Poynton High School

and Poynton Sixth Form

Exams Information for Students

2026-2027

The TRUE Learning Partnership

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Introduction

At Poynton High School and Poynton Sixth Form, it is our aim to make the examination experience as stress-free and successful as possible for all students.

This document aims to be informative and helpful for students and parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies set down strict rules which must be followed for the conduct of exams, and we are required to follow them precisely. Particular attention should be paid to the notices and warnings to candidates on the Examination Information section of the school's website - www.poyntonhigh.org.uk/exam-info

It is the candidate's responsibility to read and understand these notices.

Hopefully all your questions are answered in this booklet. If there is anything you do not understand, or any question that has not been addressed, please do contact me.

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

Examinations Officer – Miss G Brown

exams@poyntonhigh.org.uk

GOOD LUCK!

Getting Ready for the Examinations

Exam Boards / Awarding Bodies

The school uses the following Exam Boards (also referred to as Awarding Bodies)

- AQA www.aqa.org.uk
- Pearson www.qualifications.pearson.com
- OCR www.ocr.org.uk
- WJEC www.wjec.co.uk

Candidate Name

Candidates are entered under the name format: Legal Forename, Middle initial(s), Legal Surname e.g. ADAM P SMITH. It is therefore important that you use your legal name when completing the details on your examination papers, so that the awarding bodies can match each candidate with their entries.

Candidate Number

Each candidate has a four-digit candidate number. This is assigned in Year 9 when you complete your first formal mock exams and stays with you until you leave Poynton High School/Sixth Form. This is the number you will enter on every examination paper you complete. It will appear next to your name on seating plans and examination registers. Students are asked to learn their candidate number.

Exam Timetables

Prior to each exam series, you will receive an individual timetable showing every examination that you have been entered for with specific details showing dates, times and duration of exams, venues and candidate number. Please check it carefully. If you think something is wrong with your timetable, please see Miss Brown in the Exams Office immediately.

For any candidate who has a clash, where two subjects are timetabled at the same time by exam boards, the school will make special timetable arrangements. If you think there is a clash on your timetable that has not been resolved, you need to see Miss Brown immediately.

Exam Equipment

Ensure you have all the correct equipment before your examinations. Check the regulations on the school's website and page 5 of this booklet for more detailed information.

Examination Regulations

Familiarise yourself with notices and warnings to candidates which are issued jointly by all the exam boards, these are the "Information for Candidates" documents which are available to view on the school's website under Examination Information. All candidates must read them carefully and note that a breach of any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Data Protection and Privacy Notice

To ensure the school and awarding bodies have clear records for each candidate, we must share relevant personal data – your name, date of birth, gender etc. This information will be transferred to the awarding bodies for the purpose of exams & awarding qualifications only. You should familiarise yourself with the awarding body privacy notices linked in the appendix of this handbook and on the school's website.

Exam Equipment Checklist

Please ensure that you bring ALL equipment to EVERY examination in a clear plastic pencil case or bag - being organised makes it easier for you.

Allowed	Not Allowed
Black pens (bring at least 2)	Erasable pens, blue pens
HB pencils	Dictionary or computer spell checker
30cm Ruler (Clear)	Gel Pens
Protractor	Correcting pens, fluid, or tape
Compass	
Pencil sharpener	
Rubber	
Highlighter/Coloured Pencils	
An approved calculator (see below)	
Do not borrow anything from another candidate during the exam	





Calculators must be:	Calculators must not:

• of a size suitable for use on the desk
• either battery or solar powered
• free of lids, cases and covers which have printed instructions or formulas
 	
The candidate is responsible for the following:
 	
• the calculator's power supply
• the calculator's working condition
• clearing anything stored in the calculator
	• be designed or adapted to offer any of these facilities:
	  o language translators
	  o symbolic algebra manipulation
	  o symbolic differentiation or integration
	  o communication with other machines or the internet
	• be borrowed from another candidate during an examination for any reason
	• have retrievable information stored in them, this includes:
	  o databanks
	  o dictionaries
	  o mathematical formulas
	  o text

During the Examinations

These instructions are really important but don't worry, as you have had lots of practice and your year group has been brilliant in exams. We are only reminding you for your benefit.

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and with the correct equipment. All candidates must arrive 15 minutes prior to the start time of their exam and queue in an orderly fashion, ensuring that all watches, smart devices, mobile phones, iPods, earphones, AirPods etc. are not on their person. Candidates must have nothing in their pockets when they enter the exam room.

Once candidates have entered the exam room they will not be allowed to go back out before the end of the exam. For example - if they have forgotten their water bottle or any equipment, they will not be allowed out of the exam room to fetch it.

Remember:

- Be on time for all your exams. If you are late, your work may not be accepted.
- Full school uniform must be worn by all candidates attending school for examinations. Normal dress code applies for Sixth Form students.
- Before you enter the exam room, you must ensure you turn off any phones, iPods, MP3/4 players, headphones/earbuds and smart devices. These, along with ordinary watches, smart glasses, notes and any other unauthorised items, must be placed in your bag and not be on your person as you enter the exam room. If any unauthorised items are discovered on your person once the exam has begun, we must report this to the exam board, and you may be disqualified from all subjects.
- As soon as you enter the exam room, you are under exam conditions. This means you must not communicate in any way with another student, you must leave all non-examination personal belongings at the back/side of the exam room, you must only take your exam pencil case and water bottle with you, and you must promptly find your desk for the examination after having checked the seating plan, which is displayed outside each exam room.
- You must not attempt to communicate with or disturb other candidates once you enter the exam room.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- Food is not permitted in the exam room. Water is allowed, provided it is in a clear plastic bottle with the label removed and no markings on the bottle.
- Candidates must not write on examination desks. This is regarded as vandalism, and you will be required to pay for any damage.
- Candidates should not draw graffiti or write inappropriate, obscene or offensive comments on exam papers. If you do, the exam board will refuse to mark your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- DO NOT start writing on the front of the question/answer book until instructed to do so in the announcement. If you are revising before you enter the exam room, you MUST NOT note down any notes on the front of your exam paper to refer back to later. This gives you an advantage from other

candidates and is malpractice so school would be required to report this to the exam boards. DO NOT open the question paper until you are instructed that the exam has begun.

- Check you have the correct question paper – check the **date, time, subject, paper** and **tier of entry.**
- All instructions on the front of your exam paper should be carefully read.
- Put up your hand during the exam if:
    - you have a problem and are in doubt about what you should do;
    - you do not feel well;
    - you need more paper.
- You **must not** ask for, and will not be given, any explanation of the questions. Invigilators cannot read any part of the paper to you, unless you have arrangements for a Reader/Computer Reader in place.
- If you use any additional paper or answer booklets, ensure your name, candidate number and centre number are neatly written on the front and place these inside your answer booklet when they are being collected.
- **Do not** leave the exam room until told to do so by the invigilator. If you leave the exam room unaccompanied before the exam has finished, you will not be allowed to return.
- At the end of the examination, all work must be handed in. Any rough work should be neatly crossed through with a single line. If more than one answer book or any loose sheets of paper have been used, candidates must ensure that these are placed **inside** the main answer book.
- Invigilators will collect the exam papers before candidates leave the room. Absolute silence must be maintained during this time and candidates are to remain seated until told to leave the examination room. Leaving the room should be carried out in silence and consideration shown for other candidates who may still be working. **Remember candidates are still under exam conditions until they have left the room.**
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- If the fire alarm sounds during an examination, the invigilator in charge will tell you what to do. See the Invacuation & Evacuation section of this booklet.
- Examination rules now state that calculators can be used as standard equipment, unless it is stated on the front of the exam paper that calculators are not allowed. For the exams of subjects where calculators are permitted, you should make sure your calculator conforms to the examination regulations. If in doubt, check with your subject teacher. Remove any covers or instructions, make sure batteries are new and ensure and stored data has been wiped prior to each exam. See the Exam Equipment Checklist section on page 8.

Please remember, once you have left the exam room you should move away from the exam space immediately. Some candidates have extra time or there may be a longer exam still in progress. Staff work hard to keep the exam spaces as quiet as possible for you during your exam, and you should show the same respect to your fellow candidates once you've finished your exam.

Absence from Examinations



Absence

Please note, misreading your exam timetable will not be accepted as a satisfactory explanation of absence. School WILL NOT apply for special consideration in these circumstances as these applications are immediately rejected by exam boards.

Candidates who are absent will be charged the examination fee by the school if they do not have a medical reason for missing the examination.

Any absence request during the examination period WILL NOT be authorised.

If it is absolutely impossible to attend your exam due to ill health, your absence must be reported to the school no later than 8:00am on the day of your exam. You should report this via phone call to the school absence line/ Sixth Form absence line, not via email.

Special Consideration

If difficulties are experienced during the examination period e.g. illness, injury, personal emergencies, please inform your Key Stage Welfare Lead/Head of Year: Mrs Tupman – KS5, Miss Riley – Year 11, at the earliest possible point, so that they can help or advise you. They can assess whether Miss Brown, the school's Exams Officer, needs to be informed and special consideration applied for.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained and given to Miss Brown without delay in all cases where an application is to be made for special consideration.

Evacuation and Invacuation Procedures



Evacuation Procedure

In the event of the fire alarm ringing, candidates must;

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave it on the desk.
- Remain in complete silence and listen to the instructions given by the invigilator.
- In the event of evacuation, remember that examination regulations are still in place and candidates MUST NOT communicate with anyone.
- Invigilators will escort candidates to the designated assembly points. You must remain silent at all times.
- If deemed safe to do so, the exam will be resumed when the alarm has ceased ringing.
- On return to the exam room, candidates must not start writing until the invigilator tells them to.
- Candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. Do not worry about this at all.

Invacuation Procedure

In the event of the invacuation alarm ringing, candidates must;

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave it on the desk.
- Remain in complete silence and listen to the instructions given by the invigilator.
- In case of a false alarm, the exam will be resumed once the lead invigilator has received confirmation from SLT or a member of the Exams Office staff. Lost minutes will be added on to the end of the exam.
- In the event of a real emergency, listen carefully to the invigilator instructions.
- If deemed safe to do so, the exam will continue as planned. Candidates will be allowed to full working time for the examination.
- A full report will be sent to the exam board detailing the incident

Remember – examination conditions will apply throughout these procedures. Any candidate found to be in breach of the regulations will be reported to the exam board for malpractice, who will decide whether or not to accept that candidate's exam paper.

Invigilators

The school employs external invigilators to conduct the examinations. By ensuring rules are followed, they are helping you. Invigilators are respected members of the community, trained in this specific role and are there to supervise the conduct of the examination in accordance with the regulations. They will also distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper, if required, and deal with any problems that occur during the examination, for example, if a candidate is feeling ill. If a candidate has a problem during an examination, they are instructed to raise their hand to attract an invigilator's attention.

Please note that invigilators are employed to ensure that the exams run smoothly and that regulations are upheld. They cannot discuss the examination paper with candidates or explain the questions.

Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators will report candidates who are disruptive or behave in an unacceptable manner to senior members of staff and these candidates will be removed from the examination. As our students understand the rules so well, this is unlikely to be an issue.

Student Materials

JCQ's *General Regulations for Approved Centres* states:

"Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ('Student Materials'). The copyright in any Assessment Materials created by a candidate belongs to the candidate. Each centre must ensure that candidates are informed that, by submitting Student Materials for assessment, the awarding body is entitled to use those Student Materials to the extent necessary to give effect to the assessment, qualification and regulatory framework, as set out below.

Use of student materials for essential awarding body activities

6.17&18 The awarding body is entitled to use Student Materials for the purpose of assessment and their Assessment Materials, including all activities that are essential to the operation of regulated qualifications. This includes, without limitation, use of Student Materials (including by automated or AI enabled tools and systems) for the purpose of improving, maintaining and assuring the quality, consistency and effectiveness of essential awarding body activities, such as:

- marking and moderation;
- standardisation;
- grading and awarding; and
- quality assurance and malpractice detection.

6.19 Use of Student Materials for the purposes set out in this section is mandatory and forms an integral part of the assessment and qualification process. Candidates are not entitled to opt out of these uses.

Additional permitted uses of Student Materials

6.20 In addition to the uses set out in the above paragraphs, the awarding body may also use Student Materials for the following purposes:

- teacher and examiner training;
- inclusion in examiner reports and similar assessment-related publications; and

- ❖ research directly related to the awarding body's assessment, qualification and regulatory activities.

Before using Student Materials for the purposes set out in the above list, the awarding body will ensure that such materials are anonymised so that candidates cannot be identified.

Candidate notice and opt-out

A candidate may notify the awarding body, by giving notice to their centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out in the above paragraph. An opt-out under paragraph 6.22 does not apply to, and does not affect, the awarding body's rights to use Student Materials for the purposes set out in paragraphs 6.17 to 6.18. Each centre must submit promptly to the relevant awarding body any opt-out notice received from a candidate."

Results



Summer 2027 Results

Results will be available for collection on:

- A Levels – Thursday 12th August 2025 in the Sixth Form Centre at 8am
- GCSEs – Thursday 19th August 2025 in the Sixth Form Centre at 9am

Results Collection

Students are expected to collect their results in person on Results Day. However, if you are unable to come and collect your results in person, you may nominate a third party (including family members) to collect your results on your behalf. You must send an email to exams@poyntonhigh.org.uk with the subject 'Exam Results' from your own email address and clearly state who you are nominating to collect your results. You can also send this as a letter for the attention of the Exams Officer, signed by the student. The nominated person will need to provide photographic identification when collecting the results.

Please note that results WILL NOT be sent out by email or given out over the telephone under any circumstances.

Post-Results Advice

Staff will be available on results days to offer post-results advice.

If you feel strongly that it is necessary to make an enquiry about your results, you should request a Review of Marking or Clerical Re-Check. You should be aware that marks can go down as well as up, or can stay the same. Each exam board charges a different fee for this service and a list of the latest fees will be made available on results day.

Students must complete and sign the Post-Results consent form and ensure the fees are paid before any services can be processed. Students can send the form into school for the attention of Miss Brown, or can email a picture of the signed form to exams@poyntonhigh.org.uk. This must be done before the deadline date, which will be confirmed on results day.

Please note that all enquiries must be directed through school. Candidates are not able to enquire directly to the examination boards.

Access to Scripts

Access to copies of your completed exam papers (Access to Scripts) is a free service offered by all exam boards to support students and teachers in making decisions around Reviews of Marking and Clerical Re-Checks.

Students must give their consent before any papers can be accessed, this can be via email or on the Post-Results consent form.

Exam Certificates

Exam certificates arrive in school at the beginning of November, following the summer exams series.

Year 11

Students will be invited to attend a GCSE Certificate Evening towards the end of November/beginning of December. Invitations will be sent out with full details nearer the time.

Year 13

A Collection Evening will take place for our Sixth Form students, where students can attend to collect their certificates. Invitations will be sent out with full details nearer the time.

Students who are unable to attend the Collection/Certificate Evening will be able to collect their certificates from Reception after the event, during school hours. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. This can be sent via email to exams@poyntonhigh.org.uk

Year 12, 10 or 9s

If you sit exams in the summer exam series and are still studying in school the following year, you will receive an email letting you know when your certificates are ready to be collected. You can go to the main school Reception and request to collect your exam certificates from there.

Uncollected Certificates

Schools are only obliged to keep certificates for 12 months after issue, after this date, schools are instructed to destroy remaining certificates.

If you have not collected your certificates after 12 months, it may be an idea to contact the school to see if we still have your certificates. However, if the certificates are no longer in school or if the candidate has lost their certificates, exam boards do not issue replacement certificates. Exam boards will issue a certifying statement of results for you, by direct application from the candidate to the appropriate examination boards. This will require proof of identify (such as a birth certificate) and a substantial fee per examination board.



Students are therefore urged to collect their certificates and to keep them safely.

Frequently Asked Questions

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally, on the same day, where there is a clash of subjects. Candidates will normally sit one paper then have a break, during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. These re-scheduled times will be printed on your exam timetable and you will be issued a letter with all clash details explained separately, too. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain supervised until both examinations are completed. If in doubt, please speak with Miss Brown. Remember that the exam days are chosen by the exam boards and not by us.

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

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

Q. What do I do if I forget my Candidate Number or the Centre Number?

Candidate Numbers are printed on the desk cards and also on seating plans, which are displayed outside the exam rooms. Invigilators will be able to help you find your number.

The Centre Number is 40535. It will be clearly displayed in the examination rooms.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

If you are late for an exam, it will still be possible for you to sit the examination in most cases. You should get to school as quickly as possible and report to Reception. A member of staff will take any electronic devices from you and escort you to the exam room. You must not enter an exam room without permission after an exam has started. It may not be possible to allow you any extra time if you start the examination later. You should also be aware that if you start the exam after the published starting time, the school must inform the awarding body and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed, (e.g. through transport problems) you will still arrive on time.

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

No - not in the external exams, we can only rearrange mock exams.

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

Inform school as soon as possible so that we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you would like the school to make an application for Special Consideration on your behalf (see below).

Q. What is an appeal for Special Consideration?

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and **no feedback is ever provided by the board.** Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement, or domestic crisis. If any of these circumstances apply to you during your exams, you should speak to your Key Stage Welfare Lead/ Head of Year (KS5 – Mrs Tupman, KS4 – Mrs Booth-Bowler) who will inform Miss Brown, so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application

Q. What equipment should I bring for my exams?

There is an Exam Equipment Checklist on the school website and on page 5 of this booklet. Subject teachers should advise you about specific equipment you need for exams, e.g. calculators, coloured pencils etc. **You are responsible for providing your own equipment for examinations**. The school does not expect to supply equipment for candidates, though we do have a limited supply for emergencies. **You must not attempt to borrow equipment from another candidate during the examination.**

Appendix 1 – Information for Candidates - Privacy Notice

AQA – https://www.aqa.org.uk/about-us/privacy-notice

OCR – https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/

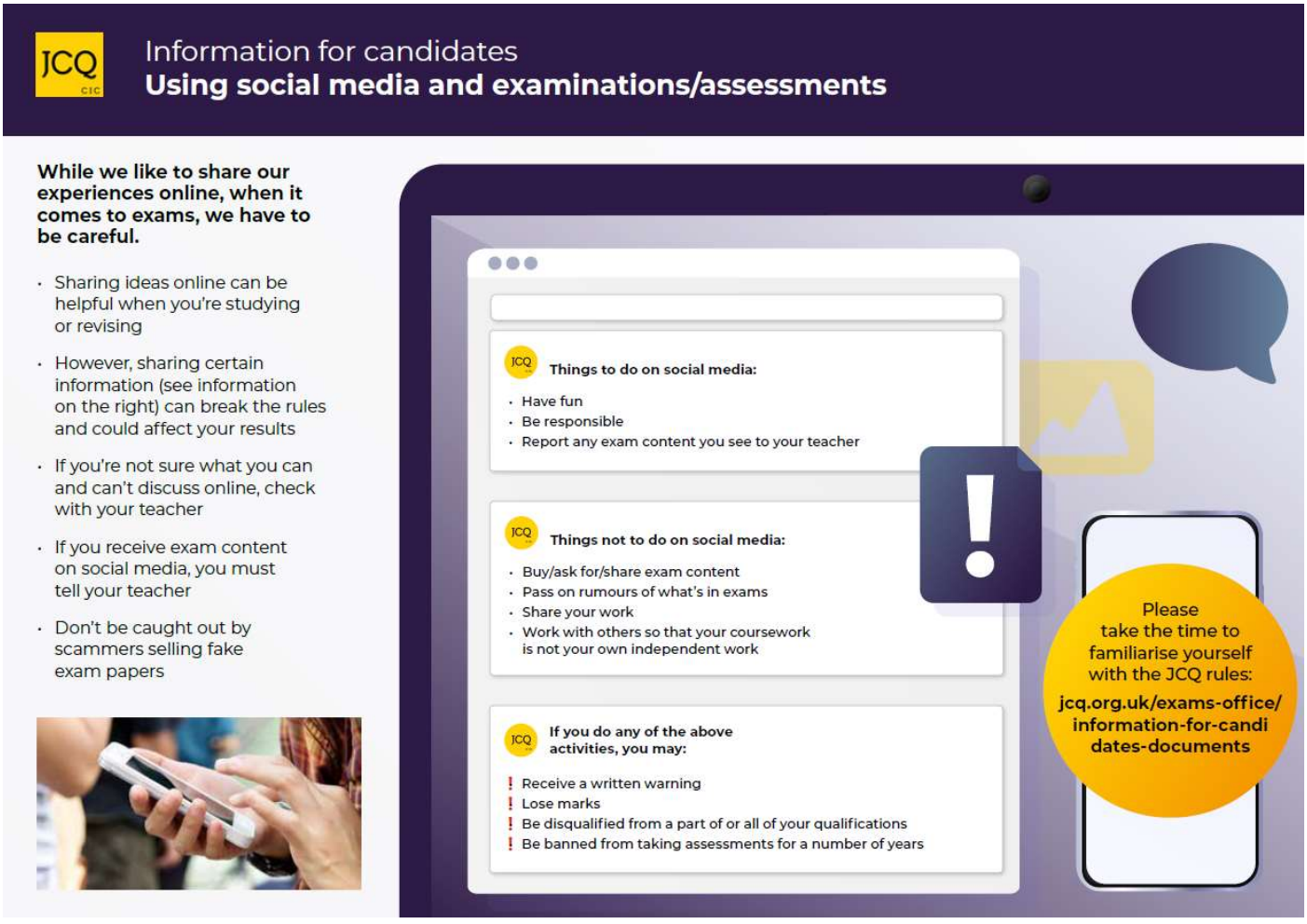
Pearson – https://www.pearson.com/en-gb/privacy-center.html

WJEC – https://www.eduqas.co.uk/home/privacy-policy/

JCQ – https://www.jcq.org.uk/privacy-policy-2/

Awarding bodies may be required to provide a candidate's personal data to educational agencies, such as DfE, Welsh Government, Department of Education (Northern Ireland), ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.

Appendix 2 – Information for Candidates - Social Media Use



"We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society"

Poynton High School & Performing Arts College

Yewtree Lane

Poynton

Phone: 01625 871 811

Email: info@poyntonhigh.org.uk

Web: www.poyntonhigh.org.uk