

EXAMS NEWSLETTER AUTUMN 2026

A number of students have been entered for an exam in November. These students should check their exam timetable on Edulink. Rooms and seat numbers will appear nearer the time of the exams and any changes to a room or seat will also show on Edulink so students should continue to check this up until their exam day. If a student thinks that there is an error in their exam entry or timetable, they must report this to a member of the examinations team in room S37 ASAP.

JCQ Joint Council for Qualifications CIC

IMPORTANT Information for Students

Longley Park must implement a very precise set of requirements in all exams. We can be inspected by the Joint Council for Qualifications (JCQ) at any time throughout an exams series, to ensure that the sixth form is setting the expected standards. Therefore students must familiarise themselves with the required JCQ documents before sitting their first exam, these are found here - **Exams - Longley Park Sixth Form**

Attendance during Exams

Punctuality is important. Exams start at 9.00am and 1.30pm (unless stated otherwise). Students must arrive at least 15 minutes prior to this time. Students not in their seats at the official start time will be marked as late and may not get the missed time for their exam. Students arriving over 30 minutes after the start time of the exam will not be allowed into the exam. Once the exam is over all students must go immediately to their next lesson.

Equipment and ID

All students must bring their student ID card with them for all exams; invigilation staff do not regularly see these students so cannot identify them in an examination room.

It is a student's responsibility to ensure that they have all the equipment they will need for their exams, i.e. black pen, pencil, ruler, rubber, calculator, etc in a clear pencil case.

Where the use of a calculator is required, unless using a calculator which is model Casio FX-83GTCW, then all students will be required to have a security sticker by their subject teacher to confirm that their calculator meets the JCQ regulations. If students do not have a sticker, the calculator will be confiscated.

Water is allowed in the exam but must be in a transparent bottle, with all labels removed.



Unauthorised Items
Mobile phones, notes, earphones, watches (of any kind), smart glasses and any other electronic devices will not be allowed in the examination room. Anyone found in the possession of these items during the examination, whether they intended to use it or not, will be reported to the examination board and is likley to be disqualified from that examination.

The sixth form will do random spot-checks using a metal detector wand to ensure students have no unauthorised items in their pockets. Secure cages are available for students to lock away any personal items.

Only headwear worn for religious and medical reasons can be left on during the exam, if we suspect a student of wearing earphones, we may ask to check under the headwear, this can be conducted in private (by a female member of staff if required) to ensure earphones are removed.

Sports caps and woolly hats etc. will not be allowed. Refusal to observe staff requests may result in a student not being allowed into the examination room and could constitute malpractice which could be reported to the examining board.

Toilet Breaks
Students should go to the toilet before entering an exam. This is to ensure that other students in the exam room are not being disturbed. And to make sure that students get their full allocated time for their exam as missed time will not be added on. Therefore students will NOT be allowed to go to the toilet (unless they have a medical/toilet pass):

- Within the first 90 minutes of an exam
- Within the last 30 minutes of an exam

Illness
Students should make every attempt to attend an exam, however if a student is too unwell to attend, they should report this in the usual way to the sixth form. The exams cannot be rescheduled.

Emergency Evacuation
If either the fire alarm or lockdown alarm is sounded during an exam, then students should await further instructions from the invigilator. In the event of a fire or lockdown alarm, then exam students should be separated from non-exam students during this time and all exam students must remain silent throughout as they are still under exam conditions, any suspected malpractice will be reported to the exam board.

GCSE November Results Day

- Wednesday 13th January 2027

Information about Results and Post Results Services will be available to students nearer the time.

Thank you and good luck in your exams.