



Examination Procedures for Candidates

Information for Candidates

All candidates will be directed to the Joint Council for Qualifications (JCQ) *Information for Candidates* documents, which provide guidance on:

- Artificial Intelligence (AI) and assessments
- Coursework and non-examination assessments (NEA)
- On-screen tests
- Written examinations
- Social media

Candidates are strongly advised to read these documents carefully and understand the consequences of malpractice. All documents are available in the Examinations section of the school website.

Statement of Entry

All candidates entered for public examinations will receive a Statement of Entry showing:

- Personal details
- School details
- Examination entries
- Examination dates and sessions

It is the candidate's responsibility to check:

- That all personal details are correct (as these will appear on examination certificates).
- That they have been entered for the correct examinations.
- That there are no timetable clashes with examinations being taken at Hagley Catholic High School or another centre.

Candidates will receive two copies of their Statement of Entry:

1. One copy to retain for their records.
2. One copy to sign, date and return to the Examinations Office to confirm that all of the information is correct.



Examination Timetables

Candidates will be issued with an individual examination timetable before the examination series. This timetable will include:

- Examination dates and times
- Examination venues
- Seat numbers
- Any clash arrangements
- Candidate number

Candidates should learn their candidate number, as it will be required on examination papers. Please read the timetable carefully and ensure that examination start times are noted correctly.

Dress Code

Sixth Form Students

Sixth Form students should attend examinations in accordance with the Sixth Form dress code.

Lower School Students

Students in Years 7 to 11 must attend examinations in full school uniform.

Private Candidates

Private candidates should wear smart casual clothing. Shorts and other casual leisurewear are not permitted.

Additional Requirements

- Candidates should wear appropriate clothing for varying room temperatures.
- Sixth Form students must bring their school lanyard for identification purposes and place it face-up on their examination desk.
- Outdoor coats are not permitted in examination rooms.

Candidates who do not meet the required dress code may be asked to resolve the issue before being admitted to the examination room.

Absence from an Examination

If a candidate is unable to attend an examination, they must contact the school reception on **01562 883193** before the published examination start time.

Written confirmation explaining the illness or exceptional circumstances must be provided as soon as possible.

Examination Start Times

Session	Start Time
Morning	9:10 am
Afternoon	1:15 pm

Candidates must arrive at their examination venue at least **15 minutes before** the scheduled start time.

Late Arrival

Candidates who believe they may arrive late for an examination must contact the school immediately.



Items Not Permitted in Examination Rooms

The following items are **not permitted** in any examination venue:

- Mobile phones
- Smart watches
- Smart glasses
- Watches of any kind
- Earphones or headphones
- MP3/MP4 players
- Electronic communication devices
- Storage or Web-enabled devices
- Bags
- Outdoor coats
- Any unauthorised materials

Possession of unauthorised items may constitute malpractice and could result in disqualification from the examination.

Drinks

Candidates may bring still water into the examination room provided that:

- The bottle is transparent.
- All labels have been removed.

No other drinks are permitted unless approved as part of an access arrangement or medical need.

General Guidance

Candidates should:

- Bring only the equipment required for the examination.
- Ensure they have at least one black pen.
- Use the toilet facilities before entering the examination room.
- Follow all instructions given by examination staff.

Candidates are reminded that other examinations may be taking place when arriving at or leaving examination venues. Please remain silent and considerate of other candidates at all times.

Requests to leave the examination room during an examination will be supervised and recorded in accordance with JCQ regulations.



Examination Fees and Reimbursement Policy

Examination Entry Fees

For internal candidates, the initial examination entry fees are paid by the school.

Late entry fees or fees incurred as a result of amendments may be charged to the candidate or department, depending on the reason for the change.

Candidates or departments will not be charged for:

- Changes of tier
- Withdrawals processed within published deadlines
- Amendments arising from administrative processes

provided these changes are made within the timescales set by the awarding bodies.

Resits

Candidates are responsible for the cost of all examination resits.

The exception to this is Year 13 students who have re-enrolled on a Year 12 course. In these circumstances, the school will fund one resit per unit.

Enquiries About Results

Candidates requesting an enquiry about a result will be responsible for any fees set by the examination boards.

Contingency Date

The JCQ (Joint Council for Qualifications) designate a contingency day for GCSE, AS and A Level Summer exams series in case of widespread or local disruption to examinations.

The Examination contingency day will be published alongside examination timetables in the Examinations section of the school website. It is usually a day at the end of the summer examination period.

Candidates should remain available until after this date and must not make commitments that would prevent attendance if required.

Results Days

Information regarding:

- Results publication dates
- Collection arrangements
- Fees
- Deadlines

will be published on the school website.

Senior staff and relevant subject staff will be available on results days to provide support and guidance where required.

Post-Results Services

The following services are available following the publication of results:

- Clerical checks
- Reviews of marking
- Access to scripts



These services are available for GCSE, GCE and other eligible qualifications.
Information regarding fees, procedures and deadlines will be published on the school website.

Internal Appeals

The school's Internal Appeals Procedure is available in the Policies section of the school website.

Examination Certificates

- Certificates will be issued to students currently attending Hagley through school.
 - School leavers must collect their certificates from the school office and sign to confirm receipt.
 - A third party may collect certificates on behalf of a candidate if:
 - written authorisation from the candidate is provided;
 - the third party brings valid photo identification; and
 - a collection time has been arranged in advance with the Examinations Officer.
 - Any third party collecting certificates must sign to confirm receipt.
 - Candidates must ensure the school is informed promptly of any change to their contact details.
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Final Reminder

Please retain this document and refer to it throughout the examination period.
Candidates are responsible for familiarising themselves with the contents of this guidance and with all JCQ *Information for Candidates* documents available on the school website.

We wish all candidates every success in their examinations.

