



Perschore High School

Candidate Examination Handbook

2025/2026

Centre Number: 24310

Introduction.....	3
Timetables	3
Candidate Name and Number	3
Timings of Examinations	3
Attendance at Examinations	3
Absence from Examinations	3
Key Dates	4
During the Examinations	5
Food and Drink	5
Equipment	5
After the Examinations	6
Notification of results	6
Post Results.....	6
Certificates.....	6
Frequently asked questions.....	6-8

Introduction

At Pershore High School, we understand that sitting exams can be very stressful so we aim to make the experience as straightforward as possible for each student. We try to achieve this through fairness, consistency and high levels of communication.

The awarding bodies (or examination boards) set down strict criteria, which must be followed for the conduct of examinations and the completion of controlled assessments and coursework. Pershore High School is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' documents which are available on the school website under 'Examinations & Revision'.

We hope that this handbook will answer many of the queries that you students and parents/carers might have about the examination process but, if you require any further information, please email

examsadmin22@pershore.worcs.sch.uk.

Timetables

Students will receive copies of their exam timetables prior to the examination series. Please check the timetable to make sure subject entries and tiers of entry are all correct.

Students will receive personalised timetables nearer to the start of the series, which include examination details such as date, time, duration, venue and seat number. These should be kept secure, as replacement timetables will not be issued.

Candidate Name and Number

Candidates should check that the name, which appears on the Statement of Entry, is their correct legal name, as this will appear on certificates. Legal names must be written on all examination scripts. Please inform the Exams Officer if your name is not correct.

Each candidate has a four-digit candidate number (also called an exam number) which will appear on the Statement of Entry and which must be written on all examination scripts.

Timings of Examinations

The standard start times of examinations are below. However if a student has a clash or access arrangements please refer to individual examination timetables for confirmation of timings.

Morning (AM) – 09.00am Afternoon (PM) – 1:30pm*

The finish times will vary depending upon the length of examination; this information can be found on the exam timetables. Students must remain in the examination room until the end of the exam, unless authorisation has been given by Senior Management prior to the examination starting. ***Please note that some exams will finish after 3.20pm so students who travel by bus will need to arrange alternative travel arrangements.**

Attendance at Examinations

Students are responsible for checking their own timetables and arriving at school on the correct day and time. Students must arrive ten minutes prior to the start of each exam, in full school uniform. If students are consistently late to exams, parents/carers will be called into school to discuss the issue.

Absence from Examinations

If candidates do not complete all the examination components of a subject for which they have been entered, which includes controlled assessments, we will have to charge the full examination fee (as provided for in the 1988 Education Reform Act and Governors Charging Policy). The current fees for individual GCSE subject entries range from approximately £35 to £60. However, if a candidate is ill during the examination period, it is

essential that we are informed immediately by telephone and then receive confirmation in writing, enclosing a doctor's note, as soon as possible, so that we can communicate with the Examination Board for the candidate.

Key Dates

KEY DATES	
April 2026	Year 11 GCSE Art Exam Dates to be confirmed
Thursday 7th May 2026	Public Exams start
Wednesday 17th June 2026	GCSE Exams end
Tuesday 23rd June 2026	GCE Exams end
Wednesday 24th June 2026 All Day	Examination Contingency Day (all students must be available)
Thursday 13th August 2026	GCE Results Day (results available from 8.00am)
Thursday 13th August & Friday 14th August 2025	GCE Results Clinic (school open 8.00- 12.00 on Friday 14th
Thursday 20th August 2025	GCSE Results Day (results available from 9am)
Thursday 20th August & Friday 21st August 2025	GCSE Results Clinic (school open 9.00-12.00 on Friday 21st
November 2026	GCSE and GCE Summer 2026 Certificate Collection

During the Examinations

Food and Drink

Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Chewing gum is not permitted in school and should not be brought into the exam.

Water is permitted in the examination room but it must be a clear bottle with the label removed.

Equipment

The following equipment may be required as per the individual examination requirements:

- Black pen(s)
- Pencil
- Ruler
- Eraser
- Protractor
- Compass
- Scientific Calculator

All equipment must be in a clear plastic pencil case/bag.

After the Examinations

Notification of results

GCE results will be available for collection from school on **Thursday 13th August** from **8.00am**. Staff will be available for help and advice. We offer a 'Results Clinic' during the summer holidays immediately after the GCE results on **Thursday 13th August** and during the morning of **Friday 14th August** from **9.00am-12.00 noon**

GCSE results will be available for collection from school on **Thursday 20th August** from **9.00am**. Staff will be available to help with Post 16 plans. We offer a 'Results Clinic' during the summer holidays immediately after the GCSE results on **Thursday 20th August** and during the morning of **Friday 21st August** from **9.00am-12.00noon**.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation. Please collect a form from the Examinations Office and return once complete.

If you are away for results day and cannot collect your results and wish to receive them via email notification, they will be emailed to your school email address only. Please inform us if you will be abroad as a student's school email cannot be accessed from abroad.

Candidates who do not collect their results on results day will receive notification via email.

Post Results

Post results services give candidates the opportunity to request a copy of an exam script back (Access to Scripts) or to request a review of marking (Reviews of Results). Students need to be aware that, if they decide to progress with an enquiry regarding their result there are possible outcomes:

- The original mark is lowered, so the final grade may be lower than the original grade received.
- The original mark is confirmed as correct, and there is no change to the grade.
- The original mark is raised, so the final grade may be higher than the original grade received.

In order for school to request post results services, the relevant form must be completed. This is available from the Examinations Office at school or via our website. Please note there are strict deadlines to submit these applications to the examination boards. A fee will be charged for this service which will be refunded if the overall final grade is raised.

Certificates

Certificates are issued by the examination boards to school during the autumn term and are usually issued to students in November or December.

Please take great care of your certificates as examination boards will not automatically replace them. Lost certificates can only be replaced by direct application to the appropriate examination board. This will require a proof of identity (such as birth certificate) and a substantial fee. Please note that certificates will be collected from school reception in November. Check our website and social media posts for further details.

Frequently asked questions

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. Correct times should be on your individual candidate timetable. 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 in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

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

What do I do if I forget my Candidate Number?

Candidate Numbers are printed on the ID card which will be on your exam desk. Invigilators will be able to help you find your number. Alternatively, you can check the seating plan outside the Exam room.

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

The Centre Number is **24310**. It will be clearly displayed in the examination rooms.

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

Inform school at the earliest possible point so we can help or advise you. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades 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). 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, accident or injury, bereavement and domestic crisis. The Examination Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate may be required to provide evidence to support such an application.

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.

If I am late, can I still sit the examination?

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board 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 you will still arrive on time.

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

No. Timetables are regulated by the Examining Boards and you must attend on the given date and time.

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (**black ink only – do not use erasable pens**), pencils, eraser. For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), and set texts.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats and any other items not permitted under examination regulations must be left outside the room. Do not bring any valuables into school with you when you attend for an examination. No food or drink except bottled water (with the label removed) is allowed in the exam room. Mobile phones, smart watches, smart glasses or any other smart device must not be brought into the exam room even if they are turned off.

How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Can I leave the exam early?

It is the school's policy not to allow candidates to leave the exam room early.

What do I do if the fire alarm goes?

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

Can I go to the toilet during the exam?

Only if it is necessary. You will be escorted by an invigilator and will not be allowed any extra time.

If I have more than one exam on a day can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Why do I need to check the details on the Exam Timetable?

The details on your Exam 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.

I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.