

**Bangor Academy
and Sixth Form College**

Principal: **Matthew Pitts**, B.A. Hons, N.P.Q.H.



Examination Handbook for Parents and Students

2026-2027

Centre number 71504

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Before the Examinations

Individual Exam timetable

Prior to the start of the exam series students will receive an individual timetable detailing dates, times and duration. This must be checked carefully and if a student has any queries they should speak to the Exams Officer immediately.

Students must check everything on their statements of entry very carefully. Particularly that all personal details (date of birth, spelling of names) are correct as these will appear on certificates and may not be able to be changed once they have been awarded. Candidate's names should be their legal name as shown on their birth certificates and will be shown in the format of Legal Forename, Legal Surname e.g. Andrew Jones.

In addition to these timetabled examinations there may be practical elements/ language speaking tests and controlled assessments throughout the course.

If a candidate has a clash where two subjects are timetabled at the same time, the School will make special timetable arrangements. This will normally involve sitting one exam after the other. A supervised break will be given between the exams.

Examination Boards

We use the following Examination Boards: CCEA, AQA, Pearson (Edexcel), WJEC, and OCN NI.

Candidate Number

Each candidate will be issued with a four-digit candidate number. It will appear next to their name on their desk card. This is the number that students write on the front of exam papers. Students should try to learn their candidate number.

Equipment

Students are responsible for ensuring they have all equipment required before their examination. Black ball point pen, pencil, ruler, scientific calculator and any specialist equipment

During the Examinations

Examination Regulations

These are issued jointly by all examining boards and are available to view on the school website and have been emailed to students/parents. Students must read these carefully and note that a break in any of the examination rules or regulations could lead to disqualification from all subjects. **The school must report any breach of regulations to the awarding body.**

Examination Attendance

Candidate Identification

Students are responsible for checking their own timetable and arriving at school on the correct day and time, appropriately dressed (full school uniform) and with the correct equipment.

Students must assemble in the designated area at least 15 minutes before the scheduled exam start time, where the Exams Team will visually confirm the identity of the students. The school uniform acts as the primary visual baseline for identifying internal candidates. It ensures that students entering the examination hall are easily recognizable as part of the registered school cohort.

Strict adherence to the uniform policy prevents personation, assists invigilators in spot-checking identity, and maintains a secure examination environment.

Every student's assigned desk will display an individual candidate card containing the student's legal name, their photograph, centre number and their unique candidate number.

Late arrival to Exams

Late students must report directly to the Main School Reception. They must not attempt to enter the examination room unescorted. Reception staff will immediately alert the Exams Team. The student will be instructed to place all unauthorized items (mobile phones, smartwatches, notes) into secure storage at reception. The student will be escorted to the examination room by the Exams Team. The student will be given the full time for the exam regardless of how late they arrive. If the arrival time is more than 1 hour past the official exam start time the relevant exam board will be informed.

General Exam Regulations

- Full school uniform must be worn by all students attending school for exams. We have spare uniform and will ask students to change if they do not comply.
- All items of equipment should be visible to invigilators at all times. A transparent pencil case or clear plastic bag must be used for these items.
- Pens should be black ink ballpoint. No correction pens or Tippex are allowed. Highlighters may be used to mark sections in the questions but must not be used in answers.
- Students should make sure that their calculator conforms to exam regulations, if in doubt check with teaching staff. Ensure calculator covers and instructions are not brought into the exam room and that batteries have been replaced if necessary.
- Do not attempt to communicate or distract other students. This rule applies from the moment students enter the hall until they leave again.
- Food is not permitted in the examination room, however, a small bottle of water in a clear bottle with the label removed is allowed.
- Students must not draw graffiti or write any offensive comments on examination papers; this could lead to disqualification from the exam.
- Students must listen carefully to the instructions at the beginning of the exam and not write on the exam paper until instructed to do so, there may be amendments to the exam that need to be noted.
- Students must check they have the correct question paper – check the subject, paper and tier of entry.

Students are not permitted any potential technological /web enabled sources of information such as a mobile phone, iPod, MP3/4 player or watch (analogue or digital). These devices must be left with their form tutor along with any bags. **If any of these devices are found on a candidate during the examination (even if it is switched off) it will be taken from them and a report will be made to the awarding body and is likely to lead to disqualification. No exceptions can be made.**

All instructions on the front of the exam paper must be read carefully and answers numbered clearly where necessary. We do not allow students to leave an examination early. If they have completed the paper, they are advised to use any remaining time to check answers they have given and that all details have been filled in correctly.

At the end of the examination all work must be handed in. Any rough work should be neatly crossed through with a single line. If additional answer booklets or sheets have been used these should be placed at the back of their exam paper. All exam papers will be collected

before students are allowed to leave the room. Absolute silence must be maintained during this time. Students are to remain seated in silence until dismissed, row by row, by the invigilator. Other students may still be working so silence must be maintained until outside the hall.

Question papers, answer papers and additional papers MUST NOT be taken from the exam.

In the unlikely event of the fire alarm sounding during the exam, the invigilators will tell students what to do. They should not panic, if they have to evacuate the room they will be asked to leave in silence in the order instructed. Everything must be left on the desk. During the period of evacuation, examination regulations still apply and students must not communicate with other students or any other person. They will be escorted to a designated area. On return to the exam room students must not start writing until told to do so by the invigilator. The full time will be allowed, and a report will be sent to the awarding body.

Definition of malpractice by pupils

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature including the use of AI
- Collusion by working collaboratively with other pupils to produce work that is submitted as individual pupil work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/ examination/ test.
- Breaching any JCQ regulations in relation to external exams

Procedure for dealing with Pupil Malpractice

Coursework/Non-exam assessment

Any investigation into potential pupil malpractice should include the following steps (if necessary):

1. Investigation by Teacher and HOD (LIV), Exam Team informed
2. Investigation by HOD (LIV)/Exams Team
3. Investigation by Mr Carrick/Exams Team

External Exams

All incidents relating to external exams will be investigated by the Exams Team/ Mr Carrick

The Exam Team once informed of any potential malpractice will:

- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

Where malpractice is proven, this centre may apply penalties or sanctions including:

1. Repeat work involved
2. Remark of previous units with regard to investigating previous malpractice
3. Repeat of all work/removal from course

In cases where the malpractice is in breach of Exam Board procedures/policies the Centre will refer the matter to the relevant Exam body following the JCQ guidelines and School Exams Policy.

Invigilators

The Exam Boards employ external invigilators to conduct all external exams. Invigilators are respected members of the community and are trained in the specific role. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the exam in accordance with the regulations. Any questions should be directed to the invigilators. Students are reminded to let the invigilator know if any problems occur during the exam, for example if a candidate feels unwell.

Please note the invigilators cannot discuss the examination paper with students or explain the questions. If a student suspects an error on the paper, they should advise the invigilator who will contact the Exams Officer. The candidate should then carry on with the rest of the paper whilst the awarding body is contacted.

Absence from examinations ***(Complete Examination Enquiry Form on school website)**

If difficulties are experienced during the examination period (e.g. Illness or personal problems) please inform the Exams Officer at the earliest possible point so that we can help or advise.

It is essential that medical or other appropriate evidence is obtained and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.

Parents are reminded not to arrange family holidays when examinations are taking place. Non-Exam Assessments and coursework are carried out throughout the two-year course in some subjects for GCSE and A level.

Special Consideration *(Complete Examination Enquiry Form on school website)

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional circumstances). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will normally be asked to provide evidence to support such an application. Any applications made to the Exam board will be confirmed by e-mail at the end of the exam series. We will apply for all special consideration requests that we receive before the closing date for the exam season. If the request falls outside these dates, it would be at the discretion of the Exam board whether they accept the application.

* Google form can be found at <https://bangor.academy/exams/>

Access Arrangements

The need for an Access Arrangement is determined by the SEN department. Under **JCQ (Joint Council for Qualifications) rules**, a doctor's note or a private medical diagnosis alone cannot automatically grant a student access arrangement.

The JCQ rule states that access arrangements must be based on the student's school-based evidence and their normal way of working in class. A doctor cannot provide school evidence.

Please note: Re: Maths - The use of a word processor/scribe in exams is for students who need to do extended writing. Unless there is a medical reason or a specific need, we do not permit the use of a word processor for Maths.

Exam Dates 2026/27

Students will be issued with an individual examination timetable prior to the exam season. If the pupil misplaces their timetable, they can access this via 'My School' or using the QR code displayed around the school building.

Examination Series	Dates	Qualifications	Individual Examination Timetable
November Series <i>Results Thurs 4th Feb</i>	Mon 9 th November to Thurs 19 th November (inclusive)	GCSE module exams (Science/Maths/English)	Students will receive timetables the week beginning Mon 28 th Sept
January Series <i>Results Thurs 18th March</i>	Wed 6 th January - Thurs 14 th January (inclusive) Mon 1st February	BTEC exam units Level 2 and 3	Students will receive timetables the week beginning Mon 12 th Oct
March Series <i>Results Thurs 15th April</i>	Wed 24 th February to Fri 26 th February (inclusive)	GCSE module exams (Science)	Students will receive timetables the week beginning Mon 12 th Jan
Summer Series <i>Results: Thurs 12th Aug (GCE) Thurs 19th Aug (GCSE)</i>	Tues 4 th May to Mon 21 st June (inclusive)	A-Level/AS GCSE BTEC Level 2 & 3	Students will receive timetables the week beginning Mon 15 th Feb

Contingency Date: Wed 23rd June –

(A designated backup date held in reserve by exam boards in case a major disruption forces an exam to be rescheduled. Any exam could be moved to this date so please do not book holidays over this date.)

After the Examinations

Results Day

12th August GCE A2 8.30am to 10am

AS 9.30am to 11am

19th August GCSE (year 12) 8.30am to 10.00am

(year 11) 9.30am to 10.30am

If a student is unable to collect their results in person, they can arrange for them to be collected by someone else if they give their written permission to the Exams Office prior to results day. Please note the nominated person must bring photographic ID to collect the results.

Any uncollected results will be available to collect, during term time, school hours, from the main school office.

Please note that results will not be given over the phone or by e-mail under any circumstances.

We strongly advise that results are collected by students themselves as there will be school staff available on the day to answer any questions and discuss programmes of study for the coming academic year.

Any questions or queries about results during the school summer holidays should be communicated by e-mail to the Exams Officer on ggibson7440@c2ken.net

Post Results Advice

If you need any post results advice school staff will be available to answer your questions on results day.

Enquiries about results (review of marking)

A review of marking (often called a remark) is an official check by an exam board to see if an examiner marked the paper following the correct mark scheme, rather than marking the paper completely from scratch.

If a student feels that their external examination results do not reflect their performance and are significantly different from what was expected, then they may request the mark to be reviewed. Students should be aware that their mark may be confirmed, raised or lowered as a result and there is no grade protection for review of marking.

All enquiries must be directed through Bangor Academy as students are not permitted to contact the Exam Boards directly. Careful thought and discussion with the subject teacher should take place before requesting a review of marking. Look at how many marks away from the next grade boundary. A review is usually only worth considering if they are just a

few marks away. If a candidate wishes to proceed, they will need to sign a form to agree that they will accept the new mark/grade if it changes. Charges for review of marking:

CCEA

Remark £15

Copy of paper £5

Pearson/Edexcel/AQA/WJEC

Remark £35

Copy of paper £5

Certificates

Exam certificates arrive in school in November, and parents will be notified by e-mail/social media of collection days. A nominated adult may collect a certificate on behalf of the student but will require photographic ID.

Any students unable to attend the collection days will be able to collect their certificates from Reception during school hours.

Bangor Academy is obliged to keep certificates for a period of one year after students have left. If a student has not collected their certificates within this time and the school no longer has them, they will need to contact the Exam Boards and request replacements. This will require proof of identity and a fee of approximately £40 per certificate. Students are therefore urged to collect and keep their certificates safe.

Frequently Asked Questions

Q. Can I contact the Exam Board directly if I have an enquiry about an exam?

No, all enquiries to the Exam Board must be made through school. The Exam Board do not deal directly with parents/students.

Q. What do I do if there is a clash on my timetable?

The school will make arrangements internally (on the same day) when there is a clash of subjects. Students will normally sit one paper and then sit the second paper straight after depending on the duration of the exams. Students will be advised of the arrangements in advance of the exam dates.

Q. What do I do if I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate numbers are printed on the student's desk card. Students must sit at the seat allocated to them.

Q. What do I do if I forget the Centre Number?

The Centre number is 71504. It will be clearly displayed in the Exam Room.

Q. What do I do if I am ill, injured or unable to attend on the day of the exam?

Inform the Exams Officer immediately who will advise what you need to do.

Q. What do I do if I feel unwell during the exam?

Put your hand up and an Invigilator will assist you. You should tell an Invigilator or the Exams Officer if you feel ill before the exam.

Q. If I arrive late, can I still sit the Examination?

Students should always allow plenty of time to arrive 15 minutes before the start of their exams. However, if due to unforeseen circumstance, a student is running late they should contact the Exams Officer immediately. They will then be advised to come to the Reception and will be escorted to the exam room and will be given the full time. If a student is more than one hour later than the published time of the exam, they can still sit the paper, but the Exam Board may not accept it.

Q. If I miss an Exam, can I take it on another day?

No, exams must be taken on the day they are scheduled. Opportunities for resits may be available in other exam series.

Q. Do I have to wear school uniform?

Yes, full school uniform is required.

Q. What items are not allowed into the examination room?

Only material that is listed on the question paper is allowed. Bags and coats are not permitted and should be left in the designated area (Form Class). No food or drink with the exception of a small bottle of water in a clear bottle with no label. Electronic devices (mobile phones, Mp3/Mp4) or any kind of watch (digital or analogue) are not permitted.

Q. How do I know how long the exam is?

The duration of each Exam is shown in minutes on student's individual timetables.

Invigilators will tell you when to start and finish and will write the finish time on a board at the front of the Exam room.

Q. Can I leave the Exam Early?

No. It is school policy not to allow students to leave the exam early as this is disruptive to other students. If students finish early, they should use the time to check their answers and check that all their details are correctly filled in.

Q. Can I go to the toilet during an Exam?

Only if absolutely necessary (try to go to the toilet before coming to the exam). Raise your hand to attract the Invigilators attention and they will escort you. You will not be allowed the time added on.

Q. Why do I need to check the details on my Exam timetable?

These are the details that will be printed on Certificates. If the name and date of birth on your Exam Certificates does not match your birth certificate it may cause you problems if you are asked to prove your qualification to an employer or college/university in the future. You should also check that you have been entered for all subjects that you are expecting to get a qualification in.

Q. What do I do if I don't get the grades I need?

Staff will be available on results day to offer advice. If your University place is at stake speak to the Exams Officer immediately, who can advise re 'Priority Review of marking'.