



April 2026

Dear Parents and Students

Year 13 Summer Exams

We wanted to take this opportunity to share with you the regulations that govern all external examinations and also highlight the procedures for the collection of results in August.

In terms of the examinations that begin in May 2026, here are the key regulations set out by the examination boards and JCQ

Arrival Times

Students must arrive at school promptly to ensure they are ready to enter the examination room on time:

- Morning exams: 8:30am
- Afternoon exams: 12:30pm
- Candidates may have different start times from the cohort if they are sitting more than one exam in a day: these specific times will be on their individual exam timetable

Equipment

Students must bring all equipment required for their examination, including any subject-specific items such as a Scientific calculator; these should be brought into the room in a transparent case.

Water Bottles

Only transparent water bottles are permitted. Bottles must contain *water only* and must have no labels or writing.

Electronic Devices

All electronic items must be handed in before entering the examination room. This includes (but is not limited to):

- Mobile Phones
- Smart watches
- iPads/tablets
- Fitbits and Oura rings
- Analogue or digital watches

Failure to comply with these regulations may be reported to the exam board.

Late Arrival to an Exam

If a student arrives late, they must report immediately to reception, where staff will inform the Examinations Officer.

A student is classed as extremely late if they arrive more than one hour after the published start time. In this situation:

- The student may still be allowed to sit the exam in a separate room.
- The incident must be reported to the exam board.
- The exam board may award zero marks for the paper or disqualify the student from the qualification.

Conduct During Examinations

Students are expected to:

- Queue in silence while waiting to enter the examination room.
- Remain under full exam conditions from the moment they enter the room until all papers have been collected and they have been dismissed.
- Talking, communicating, or disrupting the examination at any point must be reported and may result in a malpractice investigation.
- Students must remain in the exam room for the full duration of the examination and will not be permitted to leave early, even if they finish before the end time. They may only leave once dismissed by the invigilators.

Illness During the Examination Period

- If a student is unwell and unable to attend an examination, the school must receive medical evidence (such as a doctor's letter) confirming the illness in order to apply for special consideration. Without medical evidence, special consideration cannot be requested and the candidate will receive zero marks.
- If a student is able to attend school and sit the exam despite illness, special consideration *can* still be applied for, as the paper has been attempted.

We will be sending further correspondence regarding destinations, confirmation and clearing out later in the summer term

The arrangements for collection of results are as follows:

Collection of results:

These will be available for collection from 8:00am on **Thursday, 13 August 2026** for Year 13 students and from 10:00 am for Year 12 students.

Students should head towards the gym fire doors, where they will be greeted by members of the invigilation team and directed to the respective collection desk(s) inside.

If students are unable to collect their results in person, they can be collected by a family member provided that a letter of authorisation is produced and left with the member of staff responsible for distribution of results.

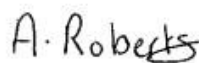
Alternatively, a **small** stamped addressed envelope can be handed to Student Services prior to the end of the summer term. Please ensure that the top left-hand corner is marked 'AS/A2 results' **with the student tutor group clearly stated**. These will then be posted home. Please do not post envelopes to school for this purpose during the summer holiday as you will not receive your results until school re-opens in the Autumn term.

If you are unable to come and collect your results and haven't asked for these to be posted out you will be able to collect these on GCSE Results Day **20 August 2026** or they can be collected on the first day of term

Yours sincerely



Mrs C Burton
Head of Sixth Form



Miss A Roberts
Examinations Officer