

Year 10 & 11 Exam Guidance 2026

Important Information for Pupils undertaking exams during
Academic Year 2025-26



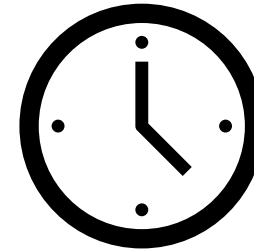
Pupils are expected to.....

- Wear correct school uniform during all exams.
- Wait outside the exam room a minimum of 10 minutes before the start of each exam.
- Ensure you have checked your timetable, ahead of each exam, so you know your room, row and seat number.
- Enter the exam room in silence.
- Once you have entered the exam room you are under exam regulations for the duration of the exam.
- Do not engage in unfair, distracting or disruptive behaviour (including turning around) or attempt to communicate with any other pupil once in the exam room.
- If you require help at any stage, raise your hand to indicate to an invigilator.
- All electronic devices, including phones and smart watches, must be left outside of the exam room. Failure to do so could result in disqualification.
- Remain seated, facing the front of the room.
- Listen carefully and follow **ALL** the instructions given by the invigilators.



Exam Days.....

- **Morning Exams will begin at 9.10am**
 - Be outside your designated exam room by **9AM**
- **Afternoon Exams will begin at 1.10pm**
 - Be outside your designated exam room by **1PM**
- Exam times may be amended in cases involving a clash or extra time.
- Pupils are under exam regulations from the moment they enter the exam room and must follow the exam rules as instructed by the invigilators
- Ensure you have all the correct equipment needed for the exam you are sitting.
- In the event of a clash of exams (where you have 2 exams running at the same time on the same day) provision will be put in place to stagger your exams. You will be held in a separate part of the school and monitored by an invigilator ahead of the clashed exam.



How do I know where to sit?



- There will be a full seating plan displayed on a noticeboard outside the Main Hall or Activity Studio.
- Ensure you check you venue, seat and row number in advance of each exam.



- Most exams are seated in candidate number order but you should refer to your timetable and the seating plan anyway.
- Staff will be outside the exam venues ahead of each exam. They will organise and call pupils into the exam venue row by row.

Example of a Seating Plan

Seating Plan Report

Date : Thursday 8 May 2025

Start Time : 9:10 AM

Main Hall

Capacity : 49

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							

Name

Exam Number

Exam Code

Exam Time

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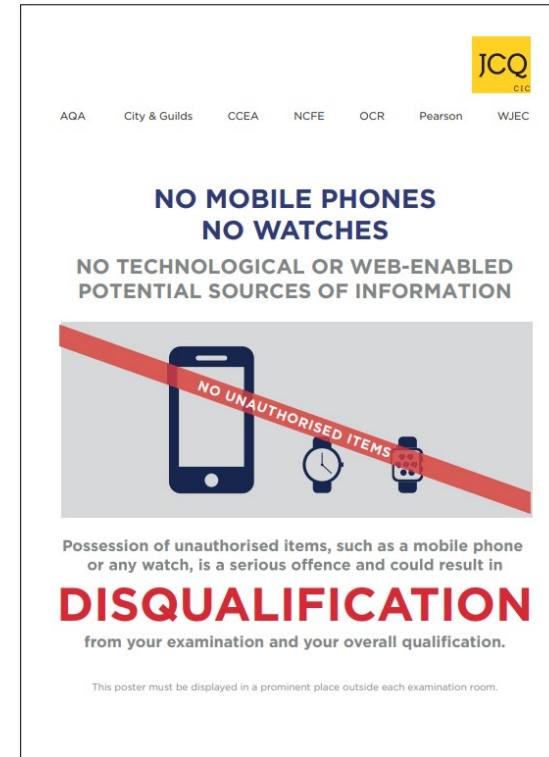
What do you need to bring?

- **Black** Ballpoint Pen only plus a spare.
- Pencil, sharpener and eraser.
- Clear Pencil Case.
- Calculator (if required for that exam).
- Clear drinking bottle (labels removed) containing **water only**.
- **No food must be brought into the exam venue.**
- For some exams you may need to bring additional equipment such as ruler, compass or protractor. Check with your subject teacher in advance of any exams if you have any queries.



Rules about Electronics.....

- It is strongly recommended that you leave all mobile phones, smart watches (or watches that can storage capabilities) and any other electronic devices at home.
- Even if items (including phones) are switched off or dis-assembled they must NOT be brought into the exam venue. Failure to follow this rule, if you are found in possession of any such item, could result in disqualification by the exam board.
- A collection point for any electronic devices will be set up at each venue to store any devices. These MUST be switched off.



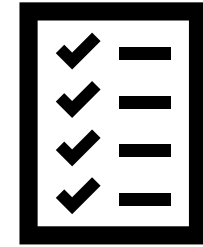
Important Regulations.....

- Do not ask to borrow anything from any other pupil whilst in the exam room. Anything you need during an exam must be flagged to an invigilator ONLY. Raise your hand for attention.
- You must stop writing immediately when you are instructed to do so by the invigilators. Do not attempt to finish off a word or sentence. Failure to follow this instruction is considered to be malpractice by the exam board and may result in you losing marks or being disqualified from that exam.
- You will be reported to the exam board if you engage in or are suspected of involvement in any type of malpractice. This includes unacceptable behaviour.
- Mobile phones, ALL watches, bags, coats, any notes including revision notes, books, headphones / earphones. USB sticks and any other electronic devices (this list of unauthorised items is not exhaustive) are not allowed in the exam room.



External Exam Timetable

- You will firstly be supplied with an exams “Statement of Entry”. This will show all your exams which you have been entered for in the coming exam season (Summer 2026). You must check this statement to ensure you have been entered for all the correct exams.
- You will later receive your final copy of your personalised exam timetable well ahead of the exam season. This copy will include dates and times of the exams plus rooms and seating numbers.
- Check again on this final timetable that all exams stated are correct.
- Keep your timetable with you somewhere safe
- You must attend ALL of your exams



Statement of Entry and Exam Timetable examples.

Statement Of Entry

Season: _____
Name: _____ Year: _____
Gender: _____ Registration Group: _____
Date of Birth: _____ Admission Number: _____
Candidate Number: _____ UCI: _____
Name on Certificates: _____

Entries

This section in the Statement of Entry document will include a list of all exams you are scheduled to sit. The list will show the exam board name, exam level, code and description

FOR THOSE TAKING THE FOLLOWING EXAMS:
GCSE Welsh Oracy Examination 2024
Unit 1 (3020U10-1) between 16.04.24 and 18.04.24
Unit 2 (3020U10-1) between 22.04.24 and 24.04.24
GCSE Spanish Oracy Examination 2024
Higher (3810UA) or Foundation (3810U1) - 12.04.24

Individual Candidate Timetable - Default

Season: _____
Name: _____ Year: _____
Gender: _____ Registration Group: _____
Date of Birth: _____ Admission Number: _____
Candidate Number: _____ UCI: _____
Name on Certificates: _____

Special Arrangements Required

Timetabled Components

Date	Start	Duration	Board	Level	Element	Component
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This section of the Exam Timetable document will include date of exam, start time, duration, board, level, exam code / subject and which part of the course it is (Unit).

Illness Policy

- It is vital to not miss any exams for any reason.
- If you are genuinely ill and unable to attend an exam it is vital that you telephone the school immediately and as ahead of the exam as possible.
- If you miss an exam due to illness you must have a doctors letter detailing your symptoms and illness. This must be signed and dated by the doctor. Without this paperwork a grade will not be awarded.
- Any medical paperwork obtained by you will be sent to the exam board to assess for consideration. There is no guarantee that consideration is given under any circumstances and is assessed on an exam by exam / case by case basis.
- Please be aware that if you do not attend an exam without an valid reason, **you will be charged for the exam.**
- **If you are in doubt please call Mrs Middleton (Exams Officer) immediately at school, before the exam begins.**



Preparing for Exams

Tips for Exam Preparation

1 Before Studying

- Make a Schedule
- Organize your Study Space
- Set Realistic Goals
- Prioritize Important Topics

2 During Studying

- Practice Active Learning
- Break information into Chunks
- Apply the Pomodoro Technique
- Use Visual Aids

3 Study Techniques

- Active Recall
- Self-Testing
- Mnemonic Devices

4 During Exam Days

- Manage your Time Effectively
- Start with Answers you are Confident in
- Stay calm when faced with Difficult Questions
- Review your Answers before Submitting

Focus on
Quality no
Quantity



Display your exam
timetable and
create a study
countdown

Use
Flashcards

Look after your
mind and body
– Sleep is vital

Use Past
Exam Papers

HOW TO PREPARE FOR YOUR EXAMS

Start Early to
Have Enough
Time

Be Organized

Mix Up
Techniques/
Methods

Set Goals

Make Notes

Use Self-
Assessment
Tools

Take Care of
your Health

Understand
the Exam

Discuss the
Concepts

Prepare for
the Exam Day

Talk to Your
Mentor

No Post-
Exam
Evaluations

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In Summary.....

- Make sure you know your exam timetable.
- Discuss with your teachers about the best study aids which work for you.
- Familiarise yourself with the exam venues.
- Create exam study plans.
- Make sure you are well rested and prepared ahead of each exam.
- Arrive in plenty of time for each exam, and outside the exam venue 10 minutes before the exam start time.
- Full Uniform must be worn.
- **NO ELECTRONIC DEVICES OF ANY KIND ARE ALLOWED INTO THE EXAM VENUE.**
- Ensure you have all the correct equipment for each exam in a clear pencil case.
- Follow the exam rules.
- Arrive and leave the exam venues in silence.
- If you need help during an exam (not about the exam) make it known to an invigilator by raising your hand. DO NOT TALK!

