



YEAR 13 EXAMINATION INSTRUCTIONS SUMMER 2026

Candidate Name

Candidate Number

Morning Exams – Outside Sports Hall at 8.30 AM

Afternoon Exams – Outside Sports Hall at 1.10 PM

EXAMINATION INSTRUCTIONS: YEAR 13

1. You are responsible for knowing your own timetable and for arriving at school in good time. If you have withdrawn from an examination, you must collect an up-to-date timetable from the administrator, Mrs Whitehurst. **At all times you must have the most up to date examination timetable.**
2. If you are late, the examination will start without you and you may not be able to make up the time you have missed. If your contact telephone numbers have changed, please ensure that we are informed of the new numbers as we may need to call you to discuss your examinations.
3. All examinations will be held in the **Sports Hall** unless you are told otherwise.
4. For morning examinations, you must be outside the examination room by no later than **8-30am** and by **1-10pm** for afternoon examinations. Please ensure that you know your **seat number** upon arrival at the examination room.
5. You may only take into the examination rooms the items that you are permitted to use for that examination. **Bags, books, iPods, all watches, fitness trackers, Kindles, mobile phones, AirPods, earbuds/earphones**, etc must be left elsewhere but not on the Sports Hall windowsill. You must not bring any notes into the exam room. You must not write notes on your hands, arms, legs etc.
6. Once you enter the examination room you are under public examination regulations. You must be **silent** and not communicate with other candidates.
7. You must make sure that you have everything you need for the examination; **black** pens, pencils, eraser, ruler, mathematical instruments and a **calculator** if appropriate. It would also be wise to bring spares. Please use a **clear plastic case/bag** to carry these things so the invigilators can see what is inside. Do not use tin containers for mathematical instruments. Calculators must be battery or solar powered, and free from lids, cases or covers which display printed instructions or formulae. The candidate is responsible for ensuring that the calculator memory is cleared prior to the examination. Calculators must not be borrowed from another candidate at any point during an examination.

8. Use **black** ink or biro for your examinations. Cross out any mistakes neatly using a pen. **Do not use a pencil for writing.**
9. You must **not** use:
 - Correcting fluid /liquid paper /Tippex
 - Reading Pens
 - Blotting paper
 - Highlighter pens in your answers (although you may use them to highlight questions)
 - Pale-coloured / gel pens
10. You may take water into the examination room but **not** sweets, food, mascots etc. Water must be in a clear plastic bottle with all labels removed. You are responsible if water spills on your examination paper.
11. You may **not** leave the examination room until the examination is finished. Please do not ask the invigilators for permission to leave early.
12. You must not remove any items from the exam room that you did not bring into the room with you. This includes the question papers and any rough workings. You must not make notes about the exam to discuss with your teacher or tutor after the exam. This includes notes on paper or notes written on your hand, arm, leg etc
13. **Should you be too ill to come to school on the day of an examination, your parent/carer must telephone school on 677 7696 before 8.15am and ask Reception to send a message to Mrs Whitehurst. You should email sixthform@uptonhall.org to alert Ms Griffiths to your absence.**
14. If your exam performance is affected by temporary illness, injury or other unforeseen circumstances then you should obtain written medical evidence of your illness on letter headed paper from your doctor.
15. You can apply for Special Considerations within 5 days of the relevant exam using the form on the school website. Your application must be supported by written medical evidence which you should email to Mrs Whitehurst at hwhitehurst@uptonhall.org together with your written consent to share your data with the exam boards. The Leadership team will decide whether to

submit your application to the Board. There are 2 different types of special consideration:

- a small number of extra marks up to a maximum of 5 may be awarded if your exam performance is affected by temporary illness, injury, or other unforeseen circumstances
 - a grade may be awarded if you unavoidably miss an exam or assessment, as long as you have completed at least one other exam or assessment for that qualification and the Board agrees there was an acceptable reason for your absence.

16. Candidates must respect the Sixth Form Dress Code, which is **Business Wear**. Low cut tops and bare midriffs are unacceptable. Remember it can be quite cold in the Sports Hall so please dress accordingly.

17. Candidates who have made a re-sit entry and have not completed a withdrawal form prior to the day must present themselves at the start of the examination in order to complete all administration work.

18. After the last written examination in a subject, you must return your textbooks and if you wish to donate revision books etc to the department, please see your teacher.

RESULTS DAY

1. A level Results will be sent to centres to arrive on **Thursday 13 August 2026**.
2. The school will be open from **8.00am** onwards, for year 13 students and UCAS candidates to receive your results. You will need to sign for your results. If you are not able to attend school on results day you should complete the form on the school website by 30 June 2026 indicating whether a nominated adult will collect the results for you or if the results should be e mailed to you. Results by email will usually not be available until after midday on results day.
3. You will receive a sealed envelope containing your statement of results printed from our management information system. Read this carefully. Check all your results are present. Keep the results slip safe, this is your only evidence that you have passed your examinations, until the certificates arrive in November.
4. You will need a **mobile phone, University contact numbers** and your **UCAS number and log on details**. Often a telephone call to your university can resolve problems quickly. Check the status of your UCAS application online in UCAS Track which will be updated on the morning of results day.
5. Should there be any problem with your results you must see a member of staff immediately. Please see Ms Griffiths or Mr Fitzgerald regarding the 'clearing' process if needed. Please do not leave the school premises without seeing Mrs Whitehurst if there are any problems with the processing of your results.
6. Information about making an 'Enquiry About Results' is available from the school website. These requests must be made between **13 August 2026 and 18 September 2026**. Requests made for priority review of marking or to request a priority copy script must be made by **19 August 2026**.
7. A copy of our policy about making appeals with regard to results and coursework is available on the school website.
8. Year 13 should see a senior member of staff or Mrs Douglas if they have not met the grade requirements for their chosen universities. Check the notices in Reception to see which staff member you have been allocated for support.

Grade boundary information will be included in your results pack. **Check whether your mark is close to the next higher grade boundary before you leave school.** Your pack will also contain information about post results services, the fees payable by you for these services and the deadlines that apply. The following post results services are available if you have an enquiry about your results and senior staff are available to advise you:

1. Clerical re-check

A request must be submitted by 18 September 2026.

This is a re-check of all clerical procedures leading to the issue of a result.

2. Review of marking

A request must be submitted by 18 September 2026

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

3. Priority Review of marking

A request must be submitted no later than 19 August 2026.

This priority service is only available if a candidate's place in higher education is dependent upon the outcome.

4. Priority Access to Photocopied Scripts

A request must be submitted no later than 21 August 2026.

A copy of your marked script may help you to decide whether or not to request a review of marking. This priority service is available if a candidate's place in higher education is dependent upon the outcome.

5. Access to Original Scripts

A request must be submitted no later than 18 September 2026.

If an original script is requested, the candidate will be unable to request a clerical re-check or a review of marking.

Collect a form from Mrs Whitehurst in the Exams Office if you require any of the above services. Note the deadlines for applications. Your signature and your payment in cash or by card is required before any action can be taken for some of the services. If you qualify for financial assistance in school then it may be possible to fund the cost of these services.

6. Review of moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample. The appropriate subject leader will be responsible for this decision, and candidate consent is not required. Changes to candidates' results arising from a review of moderation cannot lead to a subsequent late request for a review of marking of a written examination component.

Remember marks can go up as well as down following a review of marking. Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

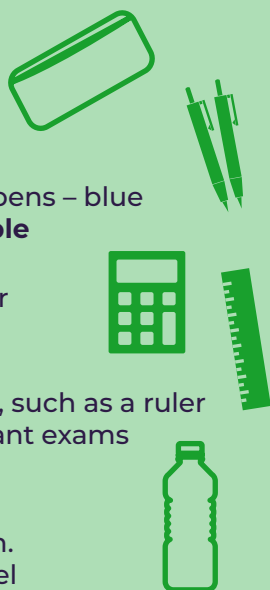
What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus, such as a ruler or protractor, for relevant exams
- a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.





Appendix 5

Information for candidates for written examinations – effective from 1 September 2025

 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	You must not take into the exam room any unauthorised material, including: a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may be used for only diagrams, maps, charts, etc., unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spellcheckers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spellchecker unless you are told otherwise.



D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed; c) you think you have not been given the expected access arrangement(s).
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 4

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix 7



AQA

City & Guilds

CCEA

NCFE

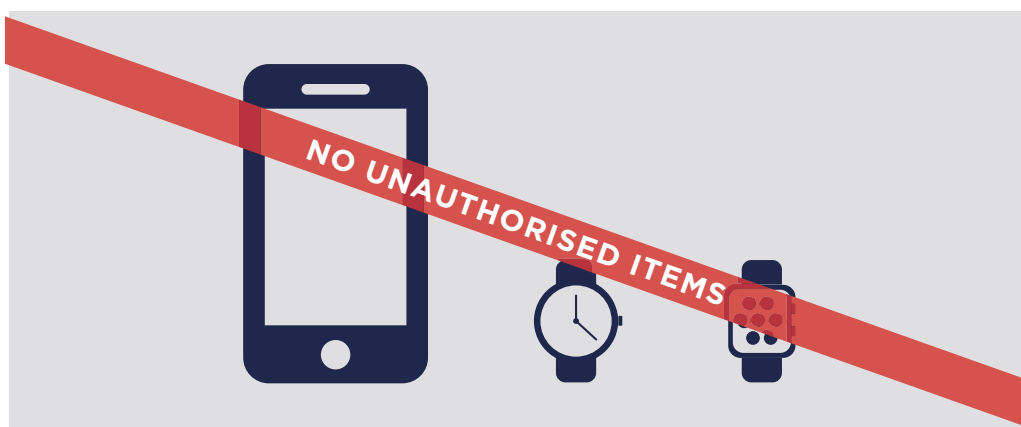
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

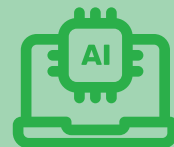
What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

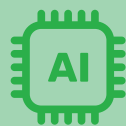
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

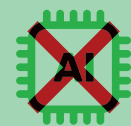
When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.



- This is what exam boards call **AI misuse and is a form of cheating**.

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS



Know the rules



Check with your teachers

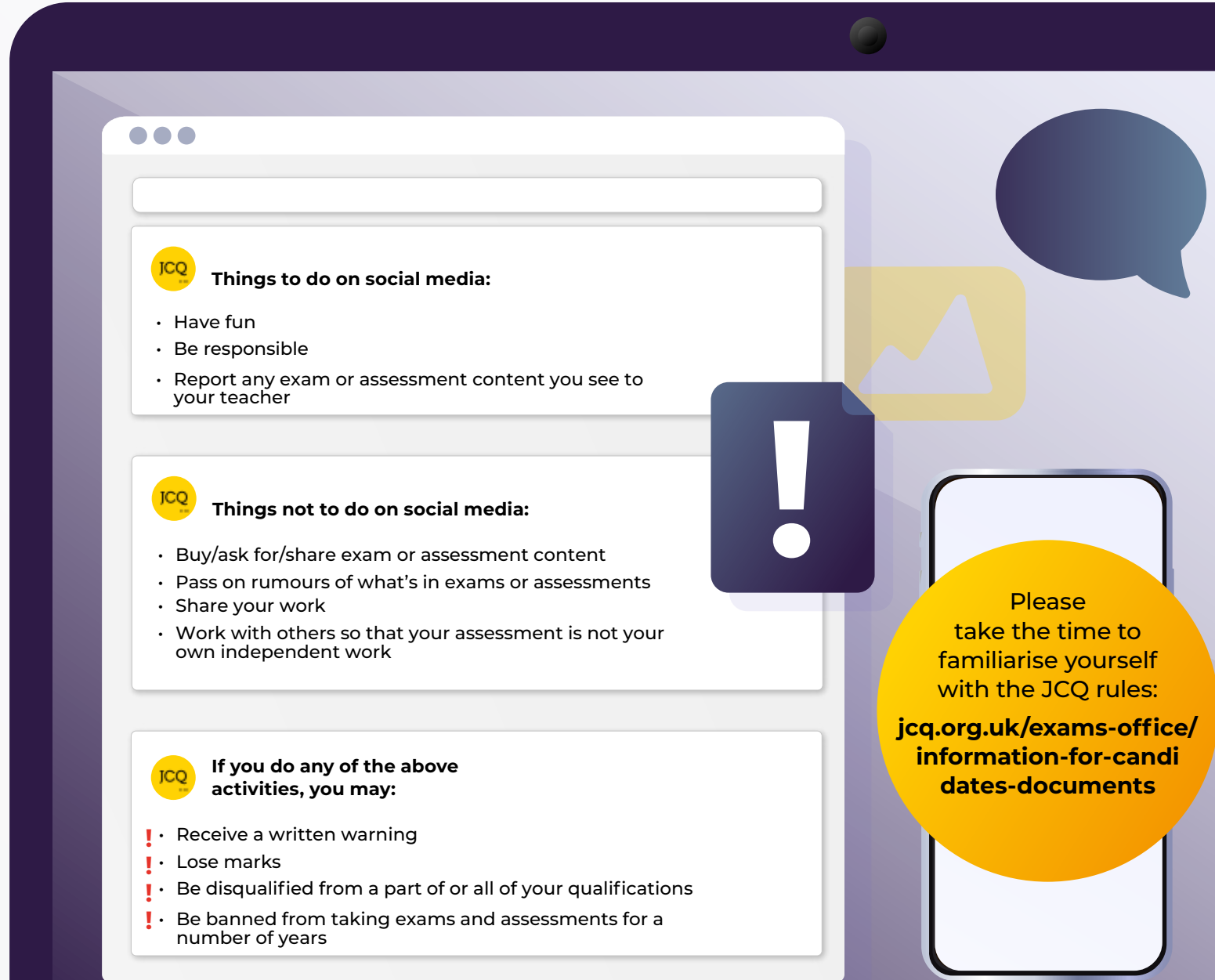


ACKNOWLEDGE and DECLARE



While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)