WEST LAKES ACADEMY

Student Exam Information

Written Timetabled Examinations

2026/2027

Introduction

West Lakes Academy is committed to ensuring that all students are fully briefed on the school's examination and assessment process and are made aware of the required JCQ's (Joint Council for Qualifications) and awarding body instructions and information for candidate publications.

This booklet must be read in accordance with the published JCQ information for candidate documents listed below, which are available to both students and parents/carers via the school website:

- *Information for candidates – Written examinations (2026-2027)*
- *Information for candidates – On-screen tests (2026-2027)*
- *JCQ 'Using Calculators' – Frequently Asked Questions*
- *JCQ 'Unauthorised Items' poster*
- *JCQ 'Warning to candidates' poster*
- *JCQ AI poster*
- *Information for candidates – Privacy Notice*
- *Information for candidates – Social Media Notice*
- *Information for candidates – Coursework Assessments (2026-2027)*
- *Information for candidates – Non-examination assessment (2026-2027)*

Please ensure that you read this information carefully before all exams, and if you have any questions at all, or require any further information, please contact the Exams Office.

Summer 2027 awarding body exam contingency dates

Exam contingency dates form part of the awarding bodies' standard contingency planning for exams and are designated on the exam timetable to be used in the event of national or significant local disruption to exams. For summer 2027, the awarding bodies have designated exam contingency dates as follows:

- Wednesday 23 June 2027 (morning **and** afternoon sessions)

All students sitting exams in summer 2027 must ensure that they remain available until Wednesday 23 June 2027.

Where an awarding body is required to invoke its contingency plan during an exam series and reschedule an exam to a designated contingency date, where a student is unavailable, they will **not** be eligible for special consideration.

Written timetabled examinations

Student exam timetables

Exam timetables for written exams will be made available to students and parents/carers under the '*Exams'* section of EduLink; your timetable will include your student exam number and details of the date, time, venue and seat number for each of your exams. **It is students' responsibility to know when and where each of their exams is taking place.**

If you are unable to access your timetable, or if you require a paper version, please contact the Exams Office who will be able to assist.

Students must familiarise themselves with their exam number and the school centre number (42211). This information will be required when completing personal details on the front pages of all exam papers and/or answer booklets.

Exam rooms

Exams will take place in the following rooms/venues (in addition to some classrooms):

- **SH1** – Sports Hall
- **G12a** – Also known as Reset Room
  Situated in the corridor before the PE Department
- **G13** – Dance Box
  Situated in the corridor before the PE Department
- **P1, P2 and P3** – Porta Cabins 1, 2 and 3
  Situated next to the Bunker

Exam start times

All exams will begin promptly at **9:00am** for morning sessions and **1:00pm** for afternoon sessions (lunchtimes will be adjusted where required to allow students to have lunch in time for afternoon exams).

Students **must** arrive at their exam room no later than **15 minutes before the start of each exam.**

Parents/carers **must** contact school by no later than **8:15am or 12:15pm** (as appropriate) if a student is unable to attend an exam, or will be arriving after the exam start time; **it is important that the Exams Office is aware of any absentees or expected late arrivals as soon as possible.**

Where a student fails to attend an exam (or complete a required coursework/non-examination component for a subject), parents/carers may be liable to pay the examination fee. Where a student is unable to attend an exam due to illness, parents/carers may be asked to provide medical evidence.

Students who arrive late to an exam

All late arriving students must report to reception to sign in and ask to speak to the Exams Office immediately. Students must not enter an exam room without permission, once an examination has started.

Late arrivals (arrival within one hour of the published exam start time):

Students who arrive **within one hour** of the published start time for an examination may be allowed to enter the exam room to sit their exam **at the discretion of the Exams Office and/or Senior Management Team;** students permitted to sit an examination will be given the full exam duration and will be given all information and warnings before they start the examination.

Very late arrivals (arrival more than one hour after the published exam start time):

Students who arrive **more than one hour** after the published starting time for an examination may be allowed to enter the exam room and sit their exam **at the discretion of the Exams Office and/or Senior Management Team** however, these students will be considered to be **very late** by the relevant awarding body; students permitted to sit an examination will be given the full exam duration however, **please note that awarding bodies may not accept scripts from students who arrive very late.**

A report and supporting evidence must be prepared and submitted by the centre to the relevant awarding body for all very late arrival students; as part of this process, steps will be taken by the centre to ascertain the student's movements prior to their arrival to the centre and to establish whether students have had any access to a mobile phone/other electronic storage device, the internet (including social media platforms and messaging apps), or contact with any other student who may be sitting, or who has already taken the examination.

All students who anticipate being late to any of their exams should ensure that they hand their mobile phone and any other internet enabled device to their parent/carer; students and parents/carers will be asked to confirm that the student has not had access to the internet and/or discussions with another student since the start of the exam until their arrival at the exam.

Exam timetable clashes

Centres are **not allowed** to vary an exam timetable if a timetabled examination clashes with any of the following:

- work experience
- a school function or closure
- a field trip
- sporting events below international level
- holidays and weddings
- a student's personal arrangements

Where school transport arrangements would conflict with the conducting of examinations advice should be sought by the Exams Office from the relevant awarding body.

Timetable clashes are where a student is entered to take **two or more exams at the same time**, **on the same day.** If you have a timetable clash, the Exams Office will let you know prior to the start of the exam series how any clashes will be resolved and this information will also be confirmed on your individual exam timetable.

Where a student has two or more exams timetabled for the same exam session and the total time is **three hours or less,** students sit take one exam after the other; the order of the exams will be determined by the centre. A maximum twenty-minute rest break between papers will be allowed however, this will be conducted in the exam room **under formal exam conditions. This means that students cannot use this time to revise.**

Where a student has two or more exams timetabled for the same exam session and the total time is **more than three hours (including approved extra time allowance and/or supervised rest breaks),** students will sit one examination in an earlier or later session within the **same** day.

In these circumstances, students must note the following:

- students will be kept under centre supervision at all times between exams (i.e. a member of centre staff/an invigilator will always be present in the same room as the student)
- whilst under centre supervision, students may revise using their own resources however, **must not have access to or be in possession of an electronic communication/storage device, or have access to the internet**
- students must not have contact with any other person/be coached by a member of centre staff
- students will be collected from their morning exam and returned to their afternoon exam by a member of centre staff/an invigilator
- students must ensure that they bring their lunch/drinks into school with them; students **will not** be able to access the school canteen or leave the school site to purchase their lunch.

If you have any queries regarding a timetable clash, please speak to the Exams Office.

Overnight supervision arrangements for exam timetable clashes

Where a student is scheduled to take **three or more exams timetabled for the same day** and the total duration of those papers is:

- **more than six hours for Level 3 exams (AS, A2, A Level, Level 3 VTQs)** including approved extra time allowance and supervised rest breaks; or
- **more than five and a half hours for Level 1/2 exams (GCSE, Level 1 and 2 VTQs)** including approved extra time allowance and supervised rest breaks

centres must explore all options to accommodate students to sit their exams on the same day they are timetabled however, if such options have been exhausted, centres can, **at their discretion and as a last resort,** move an exam to the following morning (including Saturdays). **Students are not allowed to take exams on an earlier day than that scheduled on the awarding body's timetable.**

Where a student takes an exam the following morning, **the centre must appoint a member of centre staff or an invigilator to supervise the student at all times whilst they are on the centre's premises sitting exams.** Students must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure that there is no contact with any other students.

The supervision of a student on journeys to and from the centre and overnight may be undertaken by the student's parent/carer (or a member of centre staff) who must ensure that the student does not have advanced warning of the content of the exam which has been deferred to the following morning. **This means that the student must not communicate with anyone who may have knowledge of the content of the deferred exam, including communication via telephone, email, internet, online streaming services, printed media, television, radio and social media (including messaging apps).**

Where a centre is required to move an exam to the following morning, the JCQ *Overnight Supervision Declaration Form* and supporting guidance notes must be read, agreed and signed by the student, the student's supervisor and the Head of Centre.

Any infringement of the conditions governing overnight supervision arrangements will constitute malpractice.

Exam equipment

Only authorised materials are allowed in the exam room.

All pencil cases must be completely transparent. Clear pencil cases which have a pattern will not be allowed in the exam room; all contents must be completely visible. An infographic providing further clarification in terms of what is and what is not permissible in terms of pencil cases is available in the back of this guide for information.

Students should bring **all** necessary equipment to each exam; this includes pens **(black ink only),** pencils, eraser, ruler, protractor, compass and calculators **(with lid removed)** where allowed.

Gel pens, erasable pens and correction pens, fluids and tapes are prohibited.

Highlighters must not be used in answers, although can be used to highlight questions, words or phrases within question papers, or extracts in any resource materials provided as part of an examination.

Use of calculators

A calculator is defined by the JCQ as ***'an electronic device whose primary purpose is to carry out mathematical calculations'.***

The instructions on the front of the question paper will state whether a calculator is allowed or not for the exam. **If the instructions do not include such a statement, calculators should be treated as standard equipment and can be used by students for the exam paper.**

Where the use of a calculator is allowed, students are responsible for ensuring that their calculators meet the awarding bodies' regulations.

During an exam, a calculator **must not** be able to offer any of the following facilities:

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet

During an examination, a calculator **must not** give access to pre-stored information, including:

- databanks
- dictionaries
- mathematical formulae
- text

A calculator **must not** be borrowed from, or shared between students during an exam.

Some calculators have an '*exam mode'*; this is acceptable in exams where the exam mode is activated and results in the calculator becoming compliant with the above requirements.

Where students do not bring a calculator to an exam and a calculator is allowed, invigilators will not provide calculators to students. Invigilators are only permitted to provide replacement calculators.

Where access is permitted to a calculator for part of an examination, it is acceptable for students to place their calculators on the floor, under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

A series of *Frequently Asked Questions* prepared by the JCQ in respect of the use of calculators during exams is available at the back of this guide, and on the school website, for information.

Unauthorised materials

No unauthorised written materials, including revision notes, will be allowed in any exam room. In addition, students must not have any writing on their hands/arms before or during exams.

Sixth Form students must remove their lanyards before all exams.

Students must not be in possession of any of the following items:

- **AirPods**
- **earphones/earbuds**
- **iPods**
- **mobile phones**
- **iPads**
- **MP3/4 players or similar devices**
- **watches (digital, analogue or smart watches)**
- **smart glasses**
- **any other smart/internet enabled devices**

Students must ensure that all electronic devices are **switched off (including the disabling of any alarms) and are left in your bag**. Students will be reminded of this, and to ensure that they have no unauthorised items on them by centre staff and invigilators as they enter the exam room, and as part of the invigilator announcement prior to the start of the exam.

Possession of any unauthorised item(s) during an exam, whether this is used or not, is an extremely serious offence and must be reported to, and investigated by the relevant awarding body; this may be considered malpractice and may result in disqualification from any or all exams and overall qualifications by an awarding body.

Food and drink

Drinks bottles must be completely transparent with all labels removed. Students must not bring aluminium/'*Chilly*' type water bottles; these will **not** be allowed and will be removed from students. An infographic providing further clarification in terms of what is and what is not permissible in the exam room in terms of water bottles is available at the back of this guide for information.

Where students bring transparent water bottles into an exam which have large flip-style lids, please be aware that these will be checked by invigilators prior to the start of an exam for any unauthorised materials.

Food is not permitted in exams, unless there is a medical need which the SENCo/Exams Office are aware of, and where this has been approved. **In circumstances where food is permitted, this must be brought to all exams free of packaging and in a completely transparent container.**

In the exam room

Upon arrival to your exam room, the invigilators will advise students where they must leave their bags.

Students must ensure that they have all necessary equipment needed for their exam.

Students will be invited into the exam room by the invigilator.

Students are under formal exam conditions from the moment they enter the exam room until the point at which they are permitted to leave.

Students must not attempt to talk to, communicate with or disturb other students once they have entered the exam room; if they do, this must be reported by the school to the relevant awarding body.

Students must listen carefully to, and follow the instructions of the invigilator(s) **at all times.**

Students **must** sit in their allocated seat (please see your exam timetable) and must not sit an exam in the name of another student. Invigilators will confirm student identity when taking the attendance register.

Students must face the front of the exam room at all times.

Students **must not** start to complete the details on the front of their question paper/answer booklet until instructed to do so by the invigilator. Students must ensure that **all** details on the front of the question paper/answer booklet are fully completed, including a signature where required.

Students must carefully read and follow all instructions printed on the front of their question paper/answer booklet and must inform the invigilator **immediately** if they believe that they have been given an incorrect paper.

The centre number, subject title and paper code will be displayed on a whiteboard at the front of all exam rooms, in addition to the date and the actual start and finish time (including any approved extra time) for each examination.

Students must not open their question paper until they are told by the invigilator that the examination has started. Any students who open their question paper before this time must be reported by the school to the relevant awarding body.

If a student has a question, or requires assistance during an exam (for example if they need any additional answer paper of if they become unwell), they should raise their hand and wait for an invigilator.

Student handwriting during exams

Students are reminded of the importance of ensuring that their handwriting is legible in order that examiners can read and mark your answers accurately; **your name, exam number and all written answers must be legible to examiners.**

At the end of the exam

Students will not be allowed to leave the exam room until the end of the exam.

The invigilator will announce the end of the examination.

Students must remain seated until **all** question papers, answer booklets and exam materials have been collected; students **must not** remove any exam materials from the exam room. Students will be instructed by the invigilator once all materials have been collected.

Students will be dismissed from the exam room row by row; **students are under formal exam conditions until they leave the room** and must leave in **complete silence.** Please be aware that other students may still be working when you leave the room.

Emergency evacuation of the exam room

During an emergency, such as a fire alarm where an evacuation of the exam room is required, invigilators will take the following actions:

- Students will be instructed to stop writing immediately and will be directed to close their question papers and/or answer booklets
- The exam room will be evacuated in **complete silence;** all exam materials must remain in the exam room and students **must not** collect any belongings prior to the evacuation
- All students must follow the invigilators to the relevant assembly point, where a register will be taken to ensure that all students are present and accounted for. **During the evacuation, students must not communicate with any other student and will be under exam conditions at all times**
- Upon completion of the emergency evacuation and return to the exam room, a further register will be taken and the exam re-started. Students will be given the full remaining time for the exam.

Access arrangements

Access arrangements will be determined by the SENCo and where appropriate, provisions for students with approved access arrangements will be made for each exam.

- **Extra Time**

This is an arrangement where extra time is added to the duration of the exam paper. All students who have approval for extra time must remain in the exam room until their extra time has finished.

- **Supervised rest breaks**

This is an arrangement where the timing of an exam is paused, the question paper removed from the student and a rest break is allowed under the required level of supervision (this is usually in the exam room). The exam is then re-started when the student is ready to continue.

Students who have approval for supervised rest breaks must raise their hand to inform an invigilator when a rest break is required. A rest break will not normally be permitted within the first 10 minutes of an exam.

- **Reader**

Where students have approval for the use of a reader, students will need to raise their hand to alert an invigilator, as and when assistance with reading is required.

Readers are **not** allowed to provide assistance during exams assessing reading (e.g. GCSE English Language).

- **Use of a word processor**

Some students may be approved to use a word processor for their exams.

Students must remember to ensure that the following information is included on the first page of their typed script:

- Centre number (42211)
- Student full name
- Student exam number
- Subject and component code of the exam paper

At the end of the exam, the typed script will be printed and students will be asked to verify that the script printed is theirs, and that all pages are present. Students will then be instructed to hand write the above information as a footer at the bottom of each page of their script., in addition to the page numbers (e.g. page 1 of 5). **During this time, students will not be permitted to re-read their answers or amend their scripts in any way.**

Students must remember to save their work at regular intervals throughout the exam.

- **Access to a mobile phone for medical purposes**

Some students with an established medical condition (e.g. diabetes) will be granted approval to access their mobile phone (and any other required equipment) during an exam.

Where access to a mobile phone is approved, all students must:

- ensure that all applications (and internet access), not required for medical purposes, are disabled
- place their phone (and any additional equipment) on a separate desk (which will be provided next to their allocated seat)
- raise their hand when the use of their mobile phone/equipment is required; **all use of mobile phones must be under one to one supervision of an invigilator/member of centre staff.**

Malpractice

Students must not become involved in any unfair or dishonest practice during any of their exams; to maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the JCQ's and awarding bodies' regulations.

Any student completing exams/assessments where malpractice is suspected or alleged, personal data about them will be provided by the school to the awarding body (or bodies) whose exams/assessments are involved. Any report of malpractice by the centre to an awarding body will be thoroughly investigated and sanctions will be imposed in accordance with the JCQ's '*Suspected malpractice – Policies and Procedures (2026-2027)'* publication.

Examples of malpractice include however, are not limited to:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an exam/assessment
- use of offensive, obscene or discriminatory content within exam responses
- collusion: allowing others to help produce your work or helping others with theirs
- asking others about what questions your exam will include (even if no one tells you)
- having or sharing details about exam questions before the exam – whether you think these are real or fake
- not telling exam boards or your school/college about exam information being shared
- introduction of unauthorised material into the exam room (including possession of a mobile phone or similar electronic device)
- breaches of exam conditions
- exchanging, obtaining, receiving or passing on information which could be exam related (or the attempt to)
- offences relating to the content of students' work
- undermining the integrity of exams/assessments
- use of social media for the exchange and circulation of real or fake assessment material

Awarding bodies may, at their discretion, impose the following sanctions against students where malpractice is determined:

- warning
- loss of all marks for a section of an exam paper
- loss of all marks for a component of a subject
- loss of all marks for a unit of a subject
- disqualification from a unit
- disqualification from all units in one or more qualifications
- disqualification from a whole subject
- disqualification from qualifications taken in an exam series
- debarral (*barred from entering one or more examinations for a set period of time; this sanction will be applied in conjunction with any other sanctions above, if warranted by the circumstances of the malpractice).*

Artificial Intelligence (AI) misuse in assessments

The JCQ's publication *'AI use in Assessments: Protecting the Integrity of Qualifications'* defines AI use to be the use of AI tools to obtain information and content, which might be used in work produced for assessments leading towards qualifications.

Students must submit work for assessments which is their own; this means both ensuring that the final product is in their own words and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own work.

Students must ensure that all work submitted for assessment is demonstrably their own; prior to submission of all work, students are required to sign an awarding body *Candidate Declaration Form/Authentication Statement* to confirm that all work produced and submitted is their own and has been completed without assistance, other than that which is acceptable under the subject specification/scheme of assessment.

Teachers and assessors will only accept work for assessment which they consider to be students' own work. Where teachers have doubts or concerns about authenticity and AI misuse, they will investigate and take appropriate action.

AI misuse will include, but is not limited to the following:

- copying or paraphrasing sections of AI-generated content to the extent that it is no longer the student's own work
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of an assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools
- submitting work with intentionally incomplete or misleading references of bibliographies

AI misuse constitutes malpractice as outlined by the JCQ's '*Suspected Malpractice: Policies and Procedures (2026-2027)'* publication. The malpractice sanctions available for offences of *'making a false declaration of authenticity'* and *'plagiarism'* include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied upon AI to complete an assessment, and the attainment that they have demonstrated in relation to the requirements of the qualification do not accurately reflect their own work.

If a student has any queries in relation to the use of AI and ensuring that this is not misused during assessments, they should speak to their relevant subject teacher or a member of centre staff.

Summer 2027 exam results days

A Level Day: Thursday 12 August 2027

GCSE results day: Thursday 19 August 2027

For the summer 2027 exam series, all students are expected to collect their exam results in person however, if you are unable to collect your results, please speak to the Exams Office to request a consent form to provide authorisation for alternative arrangements to be put in place; this includes any requests for a nominated individual to collect your results on your behalf.

Exam results **cannot** be issued over the phone.

Post-results services

Where a student has a concern regarding their results, please speak to a member of centre staff on results day in relation to the post-results services which may be available to you.

Review of Results services (RoR)

Clerical re-check

A clerical re-check of a marked paper will ensure that:

- the awarding body has marked all pages of a script
- the awarding body has counted all marks correctly
- the result awarded matches the marks recorded for the script.

Priority review and review of marking

A review of marking is a post-result review of an awarding body's original marking to ensure that the mark scheme has been applied correctly. **Reviewers will not re-mark a script; they will only act to correct any errors identified in the original marking.**

Priority reviews of marking are available for externally assessed components of GCE A Level specifications. **This is a priority service for students whose place at university or other higher education institute depends upon the outcome.** Students are strongly advised to inform their university or college choices that a priority review of results has been requested; awarding bodies will not inform UCAS or others that a review of marking has been requested however, they will inform UCAS of any grade amendment arising from a review.

Following submission of a request for a review of results service, and any subsequent appeal which may arise, there are three possible outcomes:

- a student's original mark is lowered by the awarding body, so that the final grade may be lower than the original grade issued
- a student's original mark is confirmed to be correct by the awarding body so there is no change to the issued grade
- a student's original mark is raised by the awarding body, so that the final grade may be higher than the original grade issued.

All students must provide written consent to confirm that they understand the conditions and possible outcomes which may arise following a request for a review of results service.

Where there has been a reduction in marks, or a downgrade following a review of marking, please note that the request cannot be revoked and the original mark will not be reinstated.

Access to Scripts (ATS)

Access to scripts to support review of marking requests

Centres are able to request copies of GCE A Level and GCSE scripts to assist in deciding whether to proceed with a request for a review of marking.

Where a student has a university place pending, it is advised that a priority review of marking is requested immediately, without requesting access to the script(s).

All students who wish to request access to exam scripts from an awarding body, must provide written consent prior to such a request being processed and submitted by the centre.

Post-result service fees and request deadlines

Post-result service request forms will be available to students on results days, in addition to information regarding post-result service fees and request deadlines. **Students will be responsible for payment of all fees for any post-result service requested**, and these must be paid in advance of any service request being submitted to an awarding body.

Summer 2027 exam certificates

Awarding bodies will aim to send exam certificates for the summer 2027 exam series to centres during November 2027. Once all certificates have been received from awarding bodies, we will make certificates available to students for collection from main reception.

If you are unable to collect your certificates and wish for someone to collect these on your behalf, a consent form will need to be downloaded from the school website, completed and returned to the Exams Office at the time of collection by your nominated individual.

Once certificates have been collected and signed for, these must be kept in a safe place; we as a school do not retain copies of exam certificates, and if misplaced, you will need to contact the awarding bodies to request replacements, for which a significant fee will be charged per certificate.

WEST LAKES ACADEMY

All staff at West Lakes Academy would like to wish all students the very best of luck with all forthcoming exams.

#WeAreWLA **#BeYourBest** **#ProudOfOurLearners**