BRANSTON COMMUNITY ACADEMY

EXAMINATION CANDIDATE INFORMATION BOOKLET

2026-2027

WELCOME

Branston Community Academy is committed to ensuring that all candidates are fully informed about examinations and the assessment process. This booklet has been designed to provide every candidate with a clear and practical guide to the rules, regulations and procedures that apply to examinations and assessments.

Please take the time to read the **Mandatory Student Exam Notices (Appendices 1-4)** carefully. The JCQ candidate guidance contained within these notices is mandatory for all relevant JCQ examinations and assessments and outlines the regulations that must be followed at all times.

We recommend sharing this booklet with your parents/carers so that they are also aware of the examination regulations and understand the procedures to follow should any issues arise during the examination period.

If you have any questions or require further clarification, please visit or contact the Exams Office:

Mr John Terry – terryjoh@branstonca.lincs.sch.uk
Mrs Kerrie Anderson – anderker@branstonca.lincs.sch.uk

STATEMENT OF ENTRY AND EXAMINATION TIMETABLE

Entries and Timetable - Before any external examinations take place, you will receive a Statement of Entry/Examination Timetable, these documents confirm the examinations for which you have been entered. The details shown on your statement of entry will be used by the awarding bodies and will appear on your final examination certificates, so it is essential that you check them carefully.

Please ensure that all of the following information is correct:

- ✓ Your full name and date of birth
- ✓ The subjects and examination components you have been entered for
- ✓ Option codes, where applicable
- ✓ Foundation or Higher Tier entries
- ✓ Examination dates, start times and room locations
- ✓ Access Arrangements

If you have approved access arrangements, please check that they are shown correctly and ensure that you understand how they will be provided during your examinations.

Any concerns regarding examination entries, timetabling arrangements or access arrangements should be raised with the Exams Office so corrections can be made before the examination period begins.

Examination Boards - Branston Community Academy works with a number of awarding organisations, including: AQA, Pearson Edexcel, WJEC Eduqas, Cambridge OCR and RSL Awards

Timetable Clashes - A small number of students may have examinations scheduled to start at the same time. In most cases, clashes can be resolved by sitting the examinations consecutively. However, where the total examination time exceeds the required duration, one examination may need to be moved to either the morning or afternoon session. If you believe you have an unresolved timetable clash, please contact the Exams Office immediately.

Contingency Days - The awarding bodies have designated 'contingency days' within the national examination timetable. These days may be used if examinations need to be rescheduled due to national or local disruption. **Students must therefore remain available on all published contingency days throughout the examination period.**

Contingency Day
Wednesday 23rd June 2027

CANDIDATE IDENTIFICATION

Identity of all candidates sitting examinations will be confirmed with Identification Cards on each exam desk and completion of attendance registers.

BCA Centre Number
26102

Candidate Name - Candidates can only be entered under name format of legal first name, initial, legal surname. Preferred names cannot be used.

Candidate Number - Every candidate has a four-digit number. This number must be used on all examination papers. If you do not know this number, it is on your exam timetable and will be on your ID slip.

Locations and Seating Plan – Candidates will receive a timetable with the room and seat number allocation, additionally the seating plan will be on display outside the exam location.

ATTENDANCE AT EXAMINATIONS

Examination Day - It is candidates responsibility to check individual examination timetable and attend each examination on the correct date and at the correct time. Students in Years 7-11 must attend examinations in full school uniform. Sixth Form students must dress in accordance with the Academy's Sixth Form dress code.

Morning exams start at 09:30 hrs
Afternoon exams start at 13:15 hrs

Arriving for Your Examination - Candidates should arrive at the examination venue at least 15 minutes before the published start time. You must wait quietly outside the examination room until invited to enter by an invigilator. Once you have entered the examination room, you are under examination conditions and must not communicate with other candidates.

Please note that some examination start times may differ due to timetable clashes or alternative arrangements. Always check your individual timetable carefully before each examination.

During the Examination - Candidates are expected to remain in the examination room for the full duration of the examination. Early departure is not permitted. If you finish before the end of the allocated time, you should use the remaining time to check your work carefully.

Examinations Finishing After the School Day - Most afternoon examinations begin at 1:15 pm. However, some students may be required to start earlier where timetable arrangements require. If your examination is scheduled to finish after 3:35 pm, it is your responsibility to **organise alternative travel arrangements.**

Arriving Late - Candidates who arrive after the published start time may still be admitted. However, the awarding body will be informed of the late arrival and will decide whether to accept the completed examination script.

Absence from an Examination - If you experience circumstances that may affect your attendance or performance during the examination period, such as illness, injury or significant personal difficulties, you must inform the Academy as soon as possible. Any absence, late arrival or incomplete examination will be reported to the relevant awarding body and where appropriate, the Exams Officer may submit an application for special consideration. The decision to award any adjustment or marks is with the awarding body.

Parents/carers and candidates should be aware that the Academy reserves the right to recover examination entry fees where a candidate fails to attend an examination without a valid reason or without notifying the school in advance.

Please note: Misreading your examination timetable will not be accepted as a valid reason for absence. Candidates are responsible for checking their timetable carefully and ensuring they attend all scheduled examinations. To avoid any risk to your results, you must make every effort to arrive on time for each examination.

EXAM PREPARATION

Good preparation can help ensure that your examinations run smoothly. It is your responsibility to bring the correct equipment and to follow all examination regulations.

- **Black** pens
- Pencil
- Ruler
- Eraser
- Compass
- Protractor

Equipment - All equipment must be visible to invigilators at all times. If you wish to use a pencil case, it must be transparent. Equipment cannot be borrowed from other candidates during an examination, so please ensure that you bring everything you need.

Before each examination, check whether any subject-specific equipment is required, such as mathematical instruments, dictionaries (where permitted) or other specialist materials.

Please note that highlighters may only be used on question papers and source materials where allowed. They must not be used in answers. Correction fluid, correction tape, correcting pens, erasable pens and gel pens must not be used in examinations.

Calculators - Where calculators are permitted, you are responsible for ensuring that your calculator complies with awarding body regulations, is fully working and all stored memory is cleared before the examination.

Calculators must:	Calculators must not:
• Be of a suitable size • Be battery or solar powered • Have any lids or covers removed	• Have internet access or communication capabilities • Function as a language translator • Perform symbolic algebra manipulation • Perform symbolic differentiation or integration • Contain retrievable information, programmes or stored notes

Food and Drink - Food is not permitted in the examination room unless authorised as part of an approved access arrangement. You may bring a small bottle of water that is in a clear plastic bottle with all labels removed.

Unauthorised Items - Possession of an unauthorised item in the examination room is a breach of examination regulations, even if the item is not used. This may be treated as **malpractice** and could result in penalties, including disqualification from the examination. Ensure all unauthorised items are left outside the examination room before entering.

The following items must not be taken into the examination room:

- Mobile phones and smartphones
- Watches of any type, including analogue, digital and smartwatches
- AirPods, earphones and earbuds
- MP3/MP4 players and similar devices
- iPods
- Smart glasses
- Tablets and other electronic devices
- Notes, revision materials or any unauthorised information

Key Reminders

- Listen carefully to all instructions from the invigilators.
- Remain silent at all times.
- Do not communicate with or distract other candidates.
- Do not borrow equipment from another candidate.
- Raise your hand if you need assistance.
- Inform an invigilator immediately if illness or another issue may affect your performance.

EXAMINATION ROOM REGULATION

To ensure that examinations are conducted fairly and securely, all candidates must follow the regulations and instructions provided by examination staff.

Examination Conditions - Formal examination conditions apply from the moment you enter the examination room until you are given permission to leave. During this time, you must remain silent and must not talk to, attempt to communicate with, or distract other candidates in any way.

Invigilators - Examinations are supervised by a team of trained invigilators whose role is to ensure that examinations are conducted in accordance with awarding body regulations.

Invigilators are responsible for admitting candidates to the examination room, making the required announcements, distributing and collecting examination materials, supervising candidates throughout the examination, and dealing with any incidents or emergencies that arise.

Candidates are expected to behave respectfully at all times and follow all instructions given by invigilators. Please note that invigilators cannot explain examination questions or discuss the content of an examination paper.

Any candidate who is disruptive or behaves in an unacceptable manner may be removed from the examination room and referred to a member of the Senior Leadership Team.

If you require assistance during an examination for an administrative matter, need additional paper, or feel unwell, raise your hand and wait for an invigilator to attend to you.

Personal Belongings - Bags, coats and any items not required for the examination must be left in the designated area as directed by the invigilators. Valuable items may be handed in for safekeeping before the examination begins; however, the Academy cannot accept responsibility for the loss of or damage to personal belongings.

Question Papers and Examination Materials - You must not open your question paper until instructed to do so by the invigilator. Read all instructions on the examination paper carefully and listen closely to any announcements made before the examination starts, as these may include important information or amendments issued by the awarding body.

Question papers, answer booklets, rough work and other examination materials must not be removed from the examination room unless specifically permitted.

Remember to check that you have received the correct exam paper, option code, tier group etc.

Toilet Breaks - Candidates are expected to use the toilet before the examination begins. Toilet breaks during examinations will only be permitted in exceptional circumstances and will be managed in accordance with the Academy's examination procedures.

Emergency Evacuation - If the evacuation alarm sounds during an examination, remain calm and listen carefully to the instructions given by the invigilators.

In the event of an evacuation, candidates must leave all exam materials and personal belongings behind, exit the room promptly and silently, proceed directly to the designated assembly point, and refrain from communicating with others throughout the evacuation.

Once it is safe to return, candidates will be escorted back to the examination room to continue their examination. The Academy will submit a report to the awarding body detailing the circumstances of the disruption.

Vandalism and Damage - Candidates must not damage examination desks, chairs, walls, equipment or other Academy property. Any deliberate damage may be treated as vandalism, and candidates may be required to pay for repairs or replacement costs.

Candidates must also not write graffiti, draw inappropriate images, or include offensive comments on examination scripts, answer booklets or candidate cards. Awarding bodies may refuse to mark work that contains offensive or inappropriate material.

MALPRACTICE

To protect the integrity and fairness of examinations and qualifications, all candidates must follow the regulations set by the awarding bodies. Any behaviour that breaches these regulations may be considered **malpractice**.

Malpractice is any action that gives, or attempts to give, an unfair advantage in an examination or assessment, or otherwise undermines the integrity of the qualification process.

Examples of malpractice include, but are not limited to:

- Bringing unauthorised materials or electronic devices into the examination room
- Breaching examination conditions, failing to instructions or disruptive behaviour
- Communicating with another candidate during an examination
- Giving, receiving or attempting to obtain examination-related information or sharing exam content
- Copying, collusion or plagiarism
- Unauthorised use of Artificial Intelligence (AI) or other technology in assessed work
- Writing inappropriate, obscene or offensive material

All suspected incidents of malpractice will be fully investigated and where required, cases will be referred to the awarding body, which has responsibility for determining malpractice and what sanction, if any, should be applied. Penalties for malpractice can be severe and may include the loss of marks, disqualification from a component, subject or qualification, or restrictions on future examination entries.

It is therefore, essential that all candidates understand and follow the examination regulations at all times.

Candidates should be aware that even the possession of an unauthorised item, such as a mobile phone, smartwatch or notes, may constitute malpractice regardless of whether the item has been used.

COURSEWORK AND NON-EXAMINATION ASSESSMENT (NEA)

- The work you submit for assessment must be your own. You must not plagiarise. Plagiarism includes using another person's words, ideas or AI output without proper acknowledgement.
- Reference clearly material taken from books, journals, websites and other published sources.
- If you receive help and guidance from someone other than your teacher, you must tell your teacher.
- Keep your work secure and confidential. Do not post it online or share it with other candidates.
- The work you submit for assessment must be produced under the conditions set out in the specification.
- Meet deadlines set by your teacher.
- Parents/carers may support access to resources and discuss coursework, but must not advise on content.
- If you worked as a group, your write-up, account and conclusions must be your own.
- Sign the required authentication/declaration when submitting work.

When in doubt: STOP and ask your teacher before using AI.

Artificial intelligence (AI) - JCQ's 2026/27 candidate guidance is clear that AI rules depend on the assessment. Your teacher must tell you whether AI may be used. AI tools must not be used in an examination or another assessment where examination rules apply.
If AI is **not permitted**, do not use it to generate assessment content or possess AI-enabled devices during examinations, as any unauthorised AI use constitutes malpractice and is considered cheating.
If AI is **explicitly permitted**, follow the assessment instructions, acknowledge and explain any AI use, retain evidence of prompts and outputs, declare AI use, and remember AI-generated content cannot be claimed as your own work.

Student Materials - Candidates retain copyright of any work submitted for assessment. By submitting work, candidates agree that awarding bodies may use it for essential qualification activities. These uses are mandatory and cannot be opted out of. Anonymised work may also be used for examiner training, reports and assessment-related research; candidates who do not wish their anonymised work to be used in this way should notify the centre.

EXAMINATION RESULTS AND POST-RESULT SERVICES

Results Day - Examination results will be available for collection on results day. Results will also be accessible through **EduLink**.

GCSE - 9:00hrs on 19/08/2027

GCE - 9:00hrs on 12/08/2027

Results can only be issued directly to the candidate unless prior written authorisation has been provided. If you would like your results to be emailed to an alternative email address, you must notify the Exams Office before the end of the academic year.

Post-Results Services - If you have any concerns about your results, you should speak to your subject teacher or the Exams Office as soon as possible. Do not contact the awarding body directly.

A range of post-results services may be available, depending on the qualification and awarding body. These may include, clerical checks, review of marking and access to examination scripts. Please be aware that a review of marking does **not** guarantee that your mark will increase. Marks may increase, decrease or remain unchanged following a review. Before any post-results service can be requested, candidates will be required to complete the appropriate consent and authorisation forms. The Exams Office will provide details of the relevant deadlines, procedures and fees. Unless otherwise stated, any fees associated with reviews of marking, clerical checks or other post-results services are the responsibility of the candidate and/or parent/carer. Information regarding current fees is available from the Exams Office upon request.

Examination Certificates - Examination certificates are valuable legal documents that provide evidence of your educational achievements. They may be required throughout your future education, training and employment.

Certificates are normally presented at the Academy's annual **Presentation Evening**, which is usually held in December. Invitations will be sent to students and parents/carers in advance, and we encourage all students to attend and celebrate their achievements. For students who are unable to attend the Presentation Evening, arrangements will be made for certificates to be collected at a later date. Candidates will be informed of the collection arrangements in due course.

Certificates will only be issued directly to the candidate unless prior written authorisation has been provided. It is important that certificates are collected promptly and stored safely.

Please note that replacement certificates can be difficult to obtain and may incur significant costs. The current approximate charge is **£50 per certificate**, although fees vary between awarding organisations.

If you have any questions regarding any of these instructions, please let us know as soon as possible. Remember that we are here to help you throughout your examination period.

Good Luck,

Mr J Terry
Exams Officer
terryjoh@branstonca.lincs.sch.uk

Mrs K Anderson
Assistant Exams Officer
anderker@branstonca.lincs.sch.uk

Appendix 1 – JCQ Mandatory Student Exam Notices – Coursework Assessments
Appendix 2 – JCQ Mandatory Student Exam Notices – Non-Examination Assessments
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