



SOUTH WILTS
GRAMMAR SCHOOL

EXAMINATIONS HANDBOOK
2025/2026

CENTRE NUMBER: 66735

INFORMATION FOR
CANDIDATES AND PARENTS/CARERS

CONTENTS

INTRODUCTION	2
GENERAL INFORMATION	
CONTACT DETAILS	3
DATES AND TIMES	3
CONTINGENCY SESSIONS	3
EXAMINATION BOARDS	3
FORMAL EXAM CONDITIONS	3
MALPRACTICE	4
USE OF ARTIFICIAL INTELLIGENCE	4
COURSEWORK/NON-EXAMINATION ASSESSMENTS & PRACTICAL EXAMINATIONS	4
BEFORE THE EXAMINATIONS	
STATEMENT OF ENTRY	6
CANDIDATE NAME	6
CANDIDATE NUMBER	6
TIMETABLES & CLASHES	6
EQUIPMENT	7
ACCESS ARRANGEMENTS	8
DURING THE EXAMINATIONS	
ATTENDANCE AT EXAMINATIONS	9
INVIGILATORS	10
GENERAL EXAM REGULATIONS AND PROCEDURES	10
FIRE ALARM/ EMERGENCY EVACUATION	11
AFTER THE EXAMINATIONS	
NOTIFICATION OF RESULTS	12
POST RESULTS ADVICE	12
ACCESS TO SCRIPTS AND REVIEW OF MARKING (Enquiries about Results)	12
CERTIFICATES	13

INTRODUCTION

SWGS are committed to ensuring that candidates are fully briefed on the examination and assessment process in place at SWGS and are made aware of all of the relevant JCQ publications.

This handbook aims to be informative and helpful for you and your parents/carers in the lead up to and during the examination period. 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 Joint Council for Qualifications (JCQ) is a membership organisation comprising of the 8 largest providers of qualifications in the UK. JCQ work with the Awarding Bodies to find common agreement and establish consistent standards, regulations and guidance in the conduct of examinations.

To assist in this JCQ have issued Information for Candidates Notices which any candidate being entered for an exam must read and understand:

- ☐ Information for Candidates – Non-Exam Assessments (if relevant)
- ☐ Information for Candidates – Coursework Assessments (EPQ - if relevant)
- ☐ Information for Candidates – Social Media
- ☐ Information for Candidates – Written Examinations
- ☐ Information for Candidates – On-screen Tests
- ☐ Disqualification/Unauthorised Items Poster
- ☐ Warning to Candidates Poster
- ☐ Information for Candidates – AI and AI – A Quick Guide for Students

These documents have been sent to you by email. You will also have received a candidate confirmation MS Form. **You must complete the confirmation by 1 May.** Failure to confirm you have read and understood these documents may be considered as malpractice.

All of these notices are available on the SWGS website <https://www.swgs.wilts.sch.uk/exam-information/> under JCQ Information for Candidates 2026 and are also available as a paper copy on the Exams Board outside the Exams Office.

Awarding body privacy notices are available on awarding body websites.

Please also refer to the SWGS Public Examinations Policy, which is available on the website <https://www.swgs.wilts.sch.uk/policies/> , for further details.

GENERAL INFORMATION

CONTACT DETAILS

- School Reception: 01722 323326
- Examinations Officer: Mrs N McCarney; e-mail: exams@swgs.wilts.sch.uk
- Examinations Assistant: Mrs N Willcocks
- Senior Leader in charge of Examinations: Mr S Jones
- SENDCo: Mrs J Proctor: email senco@swgs.wilts.sch.uk

DATES & TIMES

The main summer examination series commences on Thursday 7 May 2026 for GCSE and Monday 11 May for A/AS Level.

- Morning exams start at 9am. Students need to be outside the exam room by 8:45am
- Afternoon exams start at 1:30pm. Students need to be outside the exam room by 1:15pm

CONTINGENCY SESSIONS

There are 2 contingency sessions planned for the Summer 2026 exam period:

Wednesday 24 June (morning and afternoon)

These sessions are for use by the Examination awarding bodies in the event of national or significant local disruptions to exams.

You should plan to remain available up to and including the Contingency Day on Wednesday 25 June. If all your timetabled exams have taken place, then you do not need to be available for the Contingency Day.

EXAMINATION BOARDS

SWGS uses the following Examination boards: AQA, Edexcel (Pearson), Cambridge OCR and WJEC (Eduqas).

FORMAL EXAM CONDITIONS

Formal exam conditions are in place once you have entered the examination room.

This means you **must not** talk to, attempt to communicate with or disturb other candidates and you **must not** open the question paper until you are instructed by the invigilator that the exam can begin.

A breach of examination conditions is considered by the awarding bodies as **malpractice**.

MALPRACTICE

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of Examination Regulations, for example:

- Working collaboratively with other candidates, beyond what is permitted
- Copying from another candidate
- Bringing unauthorised material into the examination room
- Breaches of examination conditions – for example:
 - Disruptive behaviour in the examination room or during an assessment session
 - The inclusion of offensive comments, obscenities or drawings, discriminatory language, remarks or drawing directed at an individual or group in scripts, assessments or portfolios
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or attempting to)
- Offences related to the content of your coursework
- Undermining the integrity of examinations/assessments
- Plagiarism
- Using social media to:
 - Buy/ask for/share exam or assessment content
 - Pass on rumours of what is in exams or assessments
 - Share your work
- Work with others so that your coursework/assessment is not your own independent work

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously by the examining boards.**

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.

USE OF ARTIFICIAL INTELLIGENCE (AI)

If you use computer-generated content for research (e.g. an AI Chatbot) you must reference this in your work. Your reference must show the name of the AI bot used and the date the content was generated, for example ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must also submit a copy of the computer-generated content with your work for reference and authentication purposes in a non-editable format (e.g. a screenshot). If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography this will be considered as cheating. You will have been made aware of this requirement before you submit your work, and the person who marks your work will take reasonable steps to ensure it is your own work.

COURSEWORK/NON-EXAMINATION ASSESSMENTS (NEA) & PRACTICAL EXAMINATIONS

Subject staff will notify you of the date, location and times of any practical examinations/ language speaking tests. General information will also be added to the Exam Timetables board outside the Exams Office.

Your coursework/NEA will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. SWGS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject

teachers are involved in marking your work, internal moderation and standardisation will ensure consistency of marking.

The school has an internal appeals policy for reviewing centre assessed marks.

Once marking, moderation and standardisation has been completed you will be informed of your coursework/NEA mark by your subject teacher. **If you feel that the correct criteria have not been applied in the marking or internal moderation of your work, you are able to instigate an appeal.** This must take place before the marks are submitted to the awarding body. You will have 5 school days from receipt of your marks to bring any appeal to the attention of Mrs McCarney, the Examinations Officer via an Internal Appeals form which is available from the Exams Office.

On receipt of the internal appeal form, SWGS will instigate an internal appeal following the guidelines in the Public Exams Policy. The review will be completed in time for you to be informed of the outcome and any amendment to your mark to be submitted to the awarding body by their deadline.

You should be aware that centre assessed marks are subject to change through the examining board moderation process, therefore your mark is not final until you receive your results in August.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data. Awarding bodies may use the student materials to evaluate candidates' performance in the relevant assessment. They may also use the student materials for other purposes as outlined in their privacy policies and in accordance with their terms. Please refer to the relevant awarding body's privacy notice if you require further information.

Further information can be found in the SWGS Public Examination Policy.

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

At the end of January, you will receive a Statement of Entry. This shows the subjects you are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry, some have foundation (F) and higher (H) tiers. **Please check these are correct.**

You must check everything on your Statement of Entry very carefully. Particularly check that all personal details are accurate (e.g. date of birth, spelling of names which must be your LEGAL forename and surname, order of middle names) as these will show on your certificates and you will incur a cost to change them once certificates have been produced.

CANDIDATE NAME

You are entered under the name format of legal forename, middle name/s, legal surname. You need to use this when completing your personal information on the answer books.

CANDIDATE NUMBER

Each student has a four-digit candidate number; this is the number you will write on all your examination papers. Please ensure you memorise this number. Your number will be available on your individual timetable and the seating plan outside the examination room.

TIMETABLES & EXAMINATION CLASHES

Prior to the start of your examinations, you will receive an Individual Candidate Timetable listing the dates, times and duration of your individual exams, along with your exam room and seat number. **Check it carefully.** If you think something is wrong, you must see the Examinations Officer immediately.

The length of your examination is shown in minutes on your individual timetable under the heading 'duration'.

A master copy of the timetable will be available on the Exam Timetables board outside the Exams Office and on the Exams Information page on the school website. A copy of the seating plan will be available outside the exam room prior to each exam session.

For two or more papers timetabled at the same time, the school will make special arrangements to resolve these clashes. If you have an examination clash, then you will be briefed by Mrs McCarney prior to the examination period.

1. A Back-to-Back Clash: if you have two or more papers scheduled at the same time with a total time of 3 hours or less, JCQ Regulations state these will be held in the same session. A supervised break of no more than 20 minutes is permitted. You are not able to revise during this time and should stay in the examination room.
2. A Session Change: if you have two or more papers timetabled at the same time and the total time is more than 3 hours, one paper may be moved to the other session on the day, if possible. You will remain under Centre Supervision:
 - If taking the exam early, until one hour after the published start time for the exam.
 - If taking the exam later, from 30 minutes after the published start time until you begin the exam.

Centre supervision means that a member of SWGS staff or an invigilator will always be in the same room as you. You can revise during this time using your own paper-based resources, but you are not

allowed any electronic devices, or to have contact with any candidate who has sat the exam or able to have formal revision sessions. As centre supervision will normally take place over lunch, please remember to bring food and drink with you. If you are timetabled to be under centre supervision then you need to bring your belongings to the Exams Office before the first exam and you will be able to collect your belongings after you have completed the second exam.

3. Overnight Supervision: If you have three or more examinations scheduled during a day with an overall time of more than 5½ hours for GCSE or 6 hours for A Level (including any extra time and/or rest breaks) then one examination may be moved to the following morning. You will remain under centre supervision whilst at school and then under overnight supervision by a parent/carer on journeys to/from the school and whilst at home.

You may choose to sit all 3 examinations on the same day if you prefer. In this case, Mrs McCarney will apply to the examination awarding body of the final exam for special consideration.

EQUIPMENT

The following equipment should be brought to every exam in a clear pencil case/bag:

- 2 black biro pens (not gel or erasable as your answers may not scan correctly)
- 2 HB pencils with pencil sharpener
- Ruler (showing cms and mms)
- Eraser

Some exams require you to bring additional equipment:

- Calculator (without lid)
- Pair of Compasses
- Protractor
- Coloured pencils

Calculators must not give access to any pre-stored information or be able to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Databanks
- Dictionaries
- Mathematical formulae
- Text

Please ensure your calculator conforms to the regulations and the memory is cleared BEFORE entering the examination room. If your calculator has 'exam mode' then this is acceptable in examinations where the exam mode is activated, and the exam mode results in the calculator becoming compliant with the above requirements.

Highlighters should not be used in your answer booklets but may be used on the question papers, if separate. Correction pens/fluids are not permitted.

Please check the equipment you require with your teachers prior to the examination as you will be disadvantaged if you do not have this. The school does not expect to supply equipment and has limited spares available. You must not attempt to borrow equipment from another candidate during the examination.

Food is not allowed to be brought into the exam room, except with prior approval from the SENDCo or if you are completing back-to-back exams.

Water bottles may be disposable or reusable but must be transparent. If you are using a reusable bottle with a large lid, then the inside of the lid must be checked by the invigilators before entering the exam room.

If you wear glasses and bring a glasses case into the exam room, then you will need to show the inside of this to the invigilator

If you require medication during the examination, this should be clearly labelled with your name and candidate number and handed to one of the invigilators, ideally, before you enter the examination room.

You will be checked at the exam room door to make sure you do not have any items in your possession that you should not have.

ACCESS ARRANGEMENTS

Access arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the examination without changing the demands of the examination.

If you are entitled to access arrangements, you will have been contacted by the SENDCo prior to the public exam season to finalise arrangements. Invigilators will be made aware of the arrangements in place for each student:

- Students sitting exams in a small room will normally be accommodated in the B Block.
- Students allocated extra time or rest breaks will normally be seated in a block together in the exam room.
- Students in receipt of rest breaks for non-medical purposes will be allocated a maximum of 3 x 10minute rest breaks per hour, with none allowed in the first 15minutes.
- Students using laptops will be accommodated in any of the exam rooms.
- Students with in-ear ear defenders will need to show these to the invigilators on entry into the exam room.
- Invigilators will prompt students by tapping the exam desk.
- Exam question and answer papers will be provided in alternative colours for those students that need this.
- Students will be responsible for bringing their own coloured overlays and/or ear defenders for the exam.
- Students may not be eligible for extra time and/or rest breaks for all exams – please check your eligibility with the SENDCo if you are not sure.
- SWGS uses ExamWritePro software on the laptops. Students using laptops will be required to go to the Exams Office or mobile printer after the examination to print off, check and sign to confirm it is their work. Please ensure that you know the number of the laptop you are using before going to print.
- Invigilators will be made aware of any individual access arrangements as agreed with the SENDCo.

DURING THE EXAMINATIONS

ATTENDANCE AT EXAMINATIONS

Morning examinations will start at 9:00am. This means you should report to the allocated examination room on your individual timetable by 8:45am at the latest.

Afternoon examinations will start at 1:30pm. Please report to your allocated examination room by 1:15pm.

You are responsible for checking your own timetable and making sure you arrive at school on the correct day and time with the correct equipment. If you arrive late for an examination then you may still be admitted but may not necessarily receive the time lost through being late or, if very late, your paper may not be marked.

Coats and bags must be left in your lockers/N block/Sixth Form Common Room (for 6th form only). Coats and bags for external candidates can be left in the Exams Office.

The Exams Officer, members of SLT or department staff will be present to identify students entering the examination room. You need to wait outside the examination room until invited to enter by the invigilators. If you are seated in the main hall then you are requested to wait outside Reception if it is not raining. From the time you enter the examination room you are under examination conditions until you have left the exam room.

NO COMMUNICATION should take place in any form in the exam room, unless you need to speak with an invigilator, in which case you need to raise your hand. You may be asked to leave if you do not adhere to this. This includes whilst papers are being collected or students being dismissed. If you communicate with or disturb other candidates in the exam room, then this will be reported to the relevant awarding body.

You must stay in the exam room for the whole duration of the exam. If you finish early, then you can use the time to check your answers. If you have extra time, then you can leave the exam room any time after the official end of the exam; you will need to complete an extra-time declaration before leaving.

Temporary absence from an examination

Toilet breaks are permitted however you will lose any time taken unless the SENDCo has previously agreed alternative arrangements.

If you feel sick during an examination, try to alert an invigilator, however, if necessary, you should leave the room, and an invigilator will follow you.

Special Consideration

Special Consideration can be applied for after an examination by the Exams Officer if circumstances dictate. It should be requested as soon as possible after the exam(s) and should include appropriate evidence to support the request. The following list contains examples of criteria where candidates will be eligible:

- ☐ Temporary illness at the time of the assessment/exam
- ☐ A recent bereavement in the immediate family
- ☐ Domestic crisis
- ☐ A serious disturbance in the examination
- ☐ Broken limbs
- ☐ International sporting commitments on the day of the assessment
- ☐ A lack of approved access arrangements in place

The maximum allowance for special consideration is 5% of the overall mark. In most cases 1-2% is applied.

If you believe that special consideration should be applied then please complete a Special Consideration form which will be available via email from exams@swgs.wilts.sch.uk or as a paper copy on the Exams Noticeboard and return to the Exams Office along with appropriate evidence.

The deadline for receipt of a request for Special Consideration is 26 June.

Absence from an examination – Special Consideration

If you cannot attend an examination for any reason, please telephone **the main school line 01722 323326** before 8:30am and leave a message for **Mrs McCarney**, making sure you say you are due to sit an examination.

Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an examination. Where an application is to be made for Special Consideration, **it is essential that medical or other appropriate evidence is obtained on the day** by you or your parent/carer and given to the Examinations Officer without delay. A self-certification form (JCQ Form 14) can be obtained from the Examinations Officer which may support your application. If special consideration is accepted, then the marks for the other paper/s in the exam will be used to calculate an expected mark for the missed paper and this will be included in your overall grade.

Misreading your timetable will not be accepted as a satisfactory explanation of not being at your examination.

If difficulties are experienced during the examination period e.g. illness, injury, personal problems, please inform Mrs McCarney at the earliest possible time so we can discuss your options. In most cases, it is always best to sit the exam if you are able.

INVIGILATORS

The school employs external invigilators to conduct the examinations. Invigilators are respected members of the community trained in this specific role. You are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination in accordance with the regulations. They will distribute and collect the examination papers, tell you when to start and finish, hand out extra writing paper if required and initially deal with any problems that occur during the examination.

Please do check your exam paper when asked to do so by the invigilator. If you think something is wrong, then put your hand up and tell the invigilator immediately.

You must 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 complete the information on the front of your answer book until asked to do so by the invigilator.

Do not open your question paper until told to do so by the invigilator. If you open the question paper early then this must be reported to the relevant awarding body.

If you have a problem during an examination, raise your hand to attract an invigilator's attention.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

GENERAL EXAM REGULATIONS AND PROCEDURES

Mobile phones and other web-enabled devices, for example AirPods, earphones/earbuds, iPods and MP3/4 players, smart watches, glasses or other smart devices are banned from public examinations (unless approved as part of an access arrangement). Possession of any unauthorised material is breaking the rules, so even if you do not intend to use it and it is turned off, you will be subject to penalty and possible disqualification. Watches of any kind are not allowed in the examination room. You could lose the result for the examination you are in, and you may lose the results for all your other subjects as well. Examination regulations are very strict and **THERE IS NO APPEAL AGAINST THIS DECISION**

If you use a mobile phone due to a medical condition and may need to access it during an examination, then this will be permitted providing it has previously been agreed by the SENDCo. Strict procedures will be in place and will be discussed with you beforehand. Use of a mobile phone due to a medical condition does not require a candidate to be seated in an individual room.

Within each examination room the following information will be on display:

- Centre Number
- Subject Title(s) and paper number(s) of the exam(s) being sat
- Date
- Actual start and finish times of each exam

If your examination is in a room with a digital screen, then these details will be shown on the screen. If there is no digital screen, then these details will be displayed on a board at the front of the room. Timings will be by the digital clock on the screen or by the analogue clock in the examination room.

FIRE ALARM/EMERGENCY EVACUATION

If it is necessary to evacuate the school during an examination the invigilators will tell you what to do. You will be asked to:

- Stop working and close your scripts/exam booklets
- Leave everything on your desk
- **Leave in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point at the edge of the running track and will be asked to stay in the order you were seated in the exam room
- If you have emergency medication in the exam room, then this will be taken to the evacuation point.
- **You must not attempt to communicate with anyone else during the evacuation.**

Upon returning to the examination room, following safety clearance, the invigilator will resume the examination, and the full remaining time will be allowed. Do not start writing until the invigilator has instructed you to do so. A report will be sent to the examination board detailing the incident.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS SUMMER 2026 EXAMS

Results will be available for collection in person from South Wilts Grammar School on:

A Level – Thursday 13 August 2026

GCSE - Thursday 20 August 2026

If you wish any other person (including parents/carers or other family members) to collect your results, written authorisation must be received in advance. A form will be made available in the spring.

Examination results will not be issued to any other person without the appropriate written consent of the student.

Uncollected results will be available from the Exams Office when school re-opens in September.

Please note that results cannot be given out on the telephone under any circumstances and will not be sent out by email. Whilst we can post your results, we strongly advise that they are either collected by you or by another person as we cannot be held responsible for the postal system.

Further information on results day will follow closer to the time.

POST RESULTS ADVICE

If you need post-results advice, staff will be available on results day.

ACCESS TO SCRIPTS AND REVIEW OF MARKING (Enquiries about Results)

If you feel that any external examination results do not reflect your performance and are significantly different from what was expected, for a fee, you can request access to your scripts and/or the school can process a review of marking following consultation with subject staff.

All enquiries must be directed through the school as examination boards do not accept enquiries directly from students. A 'Post Results Services' form will be available on Results Day which explains what services can be requested and costs.

Review of marking requests must be submitted **by you, the candidate** to the Examinations Officer in advance of the exam board deadlines which will be available on the Post Results Services form. Additionally, you must make payment in advance. This is a payment per paper and not per exam. Fees are refunded if the review results in a grade increase (not mark).

A copy of your script is normally available free of charge to assist in your decision-making for a review of marking. Copies of your script are not available for any other purposes.

The average **cost of review per paper is £50 for GCSE and £60 for A Level**, although each exam board has different prices, and this is for guidance only. Full costs will be available on the Post Results Services form.

Following a review of marking you need to be aware that the mark/grade may be raised, lowered or remain the same. Careful thought must be given before making a request and you must sign a consent form stating that you understand what could happen to your marks.

Please note, that the review does not mark the paper again, it only checks to see if the paper was marked correctly in the first place.

If, after a review of marking, you feel that the result is still incorrect then you can request an appeal. This is completed through the school and therefore must be supported by both the Head of Department and Head of Centre.

There is no opportunity to complete a review of marking for any centre-assessed marks given for coursework/NEAs once results have been received. The opportunity for this to occur was when coursework/NEA results were received by students (see paragraph on Coursework/NEAs on page 4).

Staff may wish to use your scripts for teaching and learning purposes. You will be asked to give permission for this when you collect your results.

CERTIFICATES

Certificates will be ready for distribution from Mid-November. If you continue to study at South Wilts Grammar School, they will be issued via your form tutors. If you are leaving from year 11 then you will be contacted in mid-November to arrange collection. Ex year 13 students will be able to collect certificates at the Leavers Tea in December, or alternative arrangements can be made.

If collecting, you can come to the main reception to request them between 9:15am – 3:30pm Monday – Friday. If you are unable to attend yourself, you should email exams@swgs.wilts.sch.uk at least one day beforehand authorising someone to collect on your behalf. Certificates will not be given to anyone other than yourself without your written authorisation.

As exam boards no longer provide replacement certificates, it is preferable the certificates are collected in person, however, if you do require them to be posted, a fee of £4 is payable in advance to cover the cost of sending them by “Royal Mail 2nd Class Signed For” post. Payment should be made into the school bank account, details of which will be provided on request.

The school is only obliged to keep certificates for a period of one year from issue. After this time, examination board regulations state that certificates should be confidentially destroyed. You are therefore urged to collect your certificates and to keep them safely, you will need them in the future for university or job applications.

If you do not collect your certificates before destruction, or you lose them, then you are able to apply directly to the examining boards for a certifying statement of results. Further details are available on each of the examining board websites.

