations

Results days are as follows:

GCSE Thursday 20th August 2026 GCE Thursday 13th August 2026

Results will be collected from the main hall in the school, results can be collected from 8.30am. If you are unable to attend results day you must complete the relevant form to inform the school if someone is collecting on your behalf or emailed to your school email address.

Please keep an eye on our website for relevant information regarding exam results collection.

<https://www.stmichaels.bucks.sch.uk/aylesbury-secondary/curriculum/exam-information/>

Review of Marking and access to scripts

If after receiving your results you wish to have a review of marking or request your script back you must see the Examinations Officer as soon as possible and email the request to exams@stmichaelscs.org, you will need to complete a form which will also be available on results day.

We will be able to provide you with up to date exam board cost and deadlines closer to the summer series, up to date information will be available on our website: <https://www.stmichaels.bucks.sch.uk/aylesbury-secondary/curriculum/exam-information/>

Please remember there are deadlines involved with this process and late applications will not be accepted.

Certificate Collection

We will receive the certificates from the exam boards around November time, we will send an email to you regarding when you can collect your certificates but up to date information can also be found on our website

<https://www.stmichaels.bucks.sch.uk/aylesbury-secondary/curriculum/exam-information/>

Revision

Most revision will take place at home, please example of a table you could use for your study leave:



Day	Revision session 1 10-10.45am	Revision session 2 11.30am-12.15pm	Revision session 3 2-2.45pm	Revision session 4 3.30-4.15pm	Revision session 5 6-6.45pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					



Please see links below for some useful revision guides which may help you:

<https://www.theparentsguideto.co.uk/product-page/the-parents-guide-to-exam-revision-ks5>

<https://www.aqa.org.uk/student-and-parent-support/revision/revision-resources>

<https://www.pearson.com/en-gb/schools/parents-learners.html>

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What if I forget my Candidate Number?

Candidate numbers are on your timetable, and are printed on seating plans, which are displayed outside the examination venue. You will also have desk cards with your candidate number. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 52138. It is clearly displayed in the examination venues.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the examination venue close your examination booklet, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation. You must listen to the invigilators and follow their instructions.

Q. Can I go to the toilet during the examination?

If it is absolutely necessary. You will be escorted by an invigilator, you must remove your blazer and will not be allowed any extra time for the time lost by leaving the examination room. All toilet visits will be recorded on an invigilator incident sheet and may be requested by the relevant exam board if any instance of malpractice is suspected. If you are entitled to extra time you will not be allowed to go to the toilet during the extra time.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the examination.

Q. What is an Appeal for Special Consideration?

In the case of illness, the school will support requests for sudden and serious conditions that **apply on the day of the examination only**. In the case of sudden or unforeseen family circumstances, such as bereavement during the examination period, special consideration may be applied for.

